



Citrus College

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Introduction

The purpose of this handbook is to familiarize the personnel in the athletics program with the policies and procedures under which we operate. The athletics department will function more efficiently and effectively if these guidelines are followed.

The policies and procedures written herein reflect current rules and regulations of our sport governing bodies – California Community College Athletic Association, Southern California Football Association and Western State Conference regarding operational standards. As additional concerns arise, they will be addressed, and policy and/or procedure written to meet those concerns. Ideas and other input to keep the handbook up to date are invited from all athletic personnel.

Keep in mind that the athletics program is for the benefit of the students at Citrus -- as participants, those who are immediately accountable in the physiologically and psychologically demanding environment of competitive sport – and as spectators, those who appreciate the high ability levels of the active participants. Both must benefit educationally from the program.

The policies and procedures included in this handbook are not intended to supersede those of Citrus College, but to better define areas of specific concern to the athletics department.

*Ignorance of the rules is **NOT** an excuse for violations, even for first year Coaches. All Coaches are expected to make themselves familiar with State, Conference, and College rules and regulations and use them in the performance of their duties and responsibilities. Head Coaches in each sport are responsible for the actions of their assistant Coaches.

ATHLETIC DEPARTMENT STAFF DIRECTORY

Dean of Kinesiology & Athletics – Jody Wise (626) 914-8656
Dean of Students – Martha McDonald (626) 914-8602
Assistant Athletic Director – Mary Brawner (626) 914-8686
Assistant Athletic Director - Cliff Wurst (626) 914-8845
Eligibility Clerk – Tedd Goldstein (626) 914-8590
Administrative Secretary – Isabel Bellman (626) 914-8650
Athletic Trainer – Steve Handy (626) 914-8657
Athletic Trainer – Scott Norman (626) 914-8670
Athletic Trainer – Traci Rodriguez (626) 857-6446
Women’s Equipment Coordinator – Marian Manfre-Winchester (626) 914-8684
Men’s Equipment Coordinator – Shin Jung (626) 914-8660
Athletic Department Recruiter – Ben Noonan (626) 914-8665
Athletic Counselor – Alicia Longyear (626) 914-8662
Sports Information Coordinator – Andrew Wheeler (626) 857-4018
PE Activities Supervisor – Julian “Trip” Horton – (626) 914-8655

Fall Sports

Men’s **Basketball** Coach – Chris Victor – (626) 914-8668
Women’s **Basketball** Coach – Tamara McDonald – (626) 914-8683
Men’s/Women’s **Cross-Country** Coach – Nicki Shaw (626) 852- 6442
Men’s **Football** Coach – Ron Ponciano – (626) 914-8664
Women’s **Golf** Coach – Trip Horton – (626) 914-8655
Men’s **Soccer** Coach – Fred Bruce-Oliver – (626) 914-8680
Women’s **Soccer** Coach – Tim Tracey – (626) 852 - 8841
Women’s **Volleyball** Coach – Shin Jung – (626) 914-8660
Men’s **Water Polo** Coach – Brandon Rivas – (626) 914-8653
Women’s **Water Polo** Coach – Crystal Rivas – (626) 914-8653

Spring Sports

Men’s **Baseball** Coach – Steve Gomez – (626) 857-4058
Men’s **Golf** Coach – Trip Horton– (626) 914-8655
Women’s **Softball** Coach – Jackie Boxley – (626) 914-8682
Men’s/Women’s **Track** Coach – Richard Nila – (626) 914-8652

PHILOSOPHY OF ATHLETICS

The opportunity to become a member of a Citrus College athletic team shall be open to all eligible students. Membership on a squad shall be based solely on ability, attitude and effort as judged by the members of the Coaching staff. From this base, the athletic program shall be organized and administered as part of the complete education curriculum which contributes to the health, well-being, physical skill, emotional maturity, social competence and sound value system of its participants.

The Athletic Department staff will continually strive to meet current challenges that provide the student athlete with a quality program. The facilities will be evaluated systematically in order to insure the best use of resources that offer an environment that is equal to our conference opponents. The Athletic Department staff will work together to provide an atmosphere that allows for support of all programs.

GENDER EQUITY PHILOSOPHY

Citrus College Athletic Department is fully aware of Title IX, the educational amendments of 1972, and their provisions and fully intends to comply with said Title IX and provisions thereof. Self evaluation of the athletic program and all the programs at Citrus College for compliance with Title IX regulations is and will be an ongoing process.

RECRUITING PHILOSOPHY

Citrus College is fully aware of the CCCAA Constitution Bylaw 2 concerning recruitment of student athletes. Citrus college is committed to actively recruiting student athletes from within our district and contiguous district high schools. Our department will continually strive to build strong relationships with our district and contiguous district schools to increase enrollment and participation by students from these schools. The athletic department has hired a recruiter to enhance this process. All personnel representing Citrus College in recruiting activities must be familiar with CCCAA Bylaw 2

and follow all guidelines as outlined in the CCCAA Constitution. They must also attend the Coaches meetings, complete the CCCAA Rules exam and complete the Form R2.

THE CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

Citrus is a member of the California Association of Community Colleges which governs the activities of its members and includes all the California community colleges. The California Community College Athletic Association (CCCAA) is a division of CCLC (Community College League of California) and governs the athletic activities of the state community colleges. The CCCAA Governing Board is composed of athletic directors, administrators, Coaches from various conferences of the state, and members at large, serving multiple year terms. The state athletic constitution is a function of this committee and contains the rules and regulations followed by the California community colleges. A copy of the constitution may be found in the President's Office, Dean of Students Office and the Athletics Office.

WESTERN STATE CONFERENCE / SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION

Citrus is a member of the Western State Conference/SCFA. The Western State Conference and SCFA are committed to the principles set forth in the Conference Constitution By-Laws and Supplements and the CCCAA Athletic Constitution. A copy of the Conference Constitutions can be found in the offices of the Dean of Students and in the main Athletic Office. The Western State Conference was established in 1950 which makes it the oldest community college conference in California. The Conferences are committed to academic excellence, along with community responsibility through athletic participation.

ADHERENCE TO CCCAA, SCFA AND WSC RULES AND REGULATIONS

Coaches are advised that ethical conduct and strict adherence to CCCAA, SCFA and WSC rules and regulations are conditions of employment. If there are any questions about these rules and regulations, contact the Dean of Athletics. Each Coach is responsible for knowing and conforming to all CCCAA, SCFA and WSC regulations related to recruiting, eligibility and other areas related to the conduct of his/her sport program.

COACHES CODE OF PROFESSIONAL CONDUCT AND ETHICS (CCCA)

(Adopted March 31, 2011; effective July 1, 2011.)

Our mission is to provide California community college student-athletes the opportunity to develop both academically and athletically, which increases their chances for lifelong success. Intercollegiate competition enriches the educational experience helping coaches to turn athletes into student-athletes. The principles of the Coaches Code of Professional Conduct and Ethics are the cornerstones to the coaching profession. They are essential to gaining permission to lead and are critical in gaining the trust of our colleagues and students.

STANDARD 1–STUDENT-ATHLETE ACADEMIC SUCCESS

- Make student-athlete academic success an integral part of measuring programs success.
- Support academic enhancements for student-athletes such as tutorial programs, study halls, dedicated academic advising, the building of study skills, and the formalized requesting of instructor feedback.
- Commit to the principle of student-athlete attainment of educational goals of AA degree, transfer readiness, or certification completion.

STANDARD 2–STUDENT-ATHLETE SAFETY AND WELL BEING

- Place the emotional and physical well being of the student-athlete ahead of a desire to win.
- Provide a safe environment for training, practice, and competition.
- Create an athletic culture that stresses a life free of drugs, tobacco, and alcohol.

STANDARD 3–STUDENT-ATHLETE INTERPERSONAL GROWTH

- Treat each student-athlete as an individual, nurturing their physical and emotional development.
- Respect the personality and character of each student-athlete and reinforce a positive self image.

STANDARD 4–COACH’S PROFESSIONAL BEHAVIOR, ETHICS, AND RESPONSIBILITIES

- Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
- Adhere to all CCCAA and sport rules. To teach athletes to deliberately break any rule is unethical and unprofessional.
- Be a positive role model. Treat all coaches, players (including our own), officials, administrators, and the public with respect.
- Demonstrate respect for the sport and opponents by not embarrassing them or running up the score.
- Recruit student-athletes in a positive and professional manner regarding your own program and the programs of competing institutions. Understand that “Negative recruiting” is unethical.
- Placement at four-year institutions will be done with the best interest of the student-athlete. Student-athletes will be counseled as to how to be recruited so that four-year institutions are treated honestly, fairly, and in a timely manner.

Standard 5–Coach’s Competency in Educational, Technical, and Administrative Advancements

- Seek professional development in the field by such means as the attainment of advanced degrees, and/or professional development through classes, clinics, camps, and seminars.
- Seek to provide the best experience for participants and fans by staying abreast of technical advancements within your sport.
- Develop management and leadership qualities through all professional mediums that provide opportunities for growth.

STANDARD 6–COACHES’ ADHERENCE TO STATE AND COLLEGE CURRICULAR INSTRUCTIONAL GUIDELINES

- Fulfill the requirements of teaching to the highest standards.
- Develop contemporary curriculum which meets the needs of students.
- Participate in the college administration by serving on campus committees.
- Understand that a faculty member’s role is to serve the entire student body–coaches should seek an instructional load that reflects this principle.

STANDARD 7–COACH’S RESPONSIBILITY TO PROVIDE ACCURATE, TIMELY, COMPLETE RESULTS

- Create and maintain an infrastructure that promotes the team with accurate and timely results of competitions.
- Be current with the newest technological developments in order to further student-athlete and spectator interests.
- Develop rapport with members of the media, college, conference, and state statisticians.

