



**Mt. San Antonio College
Athletics Department**

Coaches Handbook

COACHING HANDBOOK

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Welcome to the Mt. SAC Athletics Family. This Coaching Handbook is designed to give you 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 74 California Community College Athletic Association (CCCCAA) State Championships with 47 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 8 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 12 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
- **42** = Number of Women's State Championships won by Mt. SAC Athletics (Men=29, Coed=3)
- **47** = Number of State Championships won by Mt. SAC Athletics since 2000 (avg. of 2.47 per year)
- **74** = 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)

CONTACT INFORMATION

TITLE	NAME	EXT.	E-MAIL
KAD DIVISION STAFF			
Dean/Athletics Director	Joe Jennum	5712	jjenum@mtsac.edu
Associate Dean/Assoc. AD	Debbie Cavion	4355	dcavion@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	AniSuri 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	Stephany Najarro	4640	snajarro2@mtsac.edu
Student Services Program Specialist II	Samantha Rangel	5111	srangel26@mtsac.edu
Fitness Coordinator	K.C. Kranz	3212	kkranz1@mtsac.edu

DANCE DEPARTMENT

Department Chairperson	Amy Nakamura	4635	anakamura@mtsac.edu
Professor	Karol Ritz	4742	kritz@mtsac.edu
Professor	Michelle Shear	3420	mshear@mtsac.edu

KINESIOLOGY DEPARTMENT

Professor	Melinda Bowen	5308	mbowen@mtsac.edu
Professor	Brian Crichlow	4726	bcrichlow@mtsac.edu
Professor	Isaac Carter	6943	icarter1@mtsac.edu
Professor	Chris Jackson	4556	cjackson@mtsac.edu
Professor	Bob Jastrab	4877	rjastrab@mtsac.edu
Professor	Ron Kamaka	5367	rkamaka@mtsac.edu
Professor	John Knott	4348	jknot2@mtsac.edu
Professor	Giovanni Lanaro	5224	glanaro@mtsac.edu
Professor	Clark Maloney	4349	cmaloney1@mtsac.edu
Professor	Ali Oliver	4342	aoliver12@mtsac.edu
Professor	Stacy Parker	6380	sparker@mtsac.edu
Professor	Bobby Purcell	6944	rpurcell@mtsac.edu
Professor	David Rivera	4709	drivera@mtsac.edu
Professor	Ruby Rojas	4732	rrojas30@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

<i>Mt. SAC Relays-Mt. SAC Cross Country Invitational-Footlocker Cross Country Championships</i>			
Interim Director Athletics Special Events	Doug Todd	4882	dtodd@mtsac.edu
Special Events Office	Janet Todd	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	jknot2@mtsac.edu
M-Basketball	Clark Maloney	4686	cmaloney1@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
MW-Golf	Greg Osbourne	4313	gosbourne@mtsac.edu
M-Soccer	Juan Sanchez	4361	jsanchez@mtsac.edu
W-Soccer	Kristen Purper	5346	kpurper@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
MW-Tennis	Tim Pawley	3471	tpawley@mtsac.edu
M-Track and Field	Ron Kamaka	5367	rkamaka@mtsac.edu
W-Track and Field	Giovanni Lanaro	5224	glanaro@mtsac.edu
Volleyball/Beach	Ali Oliver	4342	aoliver12@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	RG Ignacio	3326	rignacio@mtsac.edu

SUPPORT STAFF

ATHLETIC TRAINERS

45/44	Bill Ito	6204	bito@mtsac.edu
Gym 3	Ali Lacayo	4347	alacayo@mtsac.edu
45/44	Mike Landas	3669	mlandas@mtsac.edu
45/Gym 3	Elva Salcido	4210	esalcido7@mtsac.edu

EQUIPMENT SUPERVISORS

27 Pool Complex	Gabe Campos	4745	gcampos@mtsac.edu
Gym 3	Candis Kumpe	4341	ckumpe@mtsac.edu
45/27C	Dan Quezada	4345	dquezada@mtsac.edu
44	Taylor Dinius	4885	tdinius@mtsac.edu

ACADEMIC SUPPORT

Academic Counselor	Shane Poulter	5864	spoulter@mtsac.edu
Academic Counselor	Jessica Felix	4628	jfelix47@mtsac.edu
Academic Counselor	Valerie Herrera	4628	vherrera1@mtsac.edu
WIN Program	Erica Ledezma	4239	eledezma@mtsac.edu
Career Specialist	Arnita Champion	6080	achampion@mtsac.edu

FACILITIES

Wellness Center	4625
44 Weight Room	5891

UPDATED 9/4/2018

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 is 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 any 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. For example: 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 and 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 = 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 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 (Mission Conference - Football, Southern Calif Wrestling Alliance - Wrestling, Western States – Men’s Tennis) Your sport conference may vary –

- **By laws 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 page 19
- **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 meeting every year during August
- Conferences coaches might go to
- 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 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 compete during season of sport using this class
- STUDENT IS NOT COVERED THROUGH INSURANCE AGAINST INJURY. NOT ABLE TO USE ATHLETIC TRAINERS OR HEALTH CENTER.

STUDENT/ATHLETE MANAGEMENT

Matriculation:

- **Application** – Must be done on line at <http://mtsac.edu/admissions/apply-now.html>
- **AQ** (Assessment Questionnaire on student portal) **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, 4 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** – Minimum of 2 hours per week, each coach can mandate more if desired.
 - **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 including KINX sport specific class
- 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 or the first season of their second sport.
- **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 to check each packet for completeness and accuracy before SIGNING the 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.**
 - **Side 2 must be initialed by athlete**
 - **FORM C** – Out-of-State 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
 - Fall athletes: End of summer
 - Spring athletes: Beginning 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

- Injury must have occurred in the first half of the season.
- Athlete and coach work with athletic trainer to complete waiver

- **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 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 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:

- **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). 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)
- Non traditional 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:

- **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 (game ejections) 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 Guide:

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

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 jsherrdhockeyskate@yahoo.com
 - **SCC Statistician**
 - Robert Lewis 626-585-7018 rmlewis@pasadena.edu
 - **Newspapers:** handout will be provided

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:

- **Division office** – e-mail and call (if immediate) Ani, Kenny, Debbie
- **Transportation** – Laura Demitria x. 4854 (includes bus co numbers) or x. 5178 direct LDemitria@mtsac.edu
- **Officials** – see assignors for your sport
- **Trainers** – per your sport
- **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 all of the additional staff
 - Include 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 going to post conference competition, work with Ani a minimum 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 Logo Usage and Style Guidelines for logo and name usage:

- See pages 19-24 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 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.

