

2014 Mt. San Antonio College
Division Kinesiology, Athletics and Dance
Flex Schedule and Agenda



Athletics Dept. Compliance Meeting

9:45-10:00	Arrival and check in
10:00-10:20	Joe Jennum <ul style="list-style-type: none"> Welcome & Introductions 2013-14 recap of accomplishments SAAC Alumni day On line grade checks Goals (Exit Data)
10:20-10:30	Joe Jennum <ul style="list-style-type: none"> Emergency preparedness week (Sept 15-19) Safety Issues
10:30-10:45	Marc Ruh <ul style="list-style-type: none"> Public Info Specialist – Kenny Walter – Welcome back! Web sites – We are in the process of changing the look and streamlining the site Help us keep your teams pages up to date, look at them regularly and report updates and needed changes to Kenny or Brian. This is the public face of our teams, help keep them current and accurate. Now will include social media, access to our twitter, facebook, instagram through the mail page Deadlines for Programs, handed out last spring (see Brian or Kenny) Schedule cards are complete, pick them up please Code of conduct <ul style="list-style-type: none"> Fall is complete (almost 400 Student athletes participated) Spring Code of Conduct is Thursday Sept 11, 2014 2:00-3:15 pm in DTC rm 1700 (assembly hall) BBQ and pool party to follow at the pool. Dept. meeting dates 6:00 pm 3rd Thurs of each month in WIN, Thursday Sept. 18, Oct 16, Nov 20 Make up compliance meeting is Wed Sept. 27 6:00 pm in Kines. Conf Room Academic Task Force. Fall meetings TBA...All welcome to join <ul style="list-style-type: none"> Many tasks tackled this past year, including student athlete handbook, on line grade checks, extended WIN hours, quiet study room availability, Boot camp promo. Early semester student success workshops Heritage Hall Update Hall of Fame Class of 2015 induction Class
10:45-11:00	Ani Escalera <ul style="list-style-type: none"> Budgets, Eligibility, Fundraising, Donations
11:00-11:20	Debbie Cavion <ul style="list-style-type: none"> Compliance, 3C2A rules update,
11:20-11:40	Brian Yokoyama <ul style="list-style-type: none"> Stats and sports information
11:40-11:50	Shane Poulter <ul style="list-style-type: none"> Distance learning processes Student Athlete Handbook New student athletes (that did not go through summer orientation)
11:50-12:00	Clark Maloney <ul style="list-style-type: none"> SAAC, we need coaches help to get their reps to meetings
12:00-12:45	Lunch Break: @ Founders Hall courtesy of the President's Office
1:00	Brief Staff Intros
1:00-1:15	Bill Ito Athletic trainers <ul style="list-style-type: none"> Introduction of new training staff members Hospitalization injuries with, and care for out of season athletes medical redshirts,
1:15-1:35	Joe Jennum <ul style="list-style-type: none"> College/Divisional policies and procedures Social media
1:35-1:45	Debbie Cavion <ul style="list-style-type: none"> Schedules: changes, procedures
1:45	Irene Malmgren, Vice President of Instruction
1:45-2:00	Staff Group Photo (all staff)
2:05-2:15	Joe Jennum <ul style="list-style-type: none"> Wrap Up Athletics Dept. Meeting
2:15-3:00	Liz Ward <ul style="list-style-type: none"> Kinesiology Dept. meeting

College/Divisional Policies & Procedures

NOTES

- Students and athletes **must** be enrolled in class prior to participation.

Still have issues with this, even today, could cost you your job, your house, student injured when not enrolled is the inexcusable.

- Do not leave your class unsupervised.

Close down if need to leave, contact DO if emergency. Otherwise, find an approved faculty to watch while you are gone.

- Volunteers **must** have a form on file at the Division office – resubmit annually
Volunteer may NOT have keys or supervise students/athletes without the instructor/coach present.

Applies to head coaches, we don't see assistants deal with or request volunteer hires but a reminder is good.