WESTERN STATE CONFERENCE MEMBER INSTITUTIONS:

COMMISSIONER

Jerry White 5351 Butterfield Street Camarillo, CA 93012 Cell: 805-890-2061

PRESIDENT

Kim Ensing Allan Hancock (805) 922-6966 x 3359

MEMBER SCHOOLS

ALLAN HANCOCK COLLEGE 800 S. College Dr.,
Santa Maria, CA 93454..... (805) 922-6966

BAKERSFIELD COLLEGE 1801 Panorama Dr.,
Bakersfield, CA 93305.....(661) 395-4011

COLLEGE OF THE CANYONS 26455 N. Rockwell Canyon Rd.,
Valencia, CA 91355..... (661) 259-7800

CUESTA COLLEGE P.O. Box 8106 (Hwy. 1)
San Luis Obispo, CA 93403..... (805) 546-3100

GLENDALE COLLEGE 1500 N. Verdugo Rd.
Glendale, CA 91208..... (818) 240-1000

L.A. PIERCE COLLEGE 6201 Winnetka Ave.
Woodland Hills, CA 91371..... (818) 347-0551

L.A. VALLEY COLLEGE 5800 Fulton Ave.
Van Nuys, CA 91401..... (818) 781-1200

MOORPARK COLLEGE 7075 Campus Rd.
Moorpark, CA 93021..... (805) 378-1400

OXNARD COLLEGE 4000 S. Rose Ave.
Oxnard, CA 93033..... (805) 986-5800

SANTA BARBARA COLLEGE 721 Cliff Dr.
Santa Barbara, CA 93109..... (805) 965-0581

SANTA MONICA COLLEGE 1900 Pico Blvd.
Santa Monica, CA 90405..... (310) 434-4000

VENTURA COLLEGE 4667 Telegraph Rd.
Ventura, CA 93003.....(805) 654-6400

WEST L.A. 4800 Freshman Dr.
Culver, CA 90230.....(310) 287-4200

WSC SPORTS REPRESENTATIVES

The following individuals are the representatives to the conference for the sports listed. They are also responsible for your pre and post season Coaches meetings and developing conference schedules.

BASEBALL: Len Mohney, College of Canyons
BASKETBALL: (MEN: Will Cowen, Ventura
BASKETBALL (WOMEN): Kim Ensing – Allan Hancock
CROSS COUNTRY: Nancy Fredrickson, Ventura
GOLF: (Men & Women) Jonas Crawford, Oxnard
SOCCER: (Men) Bob Mariucci, Cuesta
SOCCER: (Women) Sandi Taylor, Bakersfield
SOFTBALL: John Klitsner, LA Mission
SWIMMING: Joe Cascio – Santa Monica
TENNIS: Will Cowen, Ventura
TRACK: Nancy Fredrickson, Ventura
TRAINERS: Chad Peters, College of Canyons
VOLLEYBALL: (Women) Mary Brawner, Citrus,
VOLLEYBALL: (Men) Bob Lofrano, L.A. Pierce
WATER POLO: Cliff Wurst, Citrus College

FOOTBALL: John Cicuto, Glendale College (*SCFA)

SPORTS INFORMATION

The sports information director for the WSC Conference is Don Adams.

SOUTHERN CALIFORNIA FOOTBALL CONFERENCE

COMMISSIONER

Jim Sartoris 2214 W. Clark Ave Burbank Ca. 91506 (818) 516-9214 (cell)

SPORTS INFORMATION

The sports information director for the SCFA Conference is Chris Ruiz.

PROCEDURE FOR INVESTIGATION OF CCCAA / SCFA / WSC RULES & REGULATIONS VIOLATIONS

The following is the step-by-step procedures that are followed when an alleged violation of the State Constitution is brought to the attention of the Dean of Kinesiology/Health & Athletics.

- A. Citrus College is notified about the violation through the commissioner.
- B. The Dean Athletics immediately notifies the Dean of Students and Assistant Athletic Directors. Depending upon the seriousness of the alleged violation, the Dean of Students will notify the Superintendent/President, who may opt to inform the board of trustees.
- C. The Dean of Athletics, Dean of Students and Assistant Athletic Directors meet to discuss the known circumstances of the violation.
- D. The Dean of Athletics contacts the Commissioner to determine the precise nature for the violation and to request a written copy of the formal charges if available. The Commissioner is notified if findings are available from the college's initial investigation.
- E. Either the Dean of Athletics or the athletic administrator contacts the athletic director of the college filing the charges and discusses the circumstances of the specific incident.
- F. If deemed necessary, a voluntary meeting between principles will be arranged to clarify the circumstances of the violation.
- G. The specific findings are discussed with all parties involved either by calling a special meeting or meeting individually with the athletic administrator. In addition, to prevent future violations, the findings and outcomes are discussed at future Coach's meetings.
- H. In cases where a violation has been determined to occur, the parties involved are informed of the precise actions which were in violation. If disciplinary actions are involved, the athletic administrator makes a recommendation in writing to the Superintendent/ President.
- I. The final investigative report, including the college's course of disciplinary action, is forwarded to the Commissioner for further conference action as necessary.

THE DEAN OF KINESIOLOGY / HEALTH & ATHLETICS DUTIES AND RESPONSIBILITIES

The Dean of Kinesiology/Health & Athletics is the spokesperson for the athletic department and is responsible to the President and the Board of Trustees. He/she represents the department to the Associated Student Body, the athletic conferences to which the school belongs and to the community. He/she is responsible for promoting, organizing and coordinating an athletic program of the highest caliber, consistent with goals and objective of the college. Duties shall consist of:

A. PERSONNEL

1. Supervision and evaluation of the head Coaches.
2. Supervise and evaluate other department personnel.
 - a. Sports Information Coordinator
 - b. Department Administrative Assistant
 - c. Trainers
 - d. Athletic Program Assistants
 - e. Athletic Recruiter
 - f. Athletic Counselor (with Dean of Counseling)
3. Coordinate activities with maintenance and operation staff as it relates to athletics.
4. Interview and make nominations for Coaching position openings.
5. Orient new staff members to their duties and responsibilities.

B. BUDGET, EQUIPMENT AND FACILITIES

1. Responsible for preparation of the annual budget for all sports, both district and student activities funds.
2. Work with Kinesiology/Athletic Facility Supervisor and Coaches to submit specifications and bid lists for athletic equipment and needs.
3. Work with Coaches to complete Citrus requisitions and account for all items purchased in the athletic department.
4. Advise and recommend future additions and changes in the athletic department.
5. Coordinate with Coaches fundraising activities.

C. ATHLETIC CONTESTS

1. Work with Assistant AD's and Coaches to develop schedules.
2. Coordinate with Assistant AD's, Coaches and transportation coordinator for all athletic travel.
3. Coordinate with Assistant AD's, Coaches and assignors officials for all home contests.
4. Work with the Dean of Students in coordinating all athletic activities.
5. Responsible for informing maintenance and operations personnel of preparation needs for all athletic contests.
6. Responsible for dispatching vital contest information to all visiting schools.
7. Coordinate various special athletic contests: conference championships, etc.

D. COORDINATE USE OF ATHLETIC FACILITY WITHIN THE COMMUNITY

Work with Kinesiology/Athletics Facility Supervisor to maintain a calendar and coordinate the use of all athletic facilities by off-campus organizations with the Administrative Assistant and Facilities Rental Coordinator.

E. REPRESENT THE DEPARTMENT

1. Continued interpretation to the faculty, administration and parents of the athletic program.
2. Serve in various appointive capacities.

F. INTERPRET AND ENFORCE THE VARIOUS CCCAA RULES AFFECTING THE ATHLETE

1. The state and conference rules and policies and the athletic policies of the department.
2. Investigate any violation of the State Athletic Constitution.
3. Work with the Eligibility Clerk to certify the eligibility of each athlete participating for the college.
4. Present the conference Decorum Policy to athletic team members
5. Present the Citrus Athletic Department Sexual Harassment Policy to athletic team members.

G. Work with the Dean of Student on all athletic activities.

ASSISTANT ATHLETIC DIRECTORS

The Assistant Athletic Director is responsible to the Dean of Kinesiology/Health & Athletics. He/she assists the Dean of Kinesiology/Health & Athletics with their duties and represents the college to the athletic conference to which the school belongs, and to the community. He/she is responsible for promoting, organizing and coordinating an athletic program of the highest caliber, consistent with the goals and objectives of the college. His/her duties shall consist of:

- A. PERSONNEL
 - 1. Assist in the supervision and evaluation of the Coaches.
 - 2. Assist in the supervision and evaluation of athletic personnel.
 - 3. Assist the Dean of Kinesiology/Health & Athletics in coordinating activities with maintenance and operations staff.
 - 4. Assist the Dean of Kinesiology/Health & Athletic in interviewing and make nominations for Coaching positions.
 - 5. Orient new staff members to their duties and responsibilities.
 - 6. Assist in the maintenance of an inventory of athletic equipment.
- B. BUDGET, EQUIPMENT AND FACILITIES
 - 1. Assist the Dean of Kinesiology/Health & Athletics with department budgets, purchasing and fund raising.
 - 2. Assist Coaches in the preparation of their annual budget, both district and student body.
 - 3. Advise and recommend future additions and changes in the Athletic Department facilities.
 - 4. Responsible for submitting the check request for officials for home contests.
- C. ATHLETIC CONTESTS
 - 1. Assist in the scheduling and coordinating of athletic contests.

2. Work with transportation coordinator to schedule transportation for all athletic contests.
3. Assist in the responsibility for informing maintenance and operations personnel of preparation needs for athletic contests.
4. Responsible for dispatching vital contest information to all visiting schools.
5. Assist the Coaches in coordinating various special athletic contests, such as conference championships, etc.

D. REPRESENT THE DEPARTMENT

1. Assist in interpretation of the athletic program to the faculty, administration and parents.
2. Serve in various appointive capacities.