M MT-SAC ATHLETICS

LOGO USAGE & STYLE GUIDELINES





LOGO, STYLE AND COLOR GUIDELINES

LOGO/GRAPHIC GUIDELINES

- **ANY FLYER/DESIGN/UNIFORM that is not an internal document and will be viewed by others outside of the Division (including public) must be approved by the Mt. SAC Athletics Division Information Office.**
- The Division Information Office **MUST** be consulted/contacted if you would like a variation to the approved Mt. SAC Athletics Designs.
- ALL LOGOS MUST ALWAYS BE EQUALLY SCALED AND ASPECT RATIO SHOULD REMAIN LOCKED. *Images will become distorted if scaled unevenly.*
- Additional designs and configurations of Mountie Joe will be introduced at a later date.
- All logos and images listed are available in multiple formats by contacting the Division Information Office including:
 - AI - Adobe Illustrator
 - JPG - JPEG graphic File
 - PDF - Adobe PDF File
 - EPS - Encapsulated Post Script
 - PNG - Portable Network Graphics (transparent background)
 - Additional formats available when requested

MT. SAC ATHLETICS “MOUNTIE JOE” LOGO

Newer design no “finger” protruding.



Statue design





LOGO, STYLE AND COLOR GUIDELINES

APPROVED MT. SAC ATHLETICS "M" LOGOS

General "M" Logo



General "M" Logo with Designation



Plain "M" Logo



General "M" Logo with Team Designation Variations



Additional approved logos created by the Division Information Staff



Mt. SAC Athletics Official QR Code - <http://www.mtsacathletics.com>



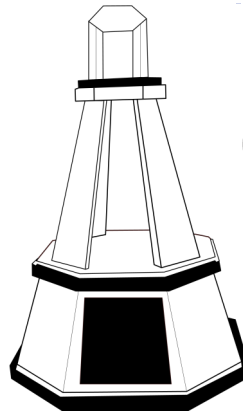


LOGO, STYLE AND COLOR GUIDELINES

APPROVED MT. SAC ATHLETICS "M" PRINT LOGO VARIATIONS



ADDITIONAL AVAILABLE LOGOS/IMAGES





LOGO, STYLE AND COLOR GUIDELINES

PROPER COLLEGE SPELLING AND ABBREVIATIONS

Correct

- Mt. San Antonio College
- Mt. SAC

When used in Titles, Headlines and Designs, these two additional formats may be used:

- MT. SAC
- MT. SAN ANTONIO COLLEGE

Incorrect

- Mt. Sac
- MSAC
- Mount SAC
- Mount San Antonio College
- Mount Sac
- SAC (by itself)
- Sac (by itself)

MT. SAC ATHLETICS BRAND FONTS

- **Impact** **IMPACT**
- **Arial** ARIAL
-

MT. SAC ATHLETICS TAGLINE

- **“Where champions compete”**

“Where the world’s best athletes compete,” is the tagline /slogan/monument of Hilmer Lodge Stadium and should not be used in Mt. SAC Athletics promotions with the exception of promotion of the stadium or Mt. SAC Relays.



LOGO, STYLE AND COLOR GUIDELINES

MOUNTIE MAROON

Mountie Maroon is a custom Pantone color created to offer a standard hue for all maroon used to promote or represent Mt. San Antonio College Athletics. Following are formulas for achieving Mountie Maroon for commercial printing and web:



**MOUNTIE
MAROON**

PANTONE 505 FOR MOST APPLICATIONS

Pantone	=	505
CMYK	=	15 - 100 - 39 - 69
RGB	=	80, 0, 0
HEX	=	500000

PANTONE 202 FOR COLOR PRINTING ON PAPER

Pantone	=	202
CMYK	=	0 - 100 - 61 - 43
RGB	=	134 - 38 - 51
HEX	=	862633

SPOT COLOR OFFSET PRINTING-Coated Paper

Pantone Yellow 012	=	9.00
Pantone Rubine Red	=	36.00
Pantone Black	=	25.00
Pantone Transparent White	=	30.00

SPOT COLOR OFFSET PRINTING-Uncoated Paper

Pantone Yellow 012	=	13.90
Pantone Rubine Red	=	70.00
Pantone Black	=	16.10

MT. SAC ATHLETICS SECONDARY/ACCENT COLORS



WHITE

PANTONE 000 FOR MOST APPLICATIONS

Pantone	=	000
CMYK	=	0 - 0 - 0 - 0 -
RGB	=	255, 255, 255
HEX	=	#ffffff



GREY

PANTONE 11 FOR MOST APPLICATIONS

Pantone	=	11
CMYK	=	0 - 0 - 0 - 68
RGB	=	104, 106, 11
HEX	=	#686a6f

THE STATE'S PREMIER COMMUNITY COLLEGE ATHLETICS PROGRAM



**EIGHT TIME
NATYCAA CUP
CHAMPIONS**



ATHLETICS



**2018 CCCAA STATE CHAMPION
MEN'S & WOMEN'S TRACK AND FIELD TEAMS**



2018-2019 SEASON GAME MANAGEMENT GUIDE

PREPARED BY THE:
DIVISION OF KINESIOLOGY, ATHLETICS AND DANCE
MT. SAN ANTONIO COLLEGE

UPDATED AUGUST 21, 2018

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GENERAL INFORMATION

MT. SAN ANTONIO COLLEGE

ADDRESS	1100 NORTH GRAND AVENUE • WALNUT, CA 91789
GENERAL COLLEGE NUMBER	909.594.5611
DIVISION OF KINESIOLOGY, ATHLETICS AND DANCE NUMBER	909.274.4630
CAMPUS SECURITY	909.274.4555
WEB ADDRESS	www.mtsac.edu
ATHLETICS WEB ADDRESS	http://www.mtsacathletics.com
MT. SAC ACCESS WEB PAGE	http://events.mtsac.edu/access.htm
COLLEGE MAPS WEB ADDRESS	http://www.mtsac.edu/maps
FAX NUMBER	909.274-2998
GENERAL LOCATION	Mt. San Antonio College is located in the east San Gabriel Valley, 26 miles east of Downtown Los Angeles. The college is bounded by the 10 freeway to the north, the 57 freeway to the east and the 60 freeway to the south.



