Mt. SAC Kinesiology, Athletics & Dance Division

College/Divisional Policies & Procedures

- Students and athletes **must** be enrolled in Kinesiology class prior to participation. Please remind students, when given an add code, to validate the code or they will not be added to your roster.

- Volunteers **must** have a form on file at the Division office prior to assisting with class/team.
  - resubmit annually July-June
  Volunteer **MAY NOT** have keys or supervise students/athletes without the instructor/coach present.

- Accidents/Injury to students and/or faculty must be reported to the Division Office immediately and paperwork completed by the next business day.

- Teams may not practice outside the regularly scheduled class time without prior approval.

- Trainers do not cover extended practice time. (class times need to be adhered to)

- Use of Facilities – Submit at least two weeks in advance for approval using smartsheet.
  Complete the E-form any time you are changing your practice/class location or time.
  (Running, team bonding, fundraisers, etc.)

- College transportation must be used for approved travel. Do not transport students in your personal vehicles.

- Do not give keys to students/student workers.

- Keep keys secure, lock your facilities after use, unless the next instructor is already present.

- Anyone driving the carts must have current cart training. See Suzy B for information.

- Do not leave your class unsupervised or allow any students to use facilities unsupervised.

- Report any unsafe conditions to the area equipment tech, or the division office, immediately.

- Report personal absences to the division office, refer to Instructor Handbook for details.

- The College has a zero tolerance policy for any form of harassment. Please refer to the college policy.

- Safety guidelines for students running on the streets - Use of Facility Form/25 Live:
  - **Cross only at crosswalks**
  - **Cross only when signal permits**
  - **Do not run on medians**
  - **Run facing traffic**
  - **Stay off private property**

Please visit https://www.mtsac.edu/kinesiology/forms/index.html for form links.

2019-20