E. INTERPRET AND ENFORCE THE VARIOUS CCCAA RULES AFFECTING THE ATHLETE

1. The state and conference rules and bylaws and the athletic policies of the department.
2. Assist the administrator in charge of athletics certifying the eligibility of each athlete participating for the college.
2. Present the conference Decorum Code to athletic team members
3. Present the Citrus Athletic Department Sexual Harassment Policy to athletic team members.

G. Work with the Dean of Students regarding all athletic activities.

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

Coaches are the official representatives of the school in interscholastic athletic activities and are responsible to the Dean of Kinesiology/Health & Athletics. Each Coach is responsible for knowing and conforming to all CCCAA and WSC or SCFA regulations related to recruiting, eligibility and other areas related to the conduct of his/her sport program. In this capacity, the following duties and responsibilities must be discharged:

A. COACHING DUTIES:

1. Have thorough knowledge of all phases of sports being coached.
2. Teach the fundamentals of the sport.
3. Prepare a season planning sheet.
4. Organize practice schedules.
5. Discipline and if necessary, dismiss for misconduct.
6. Meets and accommodates visiting teams, Coaches, and officials.
7. Secure student help for managerial duties, scorebook, etc.
8. Present and discuss the importance of the CCCAA decorum policy.

B. RECRUITING

1. Organize and execute an aggressive recruiting program of district and contiguous district high school student athletes. Have thorough knowledge of CCCAA recruiting rule Bylaw 2. Coaches must be aware of the high schools in our district and contiguous district (See Recruitment High Schools Chart).
 - a. High school visitations with recruiting area schools.
 - b. Individual contacts with the athlete and his/her parents – home visits with recruiting area athletes.
 - c. Follow-up correspondence and telephone contact.
 - d. Campus visits by athlete.
 - e. Articulate recruiting activities with interested four-year coaches.
 - f. Complete department “first contact form” for all out – of - recruiting area athletes and immediately turn them into the department office (see “Out of District/First Contact Form).
 - g. Coordinate recruiting with the athletic department recruiter.

C. CONTACT WITH FOUR-YEAR INSTITUTIONS

1. Contact four-year Coaches about present players who have a desire to attend their schools.
2. Answer letters and questionnaires from four-year institutions that request information about players.
3. Talk to four-year Coaches when they visit our campus.

D. PUBLIC RELATIONS

1. Supply information to the Sports Information Coordinator.
2. Assist in the makeup of the game program.
3. Speak at high school banquets and clubs when asked.
4. Attend and speak at booster club meetings.
5. Be available during the season for telephone and personal interviews with the press/media.
6. Justify the subsidy of the athletic program in the minds of the administrators and the public.
7. Supply team and individual results of all athletic contests to Sports Information Coordinator (SIC) for local media outlets.

E. TRAVEL:

All athletic travel must be board approved. The travel document sent to BOT is generated from the schedule submitted to the SIC. Please submit your schedule to the SIC by June 1 for Fall Sports and October 1 for spring sports.

1. All head Coaches should have a valid California drivers license.
2. Out-of-state travel needs special board approval.
3. Make trip itinerary for players and athletic office.
4. Make requests for transportation with Assistant Athletic Director.
5. Arrange for meals and lodging for trips.
6. Fill out trip vouchers and forms on return from trip.
7. Arrange for class absence
8. Work with Assistant Athletic Director to obtain overnight parking passes. All cars left on campus must have an overnight parking pass .
9. If there is a change in your schedule, that affects transportation, please notify the transportation director and athletic office.
10. Athletes who will not be traveling with the team must complete a student voluntary travel form. (See example on page 63)
11. Coaches should return vans immediately upon return from contest. Vans must be cleaned before returning.

F. PURCHASING OF EQUIPMENT:

Head Coaches will be responsible for gathering quotes for team uniforms and/or equipment and supplies. Coaches will be held accountable for staying within their budget.

The district will not accept or pay for any equipment that does

not have an approved purchase order.

1. Obtain equipment budget for your sport from the Dean.
2. Select vendor and equipment. Get a quote from the vendor. (Must include vendor name and address, phone number, fax number, item number, quantity, cost, color, size and detailed description)
3. Take detailed quote to the Athletic Programs Assistant. They will work with you to input your request online – it will then be assigned a purchase order number. (includes fundraised accounts)
4. The purchase request once approved will be sent electronically. No equipment will be purchased by the college unless that order has been assigned a purchase order number. Citrus College's new electronic order process will expedite the receipt of your order.
5. Equipment must be delivered to the warehouse. Do not pick up orders without talking to the warehouse.
6. The warehouse will deliver the equipment to the department. Athletic Programs Assistant will check equipment upon delivery and inventory the order.
7. Coaches should contact the vendor with any problems with the order.
8. If you receive an invoice please turn the invoice into the Athletic Office immediately.
9. Cooperate with the athletic programs assistant to ensure proper care of and return of all athletic equipment.
10. Do **NOT** use your personal credit cards for purchasing Citrus equipment, uniforms or supplies.
11. Citrus College will **NOT** pay for any items purchased that were obtained without following proper purchasing procedure.

G. PROFESSIONAL GROWTH

1. Attend Coaching clinics in off-season.
2. Research current literature in the field.
3. Maintain membership and participate in meetings of the local, state, and national Coaches associations.

H. SCHEDULING

1. Conference schedules are established by the conference representative.
2. Arrange all non conference games at the end of your season in a timely manner.
3. Get approval of the makeup of the schedule from the Dean of Kinesiology/Health & Athletics.
4. Work with Assistant AD to send correct schedules to assignors.

5. Work with SIC to ensure correct schedules for schedule cards and opponents and website.
6. Schedule must meet all requirements set forth in Bylaw 3 of the CCCAA constitution, especially 3.10 which lists the number of allowable contests and allowable starting and ending dates to each sport season.
7. Conference schedule must have priority over non-conference contests.
8. When developing the non-conference schedule the following factors must be considered:
 - Avoid excessive transportation and meal costs
 - Avoid over night stays – costs for this generally must be fundraised
 - Limit size of travel squads
 - **Avoid scheduling campus holiday dates**
9. In Season sports will have facility priority over out-of-season.

I. ATHLETIC DEPARTMENT IMAGE

1. Conduct her/himself in a manner consistent with the educational objectives and standards of the college, WSC, SCFA and CCCAA.
2. Be responsible for the conduct of his/her players and assistant Coaches.
3. Follow the CCCAA Coaches Code of ethics.
4. Follow the CCCAA decorum policy and emphasize the importance of these policies to all members of their program.
5. Submit Ejection Report forms **immediately** following contest

J. MISCELLANEOUS

1. Responsible for securing the facility after practice, game, and if applicable, shutting off lights, and picking up trash.
2. Work with Athletic Trainers to ensure that each athlete has a physical exam before they are allowed to practice or play.
3. Work with the trainer concerning injured athletes.
4. Be responsible for setting up an appointment with the Assistant AD's for your team to fill out all eligibility forms and records. Please **do not** send athletes on an individual basis.
5. Make periodic eligibility checks. The eligibility clerk will send you a list of your teams' status every week. Your athletes should also be able to check their status on the eligibility board in your office – do **NOT** post outside of office (FERPA Regulations)
6. Submit lists in correct format to Athletic Secretary for priority registration on correct forms for new and continuing athletes.
7. Consult with Athletic Counselor to utilize tutorial program.

8. Provide leadership in articulating the athletic program to the board, the administration, the community, the faculty, and the students.
9. Assist in the maintenance of the facility used by his/her team by keeping the facility organized, clean, and notifying someone when something needs to be repaired.
10. Work with Athletic Counselor to make periodic grade checks. These should be done at least once per semester. (See Academic Progress Report on page 26).
11. Keep necessary records for team and individual results, lettermen, squad pictures, transfers, etc. and submit to Sports Information Coordinator.
12. Work in conjunction with the Athletic Counselor to ensure student-athlete academic success.

K. Insurance, Injury and Physical Exam Procedures

1. All student-athletes are required to have a current physical evaluation form signed by a licensed physician on file in the Athletic Trainers office. No athlete will be permitted to participate in any athletic activity without an evaluation. The athletic trainers will schedule physical exams before each sport season. Coaches are responsible to get their athletes to these scheduled exams. Athletes that miss the exam are responsible to get their own exams through a private doctor and assume the cost of the exam themselves. Absolutely **NO** physical practice or conditioning should be scheduled the day of the exams.
2. All required physical, insurance, emergency medical, and assumption of risk forms must be on file prior to the 1st practice for all athletes.
3. All student-athletes must have their parent or guardian fill out an insurance information form which provides information on the student's primary insurance coverage. If the family or student does not have insurance coverage, the college health service fee pays for 2nd coverage with student insurance which becomes primary if uninsured. Refer all questions about insurance coverage to the Athletic Trainer.
4. Student-athletes who are ill should contact the athletic trainer for referral to health center.
5. **Injuries sustained during practice, games or conditioning programs must be reported to the Athletic Trainer for referral to the appropriate sports medicine specialist. If an athlete needs to be referred to a licensed physician, the referral must come from the trainer. If not, the trainers are not responsible for continuing treatment for that athlete.**

6. Athletes who have been under a doctor's care will not be permitted to return to practice or participate in a contest without a written release from a licensed physician. Any injured athlete who is being treated by the athletic trainer is subject to the trainer's release before practice or competition may resume. Coaches may NOT supersede decisions made by the athletic trainer concerning the athlete's health and ability to resume practice or competition.