DIVISION OF KINESIOLOGY, ATHLETICS AND DANCE
 MT. SAN ANTONIO COLLEGE
 1100 NORTH GRAND AVENUE • WALNUT, CA 91789
 phone (909) 274.4630 • fax (909) 274.2998 • <http://www.mtsacathletics.com>

G A M E M A N A G E M E N T S T A F F

MT. SAC NUMBERS

(909) 274 + Extension

ADMINISTRATIVE

DIVISION DEAN/ATHLETICS DIRECTOR	Joe Jennum	jjenum@mtsac.edu	EXT. 4630
ASSOCIATE DEAN/ASSOCIATE A.D.	Debbie Cavion	dcavion@mtsac.edu	EXT. 4630
ASSISTANT A.D.	Marc Ruh	mruh@mtsac.edu	EXT. 4740
DIRECTOR OF ATHLETICS SPECIAL EVENTS	Doug Todd	dtodd@mtsac.edu	EXT. 4882
ATHLETIC ELIGIBILITY SPECIALIST	AniSurei Escalera	aescalera@mtsac.edu	EXT. 5113

SPORTS INFORMATION

SPORTS INFORMATION DIRECTOR	Brian Yokoyama	byokoyama@mtsac.edu	EXT. 4630
SPORTS PUBLICIST	Kenneth Walter	kwalter@mtsac.edu	EXT. 5114

ATHLETIC TRAINERS

CROSS COUNTRY, SOCCER, SPECIAL EVENTS, TRACK AND FIELD	Bill Ito	EXT. 6204
BASKETBALL, PEP SQUAD, BEACH VOLLEYBALL, SWIMMING, VOLLEYBALL, WATER POLO	Alexandria Lacayo	EXT. 4347
BASEBALL, FOOTBALL, SOFTBALL, WRESTLING	Michael Landas	EXT. 3669
GOLF, TENNIS	Elva Salcido	EXT. 4210

EQUIPMENT ATTENDANTS

BASKETBALL, VOLLEYBALL	Candice Kumpe	EXT. 4341
SWIMMING, WATER POLO, WRESTLING	Gabe Campos	EXT. 4745
CROSS COUNTRY, FOOTBALL, TRACK & FIELD	Taylor Dinius	EXT. 4885
BASEBALL, GOLF, SOCCER, SOFTBALL, TENNIS	Dan Quezada	EXT. 4345

OTHER SERVICES

FACILITIES SUPERVISOR	Jim Friesen	EXT. 5602
TICKET SUPERVISOR	Dalia Puentes	EXT. 5603
PUBLIC SAFETY	Michael C. Williams	EXT. 4233, 4299, 4555

COACHES INFORMATION

MT. SAC NUMBERS

(909) 274 + Extension

HEAD COACHES

SPORT	GENDER	HEAD COACH	EXTENSION	E-MAIL
BASEBALL	MEN	John Knott	4348	jknot2@mtsac.edu
BASKETBALL	MEN	Clark Maloney	4349	cmaloney1@mtsac.edu
BASKETBALL	WOMEN	Brian Crichlow	4341	bcrichlow@mtsac.edu
BEACH VOLLEYBALL	WOMEN	Ali Oliver	4342	aoliver12@mtsac.edu
CROSS COUNTRY	MEN	Ron Kamaka	4356	rkamaka@mtsac.edu
CROSS COUNTRY	WOMEN	Giovanni Lanaro	5224	glanaro@mtsac.edu
FOOTBALL	MEN	Bob Jastrab	4877	rjastrab@mtsac.edu
GOLF	MEN	Greg Osbourne	4313	gosbourne@mtsac.edu
GOLF	WOMEN	Greg Osbourne	4313	gosbourne@mtsac.edu
PEP SQUAD	CO-ED	RG Ignacio	3326	rignacio@mtsac.edu
SOCCER	MEN	Juan Sanchez	4361	jsanchez@mtsac.edu
SOCCER	WOMEN	Kristen Purper	5346	kpurper@mtsac.edu
SOFTBALL	WOMEN	Ruby Rojas	4732	rrojas30@mtsac.edu
SWIMMING	MEN	Marc Ruh	4740	mruh@mtsac.edu
SWIMMING	WOMEN	Chris Jackson	4556	cjackson@mtsac.edu
TENNIS	MEN	Tim Pawley	3471	tpawley@mtsac.edu
TENNIS	WOMEN	Tim Pawley	3471	tpawley@mtsac.edu
TRACK AND FIELD	MEN	Ron Kamaka	4356	rkamaka@mtsac.edu
TRACK AND FIELD	WOMEN	Giovanni Lanaro	5224	glanaro@mtsac.edu
VOLLEYBALL	WOMEN	Ali Oliver	4342	aoliver12@mtsac.edu
WATER POLO	MEN	Marc Ruh	4740	mruh@mtsac.edu
WATER POLO	WOMEN	Chris Jackson	4556	cjackson@mtsac.edu
WRESTLING	MEN	David Rivera	4725	drivera@mtsac.edu

FACILITY INFORMATION

ATHLETIC FACILITIES

ATHLETIC FACILITY WEB PAGE: <http://www.mtsacathletics.com/fanzone/facilities>

Hilmer Lodge Stadium will be under construction until the fall of 2019.