- 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.

Any alteration is needs to be cleared through DO.

- Trainers do not cover extended practice time (class times need to be adhered to).
- Use of Facilities – Submit at least two weeks in advance. Approval must be granted.
Complete any time you are not practicing in your scheduled area.
- Transportation – College authorized transportation must be used. Do not transport students in your personal vehicle.

Another important issue, and still coming up. Avid student transportation of any kind.

- Do not give keys to students/student workers.

A number of thefts on campus, some related to thief actually having keys.

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

See above, and lock facilities when leaving. No open doors. Watch for new push button hardware. Easy to leave unlocked if not careful.

- Do not allow students/student workers to drive the carts unless they have cart training.
- Anyone driving the carts must have cart training.

We have cart trainers, get it done if issue. Do not let this happen.

- Report any unsafe conditions to the facility technician and division office, x4630, immediately.
- Review College Policy on harassment.
-BP/AP 3430, Article 21.A.4 Faculty Contract

Please review, familiarize yourself with our policy.

- Communication to team or class through social media must be professional at all times.
- Safety guidelines for students running on the streets - Use of Facility Form.

Cross only at crosswalks

Cross only when signal permits

Do not run on medians

Run facing traffic

Stay off private property

No timed runs involving crossing city streets



STATEMENT OF COMPLIANCE

FORM R-1

This statement of compliance is to verify that our college shall adhere to the CCCAA Constitution and Bylaws rules and regulations.

The athletic administrators of our college have reviewed the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws with our staff, employees, representatives, and each person who works with the athletic program, with additional emphasis on rules of recruitment, eligibility, decorum, and sport seasons. In addition, the college will complete by November 1 a Statement of Compliance Title IX Gender Equity Form (FORM R-4) regarding state and federal Title IX laws pertaining to interests and abilities for men and women for the preceding year. We affirm that our representatives shall adhere to its rules and regulations. We understand that violations of the CCCAA Constitution and Bylaws may subject our college and/or personnel to penalties: (Adopted 4/1/10 effective 7/1/10) (Adopted and effective 8/3/10)

Joe Jennum

Dean/Athletics Director (Type/Print)

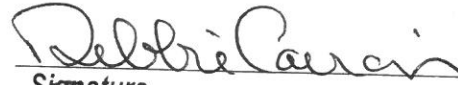

Signature

8/22/14

Date (mm/dd/yy)

Debbie Cavion

Associate Dean/Athletics Director (Type/Print)


Signature

8/22/14

Date (mm/dd/yy)

Marc Ruh

Assistant Athletics Director (Type/Print)


Signature

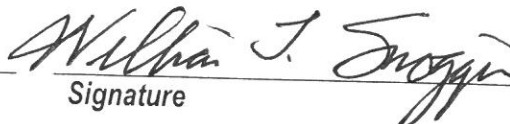
8/22/14

Date (mm/dd/yy)

This statement shall be completed and forwarded to the CCCAA Office of the Executive Director, with a copy sent to the conference commissioner, and a copy retained on file in the president's office on campus, by **August 27** of each year. Failure to file this form by **August 27** will result in the forfeiture of all completed contests. (Adopted 4/6/07 effective 4/6/07)

Dr. William Scroggins

President (Type/Print)


Signature

8/22/14

Date (mm/dd/yy)

Mt. San Antonio College

College

Please forward your completed original Form R-1 to:

(Must be postmarked on or by August 27)

CCCAA/R1

OFFICE OF THE EXECUTIVE DIRECTOR

2017 O STREET

SACRAMENTO, CA 95811-5211

(7/1/14)



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 1

A Statement of In-Service Training shall be filed with the CCCAA Office of the Executive Director, a copy sent to the conference commissioner, and a copy retained in the president's office on campus by August 27, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws. Updated Statements of In-Service Training shall be filed as above, upon completion of each additional in-service training meeting, throughout the year.