L. COACHES EVALUATIONS

1. Head Coaches will be evaluated by the Dean of Kinesiology/ Health & Athletics and Assistant Athletic Director after each season. The Dean will consider input from the following staff members regarding their working relationship with the Head Coach.
 - Eligibility Clerk
 - Dean of Students
 - Athletic Trainers
 - Athletic Counselor
 - Equipment Coordinators
 - Athletic Secretary
 - Athletic Recruiter
 - Sports Information Coordinator
2. Head Coaches will be responsible for evaluating assistant Coaches after the completion of the season.
3. Coaches will be evaluated on the quality of their overall program and will include the following areas:
 - personal conduct
 - player relationships
 - athletic department staff relationships
 - representation of department and their sport
 - Coaching methods
 - win/loss record and post season qualification
 - recruiting - roster size and quality of athlete
 - student academic success
 - policy compliance
 - budget control
 - administrative tasks
 - campus and community service and public relations

COACHES RESPONSIBILITY CHECK LIST

ELIGIBILITY

- ✓1. **DO NOT** attempt to determine eligibility for an athlete. Determination of athletic eligibility is the function of the eligibility clerk, the dean, and the commissioner of the conference.
- ✓2. Be aware of **ELIGIBILITY RULES** concerning the community college athlete.
 - ☑a. Read and understand the Eligibility Glance Chart (See Appendix G).
 - ☑b. Review The California Community College Athletic Association (CCCCAA) and the conference code and the supplement for your sport.
 - ☑c. Stay abreast with CCCCCAA minutes concerning your sport and code changes.
- ✓3. Be aware of eligibility forms 1 and 3. (See Policies & Procedures Section.)
 - ☑a. Make every effort to verify accuracy of form 1.
 - ☑b. Your athletes must be listed on form 3 before they are allowed to compete.
- ✓4. Be aware of illness/injury rule as it relates to extra season of sport eligibility, i.e. first half of season, less than 20% of scheduled contest, verification by medical doctor within the same semester of the injury.
- ✓5. Be aware and inform your athletes of the 12 units, 24 units and G.P.A. rules of the CCCCCAA constitution. Work directly with counselors for SEP's and continuing eligibility issues.

CONFERENCE RESPONSIBILITY

- ✓1. Attend all meetings, conference, region and state for which you are responsible.
- ✓2. Know your conference sports representative and cooperate with him/her in their responsibilities.
- ✓3. Maintain records - athletic participation, contest results, win/loss records, outstanding athletes, etc.
- ✓4. Provide for visiting team needs: training and locker facilities, warm-up and competition sites, etc.
- ✓5. Confirm your athletic schedule: dates, times, location officials, etc.
- ✓6. Be present with your team to, from, and during athletic competition or provide for a college certificated employee to be responsible in your stead.
- ✓7. Report to the athletic office:
 - ☑a. before changing any date or times of your schedule.
 - ☑b. on any officials problems - no show, etc.
 - ☑c. if a protest is to be registered.
 - ☑d. any irregular incident occurring during a contest.

- ✓8. Know the conference supplement for your sport.
- ✓9. Know your insurance program and availability of emergency medical facilities.
- ✓10. Thoroughly understand CCCAA Constitution and Bylaws.
- ✓11. Pass the CCCAA Rules Exam / Sign the R2 form.

THE HIGH SCHOOLS LISTED IN OUR DISTRICT AND IN OUR CONTIGUOUS DISTRICT CAN BE FOUND ON NEXT PAGE.

YOU MUST HAVE EACH ATHLETE YOU RECRUIT FROM OUT OF OUR RECRUITING AREA FILL OUT A FIRST CONTACT FORM. A SAMPLE OF THIS FORM IS INCLUDED ON PAGE 22.

CITRUS COLLEGE RECRUITMENT HIGH SCHOOLS CHART

CITRUS	ANTELOPE VALLEY	CHAFFEY	MT. SAN ANTONIO	PASADENA	RIO HONDO
Azusa	Antelope Valley	A.B. Miller	Baldwin Park	Alverno	Arroyo
Claremont	Antelope Valley Christian	Alta Loma	Bassett	Arcadia	California
Duarte	Bethel Christian	Ayala	Bishop Amat	Blair	El Monte
Gladstone	Desert Christian	Chaffey	Bonita	Delphi Academy	El Rancho
Glendora	Highland	Chino H.S.	Calvary Baptist	Flintridge Prep	La Serna
Monrovia	Littlerock	Chino Hills H.S.	Charter Oak	Flintridge/Sacred Heart (G)	Mt. View
St. Lucy's (G)	Lancaster	Colony	Covina	La Canada	Pioneer
Webb	Palmdale	Don Lugo	Damien	La Salle	Rosemead
	Paraclette	Etiwanda	Diamond Bar	Maranatha	Santa Fe
	Quartz Hill	Fontana	Diamond Ranch	Marshall Fundamental	So. El Monte
	Rosamond	Kaiser	Ganesha	Mayfield	St. Paul
	Vasquez	Los Osos	Garey	Muir	Whittier
		Montclair	La Puente	Pasadena	
		Ontario	La Verne Christian	Pasadena Poly	
		Ontario Christian	La Verne Lutheran	Rio Hondo Prep	
		Rancho Cucamonga	Los Altos	San Marino	
		Upland	Nogales	South Pasadena	
		Upland Christian	Northview	Southwestern Academy	
			Oxford	St. Francis	
			Pomona	Temple City	
			Pomona Catholic (G)	Westridge (G)	
			Rowland		
			San Dimas		
			Sierra Vista		
			South Hills		
			Southlands Christian		
			Walnut		
			West Covina		
			Western Christian		
			Wilson		
			Workman		

Citrus College

Out of District/Contiguous District Recruiting Area First Contact Form

Must be completed by Coach and filed with Athletic Department
(PLEASE PRINT)

Name of Recruit: _____

Sport(s): _____

Date of First Contact: _____

Type of First Contact: (please circle one) *Attach copy of letter / e-mail
Letter E-Mail Phone Call Campus Visit
Other (please specify) _____

Home Address: _____

Last school of Attendance: _____

**I certify that the above recruit made the first contact with Citrus
Community College and without prior contact by any member of
the Coaching staff.**

Signature _____

Date _____

Received by: _____

Date: _____



**CITRUS COLLEGE
HEAD COACH EVALUATION**
(TO BE COMPLETED BY DEAN AND ASSISTANT AD FOLLOWING SEASON)

SPORT: _____

DATE: _____

HEAD COACH: _____

*Rate using the following scale: (circle appropriate number)

(1) Below Work Performance Standards (2) Meets Work Performance Standards (3) Exceeds Work Performance Standards

PERSONAL AND PROFESSIONAL ATTRIBUTES

Personal Qualities

- | | | | | |
|----|---|---|---|---|
| 1. | Demonstrates Self Confidence | 1 | 2 | 3 |
| 2. | Is Enthusiastic | 1 | 2 | 3 |
| 3. | Presents a positive role model
(appearance, language, sportsmanship) | 1 | 2 | 3 |

Personal Conduct

- | | | | | |
|----|--|---|---|---|
| 1. | Exhibits ethical behavior | 1 | 2 | 3 |
| 2. | Maintains emotional control | 1 | 2 | 3 |
| 3. | Places the athlete above winning | 1 | 2 | 3 |
| 4. | Enforces team rules | 1 | 2 | 3 |
| 5. | Is concerned about athletes' academics | 1 | 2 | 3 |

ADMINISTRATIVE PROCEDURAL ABILITIES

Practice

- | | | | | |
|----|--------------------------------------|---|---|---|
| 1. | Completes assigned duties | 1 | 2 | 3 |
| 2. | Is well prepared | 1 | 2 | 3 |
| 3. | Prompt and utilizes time effectively | 1 | 2 | 3 |

Game/Match/Meet

- | | | | | |
|----|--------------------------------------|---|---|---|
| 1. | Performs assigned duties (pre-game) | 1 | 2 | 3 |
| 2. | Performs assigned duties (game) | 1 | 2 | 3 |
| 3. | Performs assigned duties (post-game) | 1 | 2 | 3 |
| 4. | Effectively prepares for opponent | 1 | 2 | 3 |

Financial

- | | | | | |
|----|---|---|---|---|
| 1. | Adheres to budget policies | 1 | 2 | 3 |
| 2. | Assists with fundraising | 1 | 2 | 3 |
| 3. | Is responsible as assigned for financial receipts | 1 | 2 | 3 |

Post Season

- | | | | | |
|----|-----------------------------------|---|---|---|
| 1. | Assists with recruiting | 1 | 2 | 3 |
| 2. | Inventory & equipment storage | 1 | 2 | 3 |
| 3. | Conditioning and Strength Program | 1 | 2 | 3 |

TECHNIQUES OF COACHING

Coaching Methods

1.	Applies knowledge of rules	1	2	3
2.	Applies knowledge of techniques	1	2	3
3.	Assists athletes in reaching full potential	1	2	3
4.	Analyze and correct errors	1	2	3
5.	Teaches fundamentals	1	2	3
6.	Develops team spirit	1	2	3
7.	Ability to evaluate athletes	1	2	3
8.	Knowledge of tactics/strategies	1	2	3
9.	Develops self-confidence in athletes	1	2	3
10.	Works with assigned responsibilities	1	2	3

PERSONNEL MANAGEMENT

Recruiting

1.	Adheres to WSC and CCCAA policies	1	2	3
2.	Is consistent and fair in judging athlete (Personality, attitude, ability to fit at Citrus)	1	2	3
3.	Ability to evaluate potential talent of a recruit (physical)	1	2	3

Player-Coach Relationship

1.	Communicates effectively	1	2	3
2.	Motivates athletes	1	2	3
3.	Respects right of individual athletes as long as it is not a team detriment	1	2	3
4.	Is concerned with the welfare of the athlete	1	2	3

Head Coach -Assistant Coach Relationship

1.	Communicates effectively	1	2	3
2.	Cooperates with the assistant Coach in establishing and conducting a quality athletic program.	1	2	3

Relations Skills

1.	Cooperates with the Athletic Director(s)	1	2	3
2.	Cooperates with Athletic Support Staff	1	2	3
3.	Cooperates with Athletic Training Staff	1	2	3
4.	Relates to parents, fans, and alumni	1	2	3
5.	Works well with community	1	2	3
6.	Cooperates with Sports information Coordinator	1	2	3
7.	Cooperates with other campus employees	1	2	3
8.	Respects officials, opposing Coaches & athletes	1	2	3

AREAS OF STRENGTHS:

AREAS NEEDING IMPROVEMENT

Head Coach's Signature

Date

Coach's comments: (additional pages if necessary)

Dean of PE/Athletics: _____
Signature

Date

Assistant Athletic Director: _____
Signature

Date

Head Coach's Signature

Date

ACADEMIC PROGRESS REPORT

from the Department of Athletics

Please be so kind to complete this form and return to student. Your efforts are greatly appreciated!