<i>SPORT</i>	<i>FACILITY DESCRIPTION</i>	<i>LOCATION</i>
BASEBALL	<ul style="list-style-type: none"> • 500 seat "state of the art" lighted stadium complex • Natural Turf-Tiff Green Bermuda Grass 	45B Mazmanian Field
BASKETBALL	<ul style="list-style-type: none"> • Seating capacity of 1,500 • 1 competition court or 2 auxiliary side courts 	3 Gym
BEACH VOLLEYBALL		Will compete on the road all season
CROSS COUNTRY	<ul style="list-style-type: none"> • 3 mile (5,000 Meter) course located on campus over 3 challenging hills 	50CC
FOOTBALL	<ul style="list-style-type: none"> • Seating Capacity of 7,000 with lighting • Press Box • Artificial Turf 	Covina District Field 200 West. Puente Street Covina, CA 91723
GOLF	<ul style="list-style-type: none"> • On-campus putting & chipping green • Home Course=Industry Hills (City of Industry, CA) 	45G
SOCCER	<ul style="list-style-type: none"> • Soccer Complex with two championship lighted fields • Natural Turf-Tiff Green Bermuda Grass 	45S
SOFTBALL	<ul style="list-style-type: none"> • 250 seat "state of the art" lighted stadium complex • Natural Turf-Tiff Green Bermuda Grass 	45SB
SWIMMING/DIVING	<ul style="list-style-type: none"> • Olympic 50 Meter pool with 9 lanes • Moveable Bulkhead for 25 meter races • Cantilever gutter system • 1 and 3 Meter Diving Boards • New state of the art LED screen 	27P
TRACK AND FIELD		Will compete on the road all season
TENNIS		Citrus College Tennis Courts
VOLLEYBALL	<ul style="list-style-type: none"> • Seating capacity of 1,500 • 1 competition court or 3 side courts 	3 Gym
WATER POLO	<ul style="list-style-type: none"> • Olympic 50 Meter pool • Moveable Bulkhead • New state of the art LED screen 	27P
WRESTLING	<ul style="list-style-type: none"> • Seating capacity of 1,500 • Wrestling practice facility in Building 27C 	3 Gym

FOOTBALL HOME GAME

FOOTBALL HOME GAME REFERENCE AND CONDUCT GUIDE

GAME MANAGEMENT STAFF

(909) 274 + EXTENSION

DIVISION DEAN/ATHLETIC DIRECTOR	Joe Jennum	jjenum@mtsac.edu	EXT. 4630
ASSOCIATE DEAN/ASSOCIATE A.D.	Debbie Cavion	dcavion@mtsac.edu	EXT. 4630
ASSISTANT A.D.	Marc Ruh	mrüh@mtsac.edu	EXT. 4740
SPORTS INFORMATION DIRECTOR	Brian Yokoyama	byokoyama@mtsac.edu	EXT. 4630
SPORTS PUBLICIST/STATISTICIAN	Kenneth Walter	kwalter@mtsac.edu	EXT. 4629
ATHLETIC TRAINER	Mike Landas	mlandis@mtsac.edu	EXT. 3669
EQUIPMENT SUPERVISOR	Taylor Dinius	tdinius@mtsac.edu	EXT. 4885
FACILITIES SUPERVISOR	Jim Friesen	jfriesen@mtsac.edu	EXT. 4797
PEP SQUAD ADVISOR	RG Ignacio	rignacio@mtsac.edu	EXT. 3326

IMPORTANT VISITING TEAM INFORMATION

PARKING AND ADMISSION	Parking is FREE. Any essential team (team doctors, athletic trainers, etc.) personnel not traveling with the team will be required to pay for admission unless prior arrangements are made with the Sports Information Office. Only SoCal Football Association and CCCAA Courtesy Passes are accepted for admission.
FIELD CONTROL	<u>Only</u> officials, players, coaches and medical training staff with a FIELD PASS are allowed on the field during a contest. Twenty (20) Field Passes will be issued to the visiting team for sideline personnel. Other individuals must be approved and issued a field pass by the Sports Information Director (ext. 4630) NO FOOD OR DRINKS (except water) ARE ALLOWED ON THE FIELD!
PRESS BOX	Visiting Coaches (3) will sit on the South End of the Press Box. The stadium press box is open to the outside. Fans, including children, can hear what you are saying. The use of excessive profanity will result in removal from the stadium.
ROSTER	Please give an updated roster (numerically and alphabetically) along with starting line-up and number changes to the Football Statistician (located in the Stadium Press Box) prior to the start of the game.
SECURITY/CROWD CONTROL	College personnel (security/staff), private security and/or police will be on hand for crowd control and security issues. All visiting college administrative personnel and staff, who are on duty in the stands or on the field, are expected to supervise their college's fans, athletes and support groups. <u>Any damage caused to home equipment or facilities by the visiting team will be billed accordingly for repair or replacement of the damaged equipment/facilities.</u>
SUPERVISION	The supervising member of the visiting college administrative staff, upon entering the stadium, <u>must contact the Athletics Director(s) or Sports Information Director.</u> Coaching staff is responsible for proper decorum of their team members.
VISITING TEAM PARKING	TEAM BUSES ARE ASSIGNED SPECIAL PARKING SPACES (Please see map). EQUIPMENT TRUCKS (ONLY) WILL BE DIRECTED TO DROP OFF EQUIPMENT AND THEN DIRECTED TO PARK IN SPECIAL AREAS ON THE WEST END OF THE STADIUM. NO VEHICLES ARE ALLOWED ON THE TRACK.

FOOTBALL HOME GAME

HOME TEAM RESPONSIBILITIES

- Game balls, chain gang (NORTH side of stadium), line markers, field physician, and ambulance service.
- Dressing room with bathroom facilities.
- Team room with whiteboard, benches, etc., available for half-time.
- Locker room attendant who will open facilities two hours prior to game time.
- Coaching staff is responsible AT ALL TIMES for proper decorum of their team members.