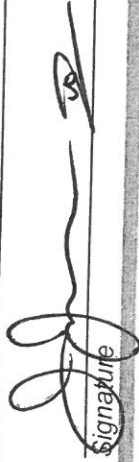
Mt. San Antonio College
College

8/22/14

Date of In-Service Training

Joe Jennum

Athletic Director Name (print/type)


Signature

8/22/14

Date

After providing in-service training, please list all representatives who might have contact with student athletes, and have them sign and date below, provided they have passed the CCCAA Online Compliance Rules Exam (Compliance Exam).

By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws, have passed the Compliance Exam, and that I have received a copy of the CCCAA Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the CCCAA Constitution and Bylaws, and understand that violations of the CCCAA Constitution and Bylaws may subject myself, program, and the college to penalties:

Print/Type Name	Title	Sport (if applicable)	Passed Exam	In- Service	Signature	Date
Kevin Smith	Head Coach	Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Clark Maloney	Head Coach	Men's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Brian Crichtlow	Head Coach	Women's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Ron Kamaka	Head Coach	XC/Track & Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Doug Todd	Head Coach	XC/Track & Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Bob Jastrab	Head Coach	Football	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Iona Utagalelei	Asst. Coach	Football	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Bobby Purcell	Asst. Coach	Football	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Mike Green	Head Coach	Women's Golf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Juan Sanchez	Head Coach	Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Melinda Bowen	Head Coach	Women's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Ruby Rojas	Head Coach	Softball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Marc Ruh	Head Coach	Men's WP/Swim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Chris Jackson	Head Coach	Women's WP/Swim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14

Additional signature blocks on Side 2



OF IN-SERVICE TRAINING

Continuation of signatures:

College Mt. San Antonio College

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[illegible]



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Continuation of signatures:

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[illegible]



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 3

Continuation of signatures:

College Mt. San Antonio College

By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current CCCAA *Constitution and Bylaws*, have passed the Compliance Exam, and that I have received a copy of the CCCAA Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the CCCAA *Constitution and Bylaws*, and understand that violations of the CCCAA *Constitution and Bylaws* may subject myself, program, and the college to penalties:

Print/Type Name	Title	Sport (if applicable)	Passed Exam	In- Service	Signature	Date
AL SAITO	Assistant Coach	BASEBALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Henry Lerma	Assistant Coach	Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Edmund Pula	Assistant Coach	Track	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Rhonne Calhoun	Assistant Coach	SO FTBALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
AL LEXUA	Assistant Coach	Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Mike Ruben	Assistant Coach	Water polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Britney Murrey	Assistant Coach	Womens volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Lenny Rodriguez	Assistant Coach	Football	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
AUSTIN PASTORIS	Assistant Coach	WATER POLO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
TONICIA TADJEMY	Assistant Coach	W. BASKETBALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Monica Armstrong	Assistant Coach	W. Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Michael Fernandez	Assistant Coach	M. SOCCER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Alex Loakes	Assistant Coach	W. Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
KEVIN ADAMS	Assistant Coach	FB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Mike Gott	Assistant Coach	Xc, TF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Jennifer Llanos	Assistant Coach	WSoccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
Giovanni Lanaro	Assistant Coach	T/F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
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	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14
	Assistant Coach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8/22/14



OF IN-SERVICE TRAINING

Continuation of signatures:

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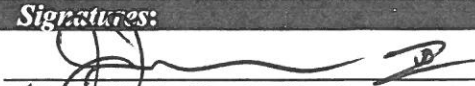
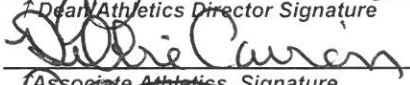
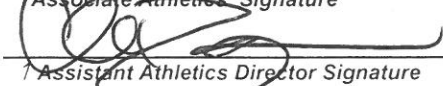
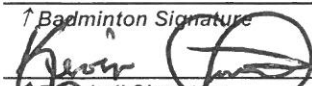
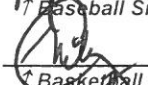
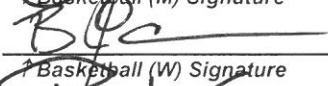
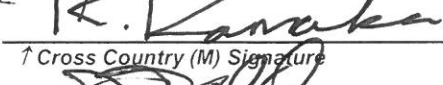
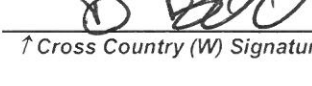
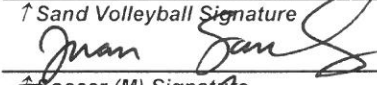