Name of Student:									
Sport								Total Units	
Class									
<i>Please mark appropriate box</i>		Poor	Fair	Acceptable	Good	Excellent	Number of Absences		
Attending class regularly									
		Earning a "B" or better		Earning a "C"		Earning a "D" or below			
Comments:									
Professor's Signature								Date	
Class									
<i>Please mark appropriate box</i>		Poor	Fair	Acceptable	Good	Excellent	Number of Absences		
Attending class regularly									
		Earning a "B" or better		Earning a "C"		Earning a "D" or below			
Comments:									
Professor's Signature								Date	
Class									
<i>Please mark appropriate box</i>		Poor	Fair	Acceptable	Good	Excellent	Number of Absences		
Attending class regularly									
		Earning a "B" or better		Earning a "C"		Earning a "D" or below			
Comments:									
Professor's Signature									

RESPONSIBILITIES OF ASSISTANT COACHES

Assistant Coaches are responsible to the Head Coach. Each assistant Coach is responsible for knowing and conforming to all CCCAA and WSC / SCFA regulations related to recruiting, eligibility and other areas related to the conduct of his/her sport program. In this capacity, the following duties and responsibilities must be discharged:

- A. Responsible for securing the facility after practice, game, and if applicable, shutting off lights.
- B. Teach the game skills and system of play as outlined by the head Coach.
- C. Teach the objectives of intercollegiate athletics at Citrus College.
- D. Assist in recruiting excellent student-athletes according to CCCAA guidelines.
- E. Assume all administrative duties delegated by the head Coach.
- F. Assume responsibility for the care of equipment.
- G. Supervise the team anytime they are under your jurisdiction.
- H. Conduct yourself in all facets of your work according to the highest standards of the profession.
- I. Demonstrate loyalty to the head Coach.
- J. Be familiar with playing rules of sport as designated by the CCCAA Constitution and Sport Guide, as well as WSC/SCFA sport supplements.
- K. Follow the CCCAA decorum policies.

**CITRUS COLLEGE
ASSISTANT COACH EVALUATION**

SPORT: _____

DATE: _____

ASSISTANT COACH: _____

*Rate using the following scale: (circle appropriate number)

(1) Below Work Performance Standards (2) Meets Work Performance Standards (3) Exceeds Work Performance Standards

PERSONAL AND PROFESSIONAL ATTRIBUTES

Personal Qualities

9.	Demonstrates Self Confidence	1	2	3
10.	Is Enthusiastic	1	2	3
11.	Presents a positive role model (appearance, language, sportsmanship)	1	2	3

Personal Conduct

12.	Exhibits ethical behavior	1	2	3
13.	Maintains emotional control	1	2	3
14.	Places the athlete above winning	1	2	3
15.	Enforces team rules	1	2	3
16.	Supports the Head Coach at all times	1	2	3
17.	Is concerned about athletes' academics	1	2	3

ADMINISTRATIVE PROCEDURAL ABILITIES

Practice

18.	Completes assigned duties	1	2	3
19.	Is well prepared	1	2	3
20.	Prompt / utilizes time effectively	1	2	3

Game/Match/Meet

21.	Performs assigned duties (pre-game)	1	2	3
22.	Performs assigned duties (game)	1	2	3
23.	Performs assigned duties (post-game)	1	2	3
24.	Willing to scout	1	2	3

Financial

25.	Adheres to budget policies	1	2	3
26.	Assists with fund raising	1	2	3

Post Season

27.	Assists with recruiting	1	2	3
28.	Assists with conditioning and Strength Program	1	2	3

TECHNIQUES OF COACHING

Coaching Methods

29.	Applies knowledge of rules	1	2	3
30.	Applies knowledge of techniques	1	2	3
31.	Assists athletes in reaching full potential	1	2	3
32.	Analyze and correct errors	1	2	3
33.	Teaches fundamentals	1	2	3
34.	Develops team spirit	1	2	3
35.	Ability to evaluate athletes	1	2	3
36.	Knowledge of tactics/strategies	1	2	3
37.	Develops self-confidence in athletes	1	2	3
38.	Works with assigned responsibilities	1	2	3

PERSONNEL MANAGEMENT

Recruiting

39.	Adheres to WSC and CCCAA policies	1	2	3
40.	Is consistent and fair in judging athlete (Personality, attitude, ability to fit at Citrus)	1	2	3
41.	Ability to evaluate potential talent of a recruit (physical)	1	2	3

Player-Coach Relationship

42.	Communicates effectively	1	2	3
43.	Motivates athletes	1	2	3
44.	Respects right of individual athletes as long as it is not a team detriment	1	2	3

Head Coach - Assistant Coach Relationship

45.	Communicates effectively w/ Head Coach	1	2	3
46.	Supports and respects leadership	1	2	3
47.	Cooperates with the Head Coach in establishing and conducting a quality athletic program.	1	2	3

Relations Skills

48.	Cooperates with the Athletic Director(s)	1	2	3
49.	Cooperates with Athletic Support Staff	1	2	3
50.	Cooperates with Athletic Training Staff	1	2	3
51.	Relates to parents, fans, and alumni	1	2	3
52.	Works well with community	1	2	3
53.	Assists with Sports information Coordinator as assigned by Head Coach	1	2	3
54.	Cooperates with other campus employees	1	2	3
55.	Respects officials, opposing Coaches & athletes	1	2	3

AREAS OF STRENGTHS:

AREAS NEEDING IMPROVEMENT

I have read and understand this evaluation and discussed it with the Head Coach.

Assistant Coach's Signature

Date

Assistant Coach's comments: (additional pages if necessary)

Head Coach's Signature

Date

DUTIES AND RESPONSIBILITIES OF THE TRAINER

The trainer is responsible for serving the medical needs of the student-athletes and assisting the Coaches with information concerning the care and rehabilitation of the student-athlete. In the absence of a licensed physician, the athletic trainer is responsible for deciding whether an athlete is medically able to participate in practice or in a game. If an athlete needs to be referred to a licensed physician, the referral **must** come from the trainer. If not, the trainers are not responsible for continuing treatment for that athlete. The following are the responsibilities of the trainer:

1. Maintain the development and welfare of the student-athletes as the #1 priority of the program.
2. Organize the training room, including planning and conducting regular workdays, educational sessions and competitive events.
3. Prepare contest management check list.
4. Honor all commitments to players, Coaches, administration, officials, etc.
5. Prepare and keep current medical records on each active athlete. (Physicals, current treatment, insurance claim forms.)
6. Be available at all practices, home games for treatment, evaluation, and management of injuries and the accommodation of all visiting teams.
7. Administer an injury prevention/rehabilitation and counseling program.
8. Manage student athletic trainers.
9. Order and maintain inventory of training supplies.
10. Assume all administrative duties of the training room to ensure compliance with departmental, college, conference and CCCAA policy.
11. Assume responsibility for the care and storage of all training equipment.
12. Compile and inventory all training equipment and submit the list to the Dean at the end of the year.
13. Provide athletic personnel with the emergency plan procedures for all of the athletic venues.

ATHLETIC COUNSELOR RESPONSIBILITIES

The athletic counselor is responsible for advising student athletes in matters dealing with educational, vocational and personal matters. Student athletes need to meet with the counselor to develop a *Student Educational Plan*. The SEP is required for all athletes to be eligible to compete. We require our athletes to complete an SEP each semester due to continual change of requirements and recommendations for colleges and universities. A sample of the SEP is on the following page. The following is a list of their duties and responsibilities:

Function:

1. Academic Counseling
2. Career Counseling
3. Personal Counseling
4. Academic Athletic Counseling

Point of Contact for Information:

1. Maintain reference materials/catalogs
2. Work collaboratively with ASSIST and Articulation Officer/Counselor
3. Disseminate information
4. Vocational Degrees/Certificates
5. Student Success/Basic Skills
6. NCAA/NAIA Eligibility and Transfer
7. CCCAA Eligibility / Transfer
8. Update on new issues/rules

Counselor:

1. Transfer Students (UC/CSU/PVT/Out of State)
2. Vocational (AA/AS/Cert.)
3. Student Educational Plans/Scholar Baller(see example on next page)
4. Scholar Baller
5. Provide drop in counseling
6. Department Liaison
7. Orientation
8. Workshops/Seminar
9. Emphasis on AA/AS Degree (Athletic Academic Status determines transfer status)
10. Summer Term Availability
11. Recruiting visits for transfers
12. Recruiting visits by potential student-athletes
13. Graduation Petitions
14. Continuous Eligibility
15. Transfer Eligibility

ATHLETIC RECRUITER RESPONSIBILITIES

The Athletic Department recruiter will work with Coaches to promote all Citrus College sport programs. The following is a list of duties and responsibilities:

- Recruit student – athletes in compliance with the California Community College Athletic Association, Conference and Institutional guidelines
- Represent the institution in a professional manner when relating to public and media relations
- Liaison between district / contiguous district high schools and Citrus College athletic department
- Visit district / contiguous district high schools
- Attend recruitment fairs to represent Citrus College athletics
- Provide Citrus College Coaches with current information on high school student - athletes
- Help prospective athletes matriculate easily into Citrus College
- Provide entry level counseling advice to prospective student – athletes
- Adhere to all CCCAA (California Community College Athletic Association), Conference and Institution recruiting regulations
- Work on promotion of Citrus College athletics with staff, student services and foundations
- Work with the Sports Information Coordinator to maintain an athletic recruiting brochure
- Actively support athletic department functions