GENERAL INFORMATION

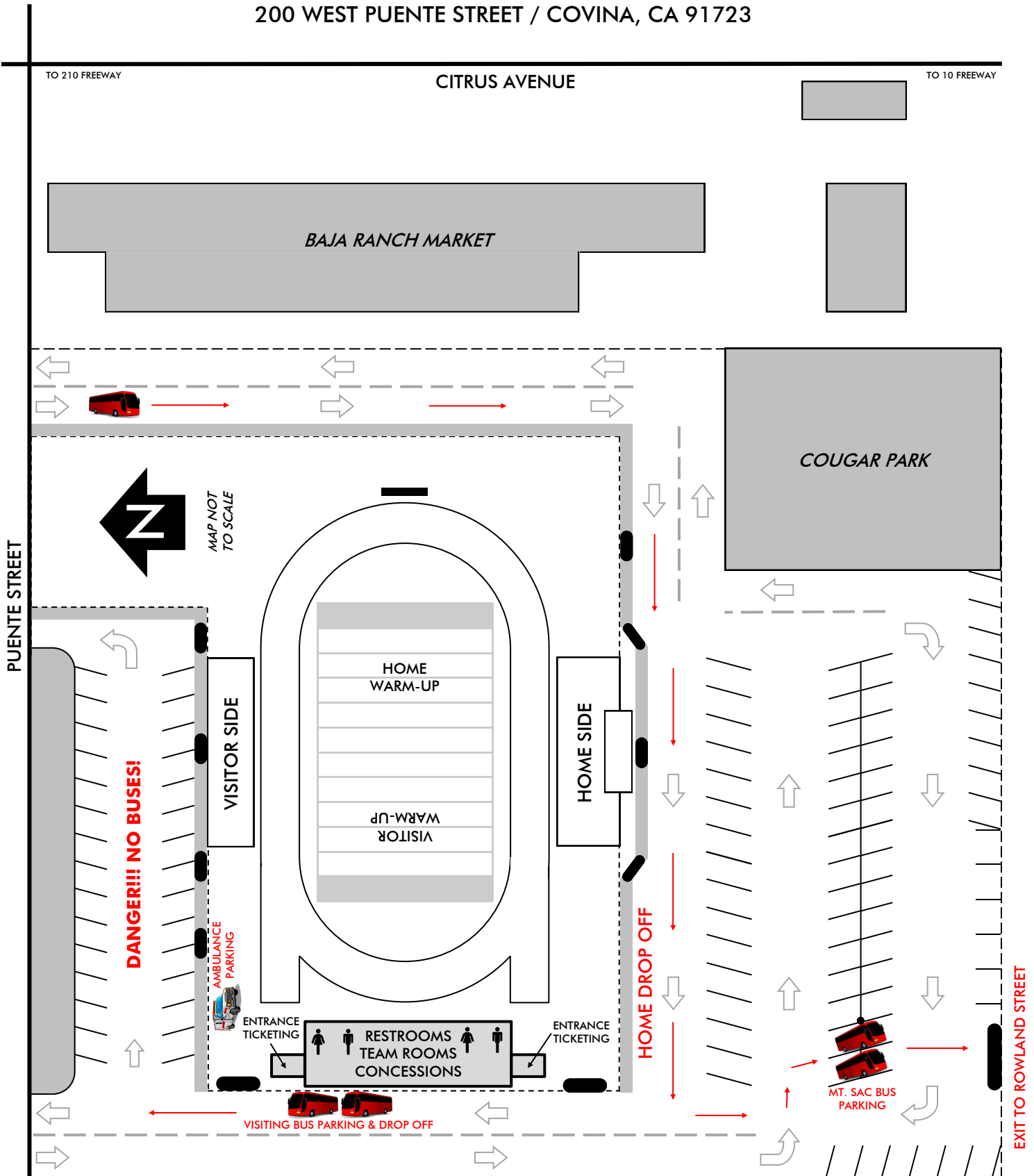
ATHLETIC TRAINERS	Visiting Athletic Trainers should contact and coordinate with Mt. SAC Athletic Trainer Mike Landis (extension 3669).
CONCESSIONS	Concessions are located at the west end of the stadium. Visiting teams are not allowed to sell products of any kind without written permission from the Mt. SAC Division of Kinesiology, Athletics and Dance Office.
GAME PROGRAMS	Sold at the stadium entrance and in the stands.
GENERAL ENTRANCE	All spectators must purchase tickets and enter the stadium at the west gates. Those using conference, CCCAA and SCFA passes must present them at the west gate.
PARKING	Parking is free at Covina District Field parking lots. Do not park in Cougar Park.
PEP SQUADS	Cheer groups should promote college spirit, but discourage booing and un-sportsmanlike conduct from fans before, during and after the game. Contact must be made with the Mt. SAC Athletic Office (ext. 4630) at least one week prior to the game, to discuss any special arrangements for pre-game and half-time activities
PRESS AREA	Seating for the press is directly below the stadium control center. Unfortunately there is not seating available for the press inside the control center.
RADIO BROADCASTING	Request for Radio/Internet Broadcasting from the Press Box should be submitted to the Sports Information Director two weeks prior to the event. Live telephone and ethernet connections are NOT available in the Covina District Field Press Box.
RESTROOMS	Restrooms are located on the West End of the Stadium.
SEATING ARRANGEMENTS	Home seating section will occupy the south side of the stadium. Visiting seating section will occupy the north side of stadium. There are no reserved sections .
TEAM VIDEO/ PHOTOGRAPHERS	A space will be reserved for the official visiting team videographer on the home side on top of the press box. Additional requests must be submitted to the Sports Information Director one week prior to the event.
TICKET OFFICE	Located outside the Main Gate on the west end of the stadium.

TIME SCHEDULE

6:00 PM GAME (except scrimmages)	Pre-game warm-up National Anthem Captains to center of the field for coin toss Kick-off	4:30 pm 5:50 pm 5:55 pm 6:00 pm
1:00 PM GAME	Pre-game warm-up National Anthem Captains to center of the field for coin toss Kick-off	11:30 am 12:50 pm 12:55 pm 1:00 pm