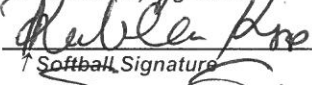


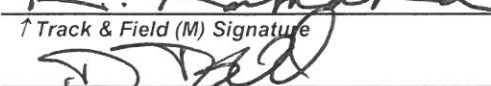
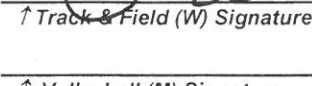

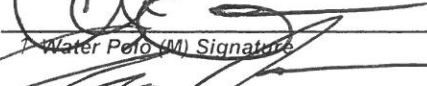
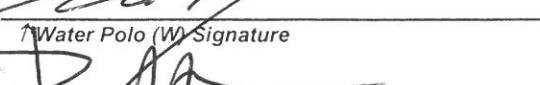
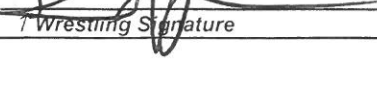
[illegible]



STATEMENT OF COMPLIANCE NONTRADITIONAL SEASON

FORM R-3
SIDE 1

The athletic administration of our college has reviewed the contents and interpretations of the current *CCCAA Constitution and Bylaws*, **Bylaw 3.17, Non Traditional Season of Sports**, and **Bylaw 3.5.2** with our staff, employees, representatives, and each person who works with the athletic program. We understand that violations of the *CCCAA Constitution and Bylaws* shall subject our college and/or personnel to penalties.

Name: Type/Print	Signatures:	Dates Signed:
Joe Jennum		8/22/14
↑ Athletics Director	↑ Dean Athletics Director Signature	↑ Date
Debbie Cavion		8/22/14
↑ Associate Athletics Director	↑ Associate Athletics Signature	↑ Date
Marc Ruh		8/22/14
↑ Assistant Athletics Director	↑ Assistant Athletics Director Signature	↑ Date
↑ Badminton	↑ Badminton Signature	↑ Date
Kevin Smith		8/22/14
↑ Baseball	↑ Baseball Signature	↑ Date
Clark Maloney		8/22/14
↑ Basketball (M)	↑ Basketball (M) Signature	↑ Date
Brian Crichlow		8/22/14
↑ Basketball (W)	↑ Basketball (W) Signature	↑ Date
Ron Kamaka		8/22/14
↑ Cross Country (M)	↑ Cross Country (M) Signature	↑ Date
Doug Todd		8/22/14
↑ Cross Country (W)	↑ Cross Country (W) Signature	↑ Date
↑ Sand Volleyball	↑ Sand Volleyball Signature	↑ Date
Juan Sanchez		8/22/14
↑ Soccer (M)	↑ Soccer (M) Signature	↑ Date
Melinda Bowen		8/22/14
↑ Soccer (W)	↑ Soccer (W) Signature	↑ Date
Ruby Rojas		8/22/14
↑ Softball	↑ Softball Signature	↑ Date
Sophie Salvador		8/22/14
↑ Tennis (M)	↑ Tennis (M) Signature	↑ Date
Sophie Salvador		8/22/14
↑ Tennis (W)	↑ Tennis (W) Signature	↑ Date
Ron Kamaka		8/22/14
↑ Track & Field (M)	↑ Track & Field (M) Signature	↑ Date
Doug Todd		8/22/14
↑ Track & Field (W)	↑ Track & Field (W) Signature	↑ Date
↑ Volleyball (M)	↑ Volleyball (M) Signature	↑ Date
Maria Dennis		8/22/14
↑ Volleyball (W)	↑ Volleyball (W) Signature	↑ Date
Marc Ruh		8/22/14
↑ Water Polo (M)	↑ Water Polo (M) Signature	↑ Date
Chris Jackson		8/22/14
↑ Water Polo (W)	↑ Water Polo (W) Signature	↑ Date
David Rivera		8/22/14
↑ Wrestling	↑ Wrestling Signature	↑ Date