ATHLETIC PROGRAM ASSISTANT RESPONSIBILITIES

The Athletic Program Assistants main responsibility is the proper maintenance, cleaning, repair and inventory of all equipment and supplies. Additionally the equipment manager must keep accurate, up-to-date records of all supplies, uniforms, and equipment issued to all athletes and Coaches: Because of budget limitations, it is imperative that the Coach, athletic program assistant, assistant athletic director and dean of athletics work to care for all supplies and equipment to maximize their use and longevity. The program assistants support the Coaches and athletes in the following manner

- Issue uniforms to eligible student – athletes
- Properly fit required athletic equipment
- Coordinate collection of uniforms following events for laundering
- Assist Coaching staff with decisions on uniform and equipment orders
- Check out / set out practice and home game equipment
- Maintain an inventory of athletic equipment and supplies
- Storage of athletic equipment
- Repair of equipment and uniforms
- Coordinate student help as needed for events to assist with equipment
- Travel as required to away events for equipment needs

SPORTS INFORMATION COORDINATOR RESPONSIBILITIES

The Sports Information Coordinator is responsible for informing students, staff and the public about the Citrus College athletic program. The following is a list of duties and responsibilities:

- Creates and designs layout for printed athletic materials
- Confers with other college staff to coordinate the production of printed materials
- Updates and maintains internet and intranet web pages relating to the athletic program
- Coordinates production of schedules, marketing material and other promotional material
- Coordinates and prepares newsletters and other internal and external publications describing events, activities and feature stories
- Prepares and maintains files and records related to Citrus College Athletics programs
- Takes statistics for all required home events
- Performs other duties as assigned that support the overall objective of the Athletic Department
- Provides game programs with home and opponent information for all sports
- Initiate and maintain contacts with the local press and media
- Implement the student intern program in sports information
- Maintain communication with Conference Sports Information Directors and file reports as needed
- Furnish information that is requested by the CCCAA (California Community College Athletic Association)
- Responsible for coordinating athletic department photography

BUDGET POLICY

Financial support for the operation of athletic programs comes from three sources:

1. Citrus College District funds;
2. Associated Students funds;
3. Fundraising activities by department or individual sport.

These three sources have very different requirements for distribution..

District Funds

The district budget includes line items for Coaching stipends and equipment. These funds are supervised by the Dean of Athletics, who is responsible for the disbursement of the funds. It is the responsibility of the Dean to divide the funds in a fair and equitable manner. Each Coach is expected to communicate their needs for their respective sport to the Dean for consideration in the budget. Since needs change from year to year, there are no fixed amounts in these areas except for Coaching stipends.

No Coach should ever order items on their own. Coaches must request approval from the Dean of Athletics and work with the Athletics Program Assistants to complete the proper Citrus College requisition form. Coaches who violate this policy will be individually responsible for the cost of those items. It is IMPERATIVE that the proper purchase procedures be followed. Supplies will be delivered to the college and then to an Athletic Program Assistant who will make the items available to the Coach. A Coach should **never pick up** or receive items that have been ordered through the college, he or she must immediately notify the athletic director or administrative assistant once items are received and inventoried so that proper payment will be made when invoiced

Associated Student Funds

The Associated Students of Citrus College (ASCC) provide financial support for each athletic team. ASCC funds are allocated for official's fees, game management fees, entry fees, meal money and lodging. Each sport is allocated a specific amount each school year. Coaches have use of their sports account by a requisition process supervised by the Deans of Students and Students. An example of the ASCC/ASO check request can be found on page 39. Current process for determining budget is included below:

Formula for Distributing of ASCC Funds for Athletics

****At the end of the fourth week in each semester – Travel Party and Game Allotment will be recalculated and budgets will be reduced if pre-established numbers are not met.***

This date based on the CCCAA fourth week rule: 1.3.8

1. All specific sport game expenses will be budgeted as follows:
 - a. Officials
 - b. Entry Fees
 - c. Game Day Personal

2. Travel and meal money will be determined by: (possibly reduced by 4th week check)
- a. Calculated using the state playoff travel party allotment listed in the CCCAA Constitution.

<u>Sport</u>	<u>Number</u>
Baseball	28
M/W Basketball	18
M/W Cross Country	8
Football	80
M/W Golf	8
M/W Soccer	20
Softball	24
M/W Track	25
Volleyball	15
M/W Water Polo	18

- b. Meals calculated by using the total game allotment number listed in the CCCAA Constitution divided in half.

<u>Sport</u>	<u>CCCAA Number</u>	<u>50%</u>
Baseball	36	18
M/W Basketball	24	12
M/W Cross Country*	8	
Football	10	5
M/W Golf*	19	
M/W Soccer	21	11
Softball**	40	20
M/W Swimming*	12	
M/W Track*	12	
Volleyball	21	11
M/W Water Polo	18	9

* Cross Country Golf, Swimming and Track are calculated using the CCCAA game number minus one.

**Softball is calculated by subtracting six games because of DH during conference play.

- c. two additional meals per allotted over night number in #6 below.

3. Recruiting will be the travel party allotment x \$6. (cannot be reduced by 4th week check)

4. Award banquets will be the travel party allotment X \$10
(possibly reduced by 4th week check)

5. Tournament entry fees are determined by the number of weeks of pre-season competition or the length of the conference schedule.

Baseball	4
M/W Basketball	4
M/W Cross Country	6
M/W Golf	3
M/W Soccer	2
Softball	4

M/W Swimming	4
M/W Track	6
Volleyball	2
M/W Water Polo	6

6. Overnight trips will be determined by one-half of the tournaments listed above, with a maximum of 2.

Baseball	2
M/W Basketball	2
M/W Cross Country	2
M/W Golf	1
M/W Soccer	1
Softball	2
M/W Swimming	2
M/W Track	2
Volleyball	1
M/W Water Polo	2

7. All schedules must be approved by the Dean of Kinesiology/ Health & Athletics.
8. Money not spent in each category (travel, meals, recruitment, awards banquet, entry fees, game expenses) will return to the ASCC budget. You are expected to stay within your allotted budget.
9. Trainers and SIC will be allotted some meal money .

**STUDENT SERVICES - STUDENT BUSINESS OFFICE
ASO & ASCC(ASB) Accounts**

Contact Person: **Karen Gagliano** - Telephone: 626-914-8520

Student Business Hours:

Monday-Friday 7:30a.m.- 4:00p.m. / Lunch 2:00 p.m.-3:00 p.m.

General Information:

- 1) Know your budget. You will be given a copy of the budget at the beginning of the school term. (Determined by previous formula)
- 2) ASB check requests should be submitted at least one week before you need the check. (The ASCC Treasurer needs to sign the check request.) See the Sample Check Request on next page.
- 3) Original receipts or sign off sheet **are required** for accounting purposes for all checks. Keep copies for yourself.

- 4) Fill out ASO/ASCC expense report and turn in with receipts promptly after trips. Please include lodging, food, etc. Expense Report sample on next page.
- 5) Please give one-day notice on account balance requests.

Fundraising Funds

In order to provide a quality program to our student-athletes, some fundraising activities may be required to supplement the funds available from the District and ASCC. Both men's and women's programs have the ability to raise revenues through fund raising activities.

The types of fundraising activities must be approved by the Dean of Athletics or the Assistant Athletic Director. Coaches must be present at the activity and be responsible for student athletes. All money collected must be accounted for and documented in written form. Where possible, cash should not be collected, especially by students. Checks should be made out to the specific sport. **Never have checks made out to individual Coaches.**

All fund raising monies must be deposited into accounts set up in the teams name in either the ASO account or foundations account. **UNDER NO CIRCUMSTANCES IS THERE TO BE AN ACCOUNT OFF CAMPUS!** Fundraising accounts are subject to review by the Dean of Athletics, Assistant Athletic Director(s) and/or the Dean of Students, Executive Director of Development. Withdrawal of money from the account requires proper documentation as to how the money is being used. Receipts must be supplied.

Student involvement in fundraising activities should be kept at a minimum. Their participation must be voluntary and not a condition to play. Fundraising money must benefit the student-athletes of that program.

In order to use Citrus College Facilities, fundraisers must bring in a minimum of \$50 an hour plus a parking fee.

FUNDRAISING REQUEST FORM is available on Athletic Website / Athletic Information / Coaches and Staff Information

FACILITIES USAGE POLICY

In order for a Coach to secure a Citrus athletic/PE facility for any purpose (practice, fundraiser, try-outs or other event), they must complete the following steps:

1. The Coach must fill out the Department Application & Agreement for Use of Facilities Form. These forms can be found on the Citrus College Athletics Web Page: Athletics Info/Coaches and Staff Info
 - Complete form – Get signature of Dean or Assistant Athletic Director and then turn into the Athletics Facilities Supervisor who will reserve the facility on the campus calendar

A Coach/sport should NOT be using any Citrus Facility without this completed form on file! Any outside event scheduled will cancel out your event, including a practice, if you are not on the schedule.
2. A Coach of the specific sport must be on site at all times for an event they have requested on a facility rental form.
3. Coaches are responsible for cleaning up and securing the area in use once finished with any practice or event.
4. In order to use Citrus College Facilities, fundraisers must bring in a minimum of \$50 an hour plus a parking fee.

*Example of Department Form available on following page as well as on **Athletic Website / Athletic Information / Coaches and Staff Information**

CCCAA DECORUM POLICY

Proper decorum, including playing within the rules, showing good sportsmanship, treating players, Coaches, officials, and fans with respect and conducting all activities with "class" and professionalism, is the responsibility of all participants of both the host and visiting colleges. With this principle in mind the Western State Conference fully supports and enforces the decorum rules as presented in the CCCAA State Athletic Constitution, Bylaw 4. This rule applies to all conference and non-conference contests. The following is the CCCAA decorum rule:

4.3 Decorum

- 4.3.1 Decorum at California Community College events is the responsibility of all participants. For the purpose of this policy the following definitions apply:
- A. Participant – is a player, Coach, team member, team attendant, official or college staff member.
 - B. Disqualification – is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc., and is not under the jurisdiction of this policy.
 - C. Ejection – is defined as the immediate removal from further participation in an event as a result of abusive verbal or physical behavior.
 - D. Verbal or Abusive Behavior - is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which result in ejection.
 - E. Physical Abuse – is defined as any physical act that results in ejection.
 - F. Event - is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- 4.3.2 Where official playing rules and state decorum rules differ, the most stringent rules shall be enforced.