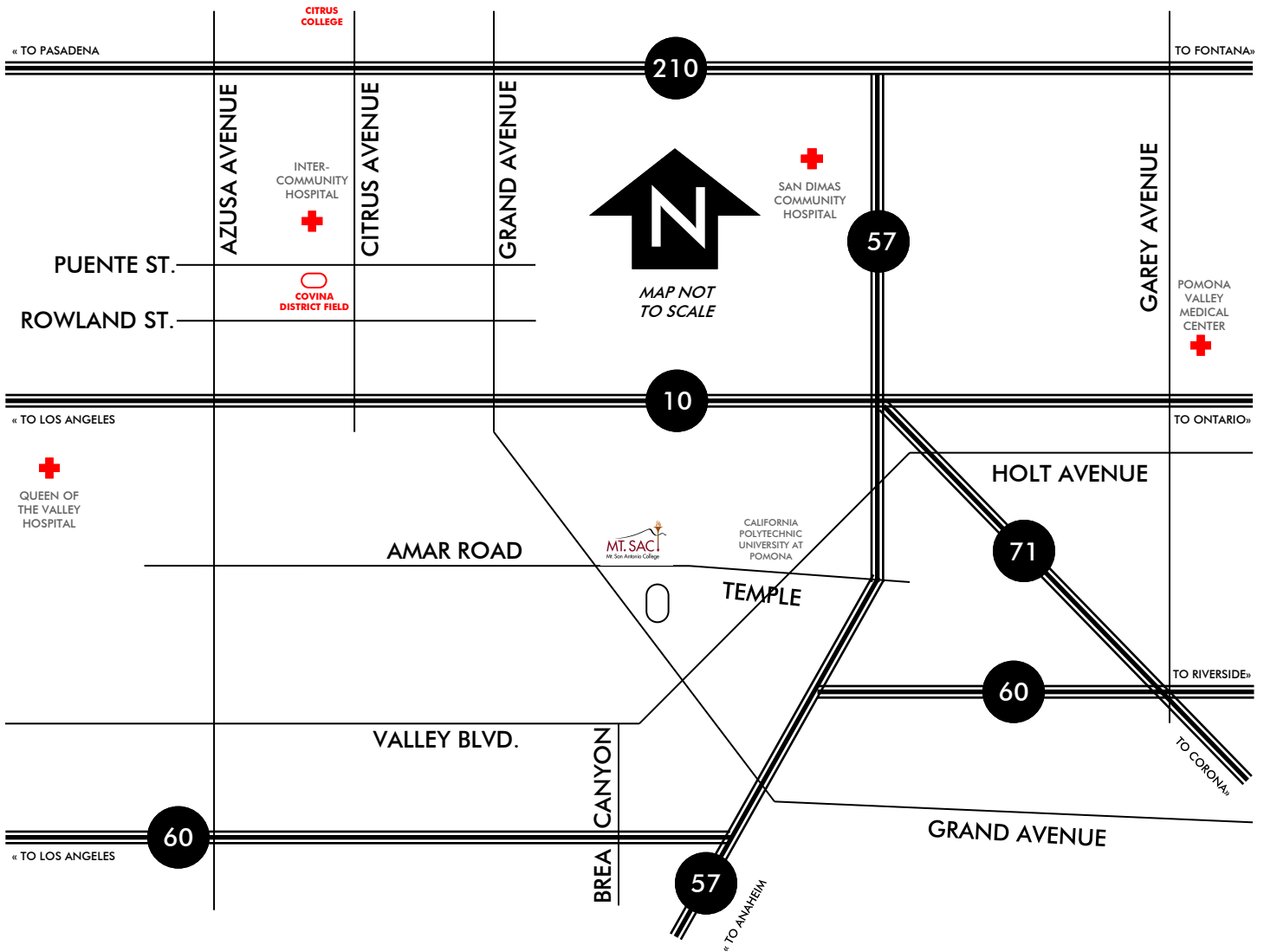
COVINA DISTRICT FIELD SCHEMATIC

200 WEST PUENTE STREET / COVINA, CA 91723



F R E E W A Y M A P

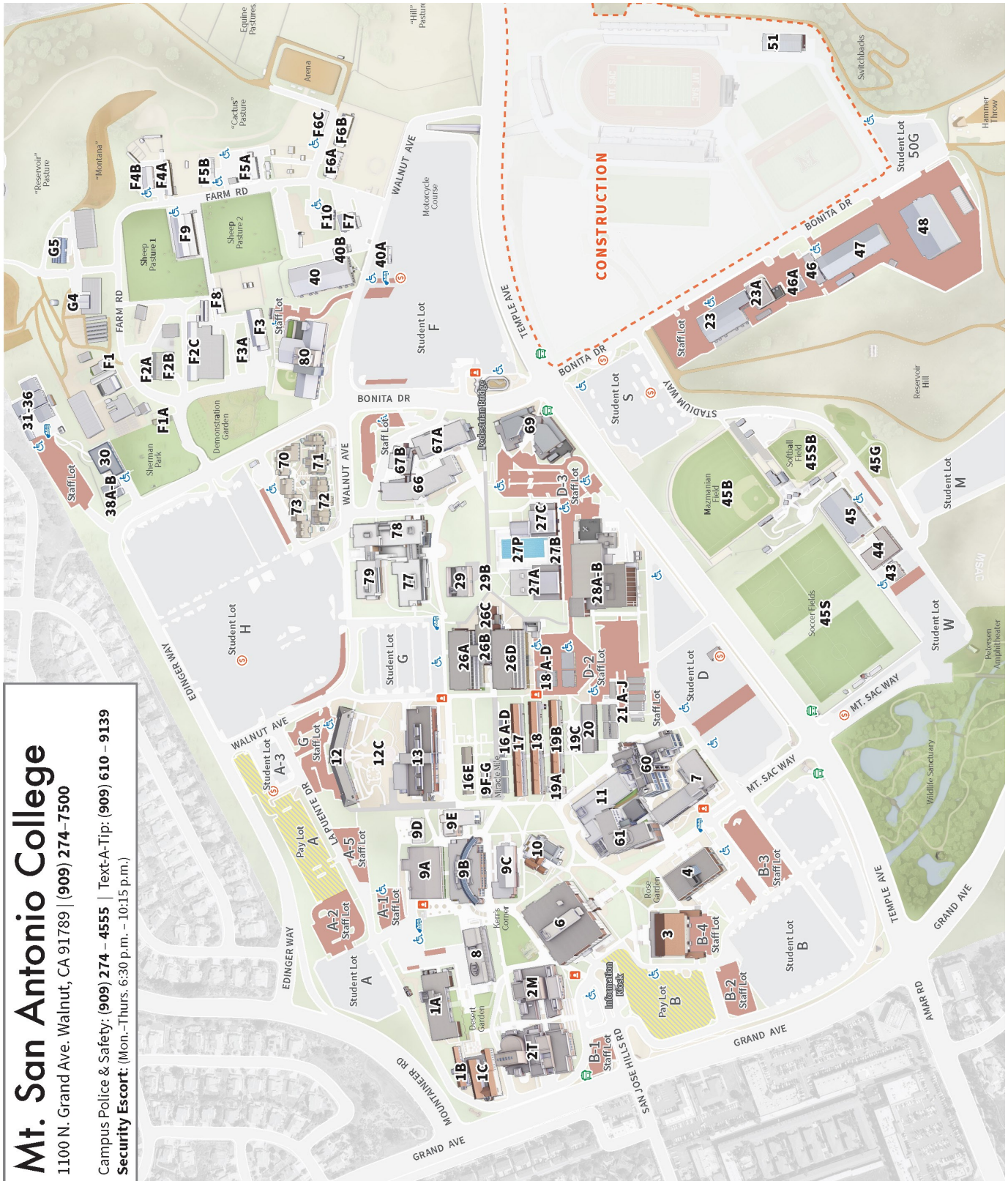
For more information including additional maps, directions to Mt. SAC and airport information please visit our Mt. SAC Access Website at <http://events.mtsac.edu/access.htm>