(7/1/14)



STATEMENT OF IN-SERVICE TRAINING

Continuation of signatures:

College_Mt. San Antonio College

By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current *CCCCA Constitution and Bylaws*, have passed the Compliance Exam, and that I have received a copy of the CCCC Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the *CCCCA Constitution and Bylaws*, and understand that violations of the *CCCCA Constitution and Bylaws* may subject myself, program, and the college to penalties:

[illegible]



OF IN-SERVICE TRAINING

Continuation of signatures:

College Mt. San Antonio College

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[illegible]



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 1

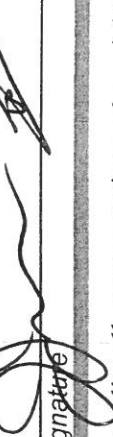
A Statement of In-Service Training shall be filed with the CCCAA Office of the Executive Director, a copy sent to the conference commissioner, and a copy retained in the president's office on campus by August 27, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws. Updated Statements of In-Service Training shall be filed as above, upon completion of each additional in-service training meeting, throughout the year.

Mt. San Antonio College
College

8/27/14

Date of In-Service Training

Joe Jennum









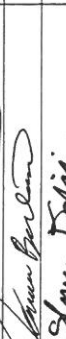




Athletic Director Name (print/type) _____
Signature _____

8/27/14

Date

After providing in-service training, please list all representatives who might have contact with student athletes, and have them sign and date below, provided they have passed the CCCAA Online Compliance Rules Exam (Compliance Exam).

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Print/Type Name	Title	Sport (if applicable)	Passed Exam	In- Service	Signature	Date
Robert Dominguez	Assistant coach	wrestling	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Zack Hope	Assistant Coach	W. Basketball	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Aaron Acevedo	Assistant coach	Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Jason Arnold	Assistant coach	Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Frank Bustos	Assistant coach	M. Soccer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Luis Salazar	Assistant coach	M. Soccer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Raymundo Ramirez Jr.	Asst Coach	M. Soccer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
James Higgins	Asst Coach	Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Kevin Duncan	Asst. coach	Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Sophie Salvador	Head coach	M-W Tennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
James Bolivar	Assistant coach	SOFTBALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Shane Dominico	Assistant Coach	Wrestling & swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Paul Russell	Asst F.B. Coach	Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14
Jesús Osorio	Asst. coach	M. Soccer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/27/14

Additional signature blocks on Side 2



STATEMENT OF COMPLIANCE NONTRADITIONAL SEASON

FORM R-3
SIDE 2

This statement of compliance/participation is to verify that our college shall adhere to CCCAA Constitution and Bylaws, Bylaw 3.17, Nontraditional Season of Sport, and CCCAA Bylaw 3.5.2.

If your institution does not engage in a Nontraditional Season of Sport (NTS), please check the box below and complete the signature section.

If your institution does engage in NTS, please complete side 1 for those sports that participate and the signature section below.

Check here if your institution does not participate in a Nontraditional Season of Sport (NTS) ☐

This statement shall be completed with the original retained on file in the president's office on campus, with copies sent to the Office of the CCCAA Executive Director and the conference commissioner.

Dr. William Scroggins
President, Name (type or print)

William J. Scroggins
Signature

8/22/14
Date

Mt. San Antonio College
College

Please email or fax your Form R-3 to the Office of the CCCAA Executive.

(7/1/14)