4.4 Punishment for Ejection:

- 4.4.1 First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following game.
- 4.4.2 Second Offense (same individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including post conference competition.

4.5 Punishment for Physically Assaulting Officials

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California Community College athletic activities for a period of sixty (60) months.

4.6 Punishment for Leaving Bench Area:

Coaches or participants entering the field of play from the bench area in reaction to confrontation shall be ejected and punished as outlined in the

previous rule. If in the opinion of the officials, a Coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the Coach may be waived.

4.7 Punishment for Violation of Tobacco and Substance Abuse Policy:

The use or possession of any form of tobacco, alcohol or other controlled substances by any participant during California community college sponsored athletic activity shall be punished by ejection and the punishment for an ejection will apply.

SEXUAL HARASSMENT POLICY

It is the policy of the college and athletic department to provide an environment free of sexual harassment. All students should be aware that any conduct that constitutes sexual harassment will not be tolerated and disciplinary measures will be taken to ensure compliance. All complaints will be investigated and appropriate action taken. Complaints should be reported immediately to the Human Resources Staff Diversity/Compliance Officer.

Behavior typically identified as sexual harassment includes, but is not limited to, the following: verbal abuse of a sexual nature; sexual remarks about a person or his/her clothing; demands for sexual favors; unwanted and unwarranted sexual touching, pinching, or brushing against another's body; inappropriate physical exposure and physical assault.

Some direct actions you may take:

SAY NO. Let the harasser know you are uncomfortable with his/her behavior and want the behavior stopped.

KEEP A RECORD. Keep track of specific dates, times, places, offending behaviors and witnesses to assist you in supporting a complaint.

TELL SOMEONE. Talk to other students. You are probably not alone in thinking the harasser's behavior is wrong.

REPORT THE BEHAVIOR. Tell your Coach or athletic director. Contact a college administrator or the Staff Diversity/Compliance Officer.

FILE A COMPLAINT. If a person believes he or she has suffered from sexual harassment, informal or formal procedures can be used to file a complaint. Contact the Human Resources Staff Diversity/Compliance Officer, Office of Human Resources in the Administration Building.

**California Community College Athletic Association
Western State Conference
Southern California Football Association
Decorum Policy**

The CCCAA, SCFA and WSC contests are conducted under the strictest code of conduct and sportsmanship. My signature below indicates that I have read the decorum policy and agree to abide by it.

SPORT: _____

- | | |
|-----------|-----------|
| 1. _____ | 19. _____ |
| 2. _____ | 20. _____ |
| 3. _____ | 21. _____ |
| 4. _____ | 22. _____ |
| 5. _____ | 23. _____ |
| 6. _____ | 24. _____ |
| 7. _____ | 25. _____ |
| 8. _____ | 26. _____ |
| 9. _____ | 27. _____ |
| 10. _____ | 28. _____ |
| 11. _____ | 29. _____ |
| 12. _____ | 30. _____ |
| 13. _____ | 31. _____ |
| 14. _____ | 32. _____ |
| 15. _____ | 33. _____ |
| 16. _____ | 34. _____ |
| 17. _____ | 35. _____ |
| 18. _____ | 36. _____ |

EQUIPMENT POLICY

The proper care of equipment especially that which belongs to the college athletic department, is one of the most important aspects of an athletic program. It is necessary that each person involved be responsible and use good judgment in handling and utilizing equipment.

1. Only student-athletes who meet eligibility standards will be issued game equipment and uniform. Red Shirts and Grey Shirts may receive practice gear if approved by the Head Coach.
2. Student-athletes are not allowed in the athletic storage area unless accompanied by a member of the athletic staff.
3. Each student-athlete is responsible for the college-owned equipment and uniforms assigned to them while in their possession. The student-athlete maintains responsibility for his/her uniform until it is submitted for laundering. All uniform components must be properly checked and accounted for at the time of laundering.
4. Student-athletes who lose college owned equipment or uniforms while in their possession or who do not return assigned items at the end of the season will be charged for the cost to replace any item(s). The student – athlete will be flagged and a hold will be placed on their Citrus College file until cleared by Coach and/or Athletic Program Assistant.

STUDENT WORKER POLICY

All athletic department student workers will be hired through the Athletic Facility Supervisor with the approval of the Dean of Athletics. Students must complete the Citrus College hiring process. They must be full time students. Students can be hired only for approved jobs or as necessary when a special need arises and the job is approved by the Dean of Athletics. Students may never work over 20 hours per week. Efforts will be made to hire student-athletes, however these jobs must get done and if the student employee does not show up they will be replaced. If a student from your sport loses their job, there is no guarantee that someone from your sport will be hired to refill the position. There is a limited student work budget so we will monitor the number of workers and the quality of work closely. If a student worker is assigned in your area it is expected that you will assist the Athletics Facilities Supervisor in keeping an accurate record of hours worked. Every effort will be made to hire athletes from each sport. Student workers that qualify for work–study will be given preference. Coaches are expected to emphasize the importance of good work ethic with their athletes. Student – athletes that are hired as workers in the athletic department is a privilege, not a guarantee and will never be based on athletic competency. The number of positions available may vary based on budget.

Approved Jobs: Administrative assistant aide / Sports Information Coordinator aide / Athletic Program Assistant aide / Student Athletic Trainers / Weight Room & Fitness Center maintenance / Adaptive PE & Aquatic aides / Gym worker / PE Facility Aide/ football aides / baseball field maintenance/ softball field maintenance.

PRE-PARTICIPATION PHYSICAL POLICY

Student-athletes must have a pre-participation physical examination each year. This physical exam must be completed before the athlete begins practice. The student-athlete may have the examination by his/her own physician (can not be from a chiropractic office) or they are performed free of charge for new and returning athletes through Citrus College's athletic training office. The student/athlete must attend one per year or pay for their own physical. The physical expires after one calendar year from the date of the Provider's signature.

INJURY AND ILLNESS POLICY

1. All student-athletes are required to have a current physical evaluation form signed by a licensed physician on file in the Athletic Trainer's office. No athlete will be permitted to participate in any athletic activity without an evaluation. (Monitored by Coaches and Trainers)
2. All required physical, insurance, emergency medical, and assumption of risk forms must be on file prior to the 1st practice for all athletes.
3. All student-athletes must have their parent or guardian fill out an insurance information form which provides information on the student's primary insurance coverage. If the family or student does not have insurance coverage, the college health service fee pays for 2nd coverage with student insurance which becomes primary if uninsured.
4. Student-athletes who are ill should contact the athletic trainer for referral to health center.
5. Injuries sustained during practice, games or conditioning programs must be reported to the **Athletic Trainer** for referral to the appropriate sports medicine specialist.
6. Athletes, once referred, will not be permitted to return to practice or participate in a contest without a written release from a licensed physician submitted to the Athletic Trainer.

**Citrus College
Athletic Training Room**

EMERGENCY PROCEDURE PLAN

LOCATION: **Stadium** (Football, Soccer, Track & Field)

1. Certified athletic trainer on field:
 - A. Certified trainer does primary survey
 - B. Certified trainer calls security via radio or call 914-8611.
 - C. Certified trainer gives security personnel appropriate information regarding athlete:
 - breathing/no breathing
 - pulse/no pulse
 - conscious/unconscious
 - catastrophic injury (i.e. broken leg)
 - has CPR been started
 - D. Certified trainer sends student trainer/assistant Coaches to predetermined points to assist EMS personnel in locating the Stadium. EMS should travel Barranca Avenue to the south stadium parking lot entrance. The student trainer/assistant Coach will meet them at the gate and direct them to the stadium.
 - E. Certified trainer calls security to confirm EMS personnel notified.

2. Certified athletic trainer not on the field:
 - A. Student trainer or Coach (CPR certified) does primary survey
 - B. Student trainer/Coach calls training room via radio or call 914-8611. giving training room personnel (ATC) appropriate information:
 - location of the athlete
 - breathing/no breathing
 - pulse/no pulse
 - catastrophic injury
 - CPR started
 - C. Training room personnel (ACT) calls 911
Person making the call stays on the line – never hang up, give all information to operator including correct entrance to use.
 - D. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the stadium. EMS should travel Barranca Avenue to the south stadium parking lot entrance. The student trainer or assistant coach will meet them at the gate and direct them to the stadium.

3. Appropriate administrators are notified as soon as possible.

**Citrus College
Athletic Training Room**

EMERGENCY PROCEDURE PLAN

LOCATION: **Main Gym**

1. Certified athletic trainer on field:
 - a. Certified trainer does primary survey
 - b. Certified trainer calls security via radio or call 914-8611.
 - c. Certified trainer gives security personnel appropriate information regarding athlete:
 - i. breathing/no breathing
 - ii. pulse/no pulse
 - iii. conscious/unconscious
 - iv. catastrophic injury (i.e. broken leg)
 - v. has CPR been started
 - d. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the soccer/softball field. EMS should travel Barranca Avenue to the gym parking lot entrance. The student trainer/assistant Coach will meet them at the entrance and direct them to the main gym.
 - e. Certified trainer calls security to confirm EMS personnel notified.