EXITS	DIRECTIONS TO COVINA DISTRICT FIELD
10 FREEWAY	<ul style="list-style-type: none"> • Exit Citrus Avenue North • Left on Puente Street
57 FREEWAY	<ul style="list-style-type: none"> • 10 Freeway West • Exit Citrus Avenue North • Left on Puente Street
210 FREEWAY	<ul style="list-style-type: none"> • Exit Citrus Avenue South • Right on Puente Street
FROM MT. SAC	<ul style="list-style-type: none"> • Grand Avenue North • Left on Puente Street

CAMPUS MAP

For more information including additional maps, directions to Mt. SAC and airport information please visit our Mt. SAC Access Website at <http://events.mtsac.edu/access.htm>



Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | (909) 274-7500

Campus Police & Safety: (909) 274-4555 | Text-A-Tip: (909) 610-9139

Security Escort: (Mon.-Thurs. 6:30 p.m. - 10:15 p.m.)

P A R K I N G I N F O R M A T I O N

M T . S A C P A R K I N G

A valid parking permit is required to park in all lots except for 30 minute parking spaces and metered parking. Parking permits may be purchased at various Automatic Parking Ticket Dispensers (\$4 for a one day permit), at the Information/Parking Booths or from a parking attendant (during larger events). Mt. SAC Parking Lots **are monitored 24 hours a day**. Anyone failing to adhere to Mt. SAC Parking Regulations will be cited. Parking charges may be higher during certain athletics special events. Marked College Vans and Buses are exempt from the parking charges.

O F F C A M P U S A T H L E T I C F A C I L I T I E S

At ALL OFF CAMPUS ATHLETIC FACILITIES, parking is regulated by the host facility. All Marked College Vehicles can park for free at off campus athletic facilities. Parking is free at Covina District Field. Parking permits are required at Citrus College for \$5 per vehicle. Permits can be purchased at the Campus Safety Building or at Automated Pay Stations located throughout campus.

S E R V I C E S I N F O R M A T I O N

H O T E L S A N D C A R R E N T A L

FOR THE LATEST HOTEL AND RENTAL CAR INFORMATION
PLEASE VISIT OUR WEBSITE AT:

<http://events.mtsac.edu>

Mention "Mt. SAC Special Events" to receive the lowest rate.
Rates subject to change

S U P E R M A R K E T S

STATER BROTHERS	20677 Amar Rd . • Walnut	909.598.6534
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L A R G E S H O P P I N G M A L L S

EASTLAND SHOPPING CENTER	Directly north of the 10 Freeway, between Barranca and Citrus Exits	Burlington Coat Factory, Dicks Sporting Goods, Dollar Tree, DSW Shoe Warehouse, Famous Footwear, Hobby Lobby, Marshalls, Pier 1 Imports, Pottery Barn Outlet, Ross, Target, Ulta, Walmart
WEST COVINA PLAZA	Directly south of the 10 Freeway, Between Vincent and Sunset Exits.	Best Buy, Champs, Express, Finish Line, Foot locker, Forever 21, H&M, Hollister, Hot Topic, JC Penney's, Lady Foot locker, Macy's, Nordstrom Rack, Pacsun, Sears, Tilly's, Vans
PUEENTE HILLS MALL	Directly south of the 60 Freeway, off of the Azusa Exit.	AMC 30 Theater, Burlington Coat Factory, Champs, Costco, Foot locker, FootAction, Forever 21, H&M, Hollister, Macy's, Ross, Round 1 Bowling & Amusement, Sears, Vans

S E R V I C E S I N F O R M A T I O N

RECOMMENDED LOCAL RESTAURANTS (BY MT. SAC ATHLETICS STAFF)

If it's not on this list, we either don't recommend it or haven't eaten there yet

ANGELES	***	Mexican	\$	909.622.6658	1925 West Holt Ave. • Pomona
BANGKOK BBQ	****	Thai	\$	909.468.9784	372 N. Lemon Ave. • Walnut
BJ'S BREWERY	****	American	\$\$	626.967.5530	2917 E. Eastland Center Dr. • West Covina
CAPRIOTTI'S	****	Deli Sandwiches	\$\$	909.444.7782	505 N. Grand Ave. • Walnut
CAPRI DELI	****	Italian	\$	626.332.0940	713 E. San Bernardino Road • Covina
CARL'S JR.	***	American	\$	909.598.9865	3395 West Pomona Blvd. • Pomona
CHICK-FIL-A	****	American	\$	909.598.6300	21550 Valley Blvd. • City of Industry
CHILI'S	***	American	\$\$	909.396.1222	707 Grand Ave. • Diamond Bar
CHILI'S	***	American	\$\$	626.915.8809	2929 E. Garvey Ave. • West Covina
CHIPOTLE	***	Mexican	\$	909.595.1502	21710-A Valley Blvd. • Walnut
CIMA	*****	Pacific Fusion	\$\$\$\$\$	626.854.2335	1 Industry Hills Pkwy • City of Industry
DENNY'S	***	American	\$	626.332.0041	132 N. Grand Avenue • West Covina
EI POLLO LOCO	***	Mexican	\$	909.594.8656	21610 Valley Blvd. • Walnut
EMPEROR MONGOLIAN BBQ	***	Chinese	\$	626.332.2869	138 N. Grand Avenue • West Covina
FIVE GUYS	***	Hamburgers	\$	626.939.9070	112 Plaza Drive • West Covina
FLAME BROILER	***	Teriyaki Bowls	\$	909.598.5777	21750 Valley Blvd • City of Industry
HABIT	****	Hamburgers	\$	626.859.6666	2851 Eastland Center Drive • West Covina
HAYAKAWA	*****	Japanese	\$\$\$	626.332.8288	70 Terrado Plaza, Suite 33 • Covina
IN-N-OUT BURGER	*****	Hamburgers	\$	800.786.1000	21620 Valley Blvd. • City of Industry
ISLANDS	***	Hamburgers	\$\$	626.331.6223	139 N. Barranca St. • West Covina
KYALA	****	Japanese	\$\$	909.860.9162	1178 S. Diamond Bar Blvd. • Diamond Bar
L&L HAWAIIAN BBQ	****	Hawaiian	\$	909.444.0030	515 N. Grand Ave. Unit C • Walnut
LA FONDA DON CHON	*****	Mexican	\$\$	626.332.4712	618 Shoppers Lane • Covina
LAZY DOG CAFE	***	American	\$\$	626.480.8603	1440 Plaza Drive • West Covina
LUCILLES BBQ	*****	Barbecue	\$\$\$	626.338.1227	1445 Plaza Drive • West Covina
MC DONALDS	***	American	\$	909.598.6566	528 N. Grand Ave • Walnut
NATURE'S JUICE	*****	Smoothies	\$	909.869.7773	505 N. Grand Avenue, Suite B • Walnut
NEW YORK PIZZERIA	***	Pizza	\$	909.594.5000	364 N. Lemon Ave. • Walnut
ONO HAWAIIAN BBQ	***	Hawaiian	\$	626.858.1988	143 N. Barranca Street Suite B • West Covina
OLD WORLD DELI	****	Italian Deli	\$\$	626.967.6307	126 E. Shoppers Lane • Covina
PACIFIC FISH GRILL	****	Seafood	\$\$	626.332.9014	2851 Eastland Center Drive • West Covina
PANDA EXPRESS	***	Chinese	\$	909.595.1633	558 N. Grand Ave. • Walnut
PANERA BREAD	***	American	\$	909.468.4934	21627 Valley Blvd. • Walnut
PIEOLOGY	****	Italian	\$\$	909.594.3988	505 N. Grand Ave. • Walnut
RED ROBIN	****	American	\$\$	626.814.3318	428 Plaza Drive • West Covina
SWEET VEGGIE	****	Vegetarian Asian	\$	909.480.0888	20747 Amar Rd. #8D • Walnut
SUBWAY	***	American	\$	909.595.9375	1219 N. Grand Ave. • Walnut
TACO NAZO	***	Mexican	\$	909.595.0555	1267 N. Grand Ave. • Walnut
TGI FRIDAY'S	****	American	\$\$	626.331.6393	2625 E. Eastland Center Dr. • West Covina
WALNUT TREE	****	Chinese	\$	909.595.6026	382 S. Lemon Ave. • Walnut
YOGURTLAND	****	Frozen Yogurt	\$	909.468.2020	21710 Valley Blvd #B • Walnut

COST FOR 1 PERSON (DINNER): \$=\$4-\$8 • \$\$=\$9-\$15 • \$\$\$=\$16-\$22 • \$\$\$\$=\$21-\$30 • \$\$\$\$\$=\$31+
Each restaurant was rated by our staff: * = VERY GOOD **** = GREAT ***** = SUPERB**

EMERGENCY INFORMATION

MT. SAC STAFF EMERGENCY INFORMATION

ATHLETICS DIRECTOR	Joe Jennum	jjennum@mtsac.edu	909.274.4630 562-665-7011 cell
ASSOCIATE ATHLETICS DIRECTOR	Debbie Cavion	dcavion@mtsac.edu	909.274.4355 909.732.4840 cell
ASSISTANT ATHLETICS DIRECTOR	Marc Ruh	mruh@mtsac.edu	909.274.4740 951.237.2301 cell
SPORTS INFORMATION DIRECTOR	Brian Yokoyama	byokoyama@mtsac.edu	909.274.4022 909.896.6265 cell

HOSPITAL INFORMATION

POMONA VALLEY HOSPITAL MEDICAL CENTER

ADDRESS:	1798 North Garey Avenue • Pomona, CA 91767		
GENERAL NUMBER:	909.865.9500	EMERGENCY NUMBER:	909.865.9500
DIRECTIONS:	<ul style="list-style-type: none"> • Temple Avenue (east) • 57 Freeway North • 10 Freeway East • Exit Garey North (left) • Hospital is on the right hand side 1 block north of the freeway 		

CITRUS VALLEY QUEEN OF THE VALLEY HOSPITAL

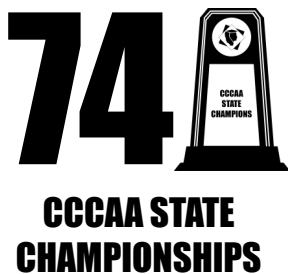
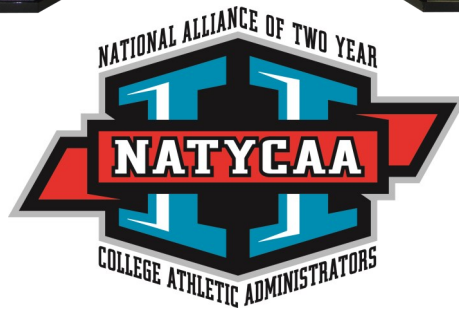
ADDRESS:	1115 Sunset Avenue • West Covina, CA 91790		
GENERAL NUMBER:	626.962.4011	EMERGENCY NUMBER:	626.962.4011
DIRECTIONS:	<ul style="list-style-type: none"> • Grand Avenue North • Left on Cameron (west) • Left on Sunset (south) • Hospital is on the right hand side on the corner of Merced and Sunset 		

CITRUS VALLEY INTERCOMMUNITY HOSPITAL

ADDRESS:	210 West San Bernardino Road • Covina, CA 91723		
GENERAL NUMBER:	626.331.7331	EMERGENCY NUMBER:	626.962.4011
DIRECTIONS:	<ul style="list-style-type: none"> • Grand Avenue North (4 miles) • Left on San Bernardino Road (west 2 miles) • Hospital is on the left on the corner of 3rd and San Bernardino Road 		

SAN DIMAS COMMUNITY HOSPITAL

ADDRESS:	1350 West Covina Blvd. • San Dimas, CA 91773		
GENERAL NUMBER:	909.599.6811	EMERGENCY NUMBER:	909.599.6811



NATYCAA CUP

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2017 CHAMPIONS

2016 CHAMPIONS

2015 CHAMPIONS

2014 CHAMPIONS

2013 CHAMPIONS

2011 CHAMPIONS

2009 CHAMPIONS



DIVISION OF KINESIOLOGY, ATHLETICS AND DANCE
MT. SAN ANTONIO COLLEGE
1100 NORTH GRAND AVENUE • WALNUT, CA 91789
phone (909) 274.4630 • fax (909) 274-2998 • <http://www.mtsacathletics.com>