2. Certified athletic trainer not on the field:
 - A. Student trainer or Coach (CPR certified) does primary survey
 - B. Student trainer/Coach calls training room via radio or call 914-8611, giving training room personnel (ATC) appropriate information:
 - breathing/no breathing
 - pulse/no pulse
 - conscious/unconscious
 - catastrophic injury (i.e. broken leg)
 - has CPR been started
 - C. Training room personnel (ACT) calls 911
Person making the call stays on the line – never hang up, give all information to operator including correct entrance to use.
 - D. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the main gym. EMS should travel Barranca Avenue to the gym parking lot entrance. The student trainer or assistant Coach will meet them at the entrance and direct them to the main gym.

3. Appropriate administrators are notified as soon as possible.

**Citrus College
Athletic Training Room**

EMERGENCY PROCEDURE PLAN

LOCATION: **Pool**

1. Certified athletic trainer on field:
 - A. Certified trainer does primary survey
 - B. Certified trainer calls security via radio or call 914-8611.
 - C. Certified trainer gives security personnel appropriate information regarding athlete:
 - i. breathing/no breathing
 - ii. pulse/no pulse
 - iii. conscious/unconscious
 - iv. catastrophic injury (i.e. broken leg)
 - v. has CPR been started
 - D. Certified trainer sends student trainer/assistant Coaches to predetermined points to assist EMS personnel in locating the Stadium. EMS should travel Barranca Avenue to the gym parking lot entrance. The student trainer/assistant Coach will meet them at the entrance and direct them to the pool.
 - E. Certified trainer calls security to confirm EMS personnel notified.

2. Certified athletic trainer not on the field:
 - F. Student trainer or Coach (CPR certified) does primary survey
 - G. Student trainer/Coach calls training room via radio or call 914-8611. giving training room personnel (ATC) appropriate information:
 - vi. location of the athlete
 - vii. breathing/no breathing
 - viii. pulse/no pulse
 - ix. catastrophic injury
 - x. CPR started
 - H. Training room personnel (ACT) calls 911
Person making the call stays on the line – never hang up, give all information to operator including correct entrance to use.
 - I. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the pool. EMS should travel Barranca Avenue to the gym parking lot entrance. The student trainer/assistant Coach will meet them at the entrance and direct them to the pool.

3. Appropriate administrators are notified as soon as possible.

**Citrus College
Athletic Training Room**

EMERGENCY PROCEDURE PLAN

LOCATION: **Baseball Field**

1. Certified athletic trainer on field:
 - A. Certified trainer does primary survey
 - B. Certified trainer calls security via radio or call 914-8611.
 - C. Certified trainer gives security personnel appropriate information regarding athlete:
 - breathing/no breathing
 - pulse/no pulse
 - conscious/unconscious
 - catastrophic injury (i.e. broken leg)
 - has CPR been started
 - D. Certified trainer sends student trainer/assistant Coaches to predetermined points to assist EMS personnel in locating the Stadium. EMS should travel Barranca Avenue to the south stadium parking lot entrance. The student trainer/assistant Coach will meet them at the gate and direct them to the baseball field.
 - E. Certified trainer calls security to confirm EMS personnel notified.

2. Certified athletic trainer not on the field:
 - F. Student trainer or Coach (CPR certified) does primary survey
 - G. Student trainer/Coach calls training room via radio or call 914-8611. giving training room personnel (ATC) appropriate information:
 - location of the athlete
 - breathing/no breathing
 - pulse/no pulse
 - catastrophic injury
 - CPR started
 - H. Training room personnel (ACT) calls 911
Person making the call stays on the line – never hang up, give all information to operator including correct entrance to use.
 - I. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the stadium. EMS should travel Barranca Avenue to the south football stadium parking lot entrance. The student trainer/assistant Coach will meet them at the gate and direct them to the baseball field.

3. Appropriate administrators are notified as soon as possible.

Citrus College
Athletic Training Room

EMERGENCY PROCEDURE PLAN

LOCATION: Softball Field

1. Certified athletic trainer on field:
 - A. Certified trainer does primary survey
 - B. Certified trainer calls security via radio or call 914-8611.
 - C. Certified trainer gives security personnel appropriate information regarding athlete:
 - xi. breathing/no breathing
 - xii. pulse/no pulse
 - xiii. conscious/unconscious
 - xiv. catastrophic injury (i.e. broken leg)
 - xv. has CPR been started
 - D. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the soccer/softball field. EMS should travel Citrus Avenue to the main parking lot entrance. The student trainer/assistant Coach will meet them at the entrance and direct them to the main gym.
 - E. Certified trainer calls security to confirm EMS personnel notified.

2. Certified athletic trainer not on the field:
 - A. Student trainer or Coach (CPR certified) does primary survey
 - B. Student trainer/Coach calls training room via radio or call 914-8611, giving training room personnel (ATC) appropriate information:
 - breathing/no breathing
 - pulse/no pulse
 - conscious/unconscious
 - catastrophic injury (i.e. broken leg)
 - has CPR been started
 - C. Training room personnel (ACT) calls 911
Person making the call stays on the line – never hang up, give all information to operator including correct entrance to use.
 - D. Training room (ATC) sends personnel to predetermined points to assist EMS personal in locating the stadium. EMS should travel Citrus Avenue to the west parking lot entrance. The student trainer/assistant Coach will meet them at the entrance and direct them to the softball field.

3. Appropriate administrators are notified as soon as possible.

STUDENT GRIEVANCES POLICY

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District and the Education Code of the State of California. Students are advised that grievances must be filed within 20 school days of the occurrence. The procedures do not apply to the employment rights of students. Sexual harassment or discrimination complaints are made to the Office of Human Resources.

Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of Citrus College.

For information regarding student grievance procedures, contact the Office of the Vice President of Student Services at (626) 914-8532.

STUDENT RIGHTS AND PRIVACY POLICY

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act and the California Education Code. Written student consent is required for access and the release of information defined as educational records in the federal and state laws as described in Citrus College Policy 5180.

A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) shall be released to any person upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to Citrus College records that are personally identifiable to that student and may challenge the accuracy or the appropriateness of retention of information in the Citrus College record. Questions concerning student rights under the privacy act should be directed to the Admissions and Records Office, (626) 914-8511.

An example of the Athletic Department Authorization to Release Information Form is found on the next page.

TRAVEL POLICY

College vehicles are to be checked out from the Transportation Coordinator. If there is a cancellation of a game or a change in your schedule please notify the athletic office. No scheduled conference event can be changed without the notification of the participating colleges, athletic directors and conference commissioner. If a member of the traveling party is going to use other transportation, they must complete a student voluntary transportation form and give it to the head Coach. See example on next page. The following are guidelines to be used for travel parties:

1. The traveling party is expected to be on time for away games and is responsible for his/her own uniform and equipment.
2. Only Citrus students and staff may ride in college vehicles.
3. Each member of the traveling party represents Citrus College and thereby must follow the student code of conduct outlined in the student athlete handbook and the college catalog. Student-athletes are expected to dress in appropriate apparel as established by the head Coach.
4. Courteous and orderly behavior is expected in all the vehicles and public places.
5. All team members are expected to follow team policies.
6. The traveling party must ride in the vehicles provided by the college to and from away games unless a special request form is signed and received by the Coach. Coaches should hold until next work day to ensure students have returned successfully.
7. Check the transportation schedule in the athletics office and give any changes to the Assistant Athletic Director.
8. If a game is cancelled because of weather, or other reasons, notify the athletics office or Assistant Athletic Director and they will notify the transportation department.
9. Coaches are responsible for returning the vehicles immediately after the trip and they must be clean and ready to use for the next trip.
10. Report any problems with the vehicles to the Assistant Athletic Director and the Transportation Coordinator (x 8692).



Citrus College

Department of Athletics
1000 West Foothill Boulevard
Glendora, CA 91741-1899
(626) 914-8650

STUDENT VOLUNTARY TRANSPORTATION AGREEMENT

Student/Athlete's Name

Student ID Number

Athletic Event: _____

Sport, Date, and Location

I understand that Citrus College is providing transportation to and from the above athletic event. However, I do not wish to avail myself of the transportation provided by the College.

IT IS FULLY UNDERSTOOD THAT THE COLLEGE IS IN NO WAY RESPONSIBLE, NOR DOES THE COLLEGE ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-COLLEGE SPONSORED TRANSPORTATION. THE COLLEGE IS NOT RESPONSIBLE FOR THE CONDITION OF THIS NON-COLLEGE SPONSORED VEHICLE. I ALSO UNDERSTAND THAT THE DRIVER IS NOT DRIVING AS AN AGENT ON BEHALF OF THE COLLEGE.

Student/Athlete's Signature

Date

Parent/Legal Guardian Signature
(Required if student/athlete is under 18 years of age)

Date

STUDENT SERVICES - ELIGIBILITY PROCESSING

The following are the step-by-step procedures for the eligibility process:

Form 1 – Student Eligibility Report

The Athletic Administration meets with the athletes to complete Form 1. The athletes complete the form in the presence of the administrators. The administrators then check Form 1 for accuracy and completeness placing special emphasis on the section where students account for their time after high school and signs the form. The Head Coach then signs the Form 1. The Administrative Assistant will send a list of everyone completing form 1's to coaches and athletic staff needing the information and will then take the forms to the eligibility clerk.

The eligibility clerk will validate all the information as to enrollment, units passed, grade point average, transcript verification and SEP. After the information is validated and an athlete is deemed eligible on the Form 1, the eligibility clerk has the Dean of Students sign Form 1. The eligibility clerk provides the Dean of Athletics, Assistant Athletic Director, Administrative Assistant, each head Coach, athletic trainer and Athletic Program Assistant with weekly updates of the athletic rosters listing those athletes who are declared eligible and those who still lack documentation, units, SEP or anything else that prohibits them from being declared eligible. Approximately one week before competition begins, all Form 1's must be in so the team eligibility report can be prepared and sent to the Commissioner and via the CCCAASports.org online site as stipulated in CCCAA and conference regulations.

Form 2 – Tracer Report

Any student who indicates on their Form 1 that they have attended another college after high school must complete a Form 2, the Student Athlete Tracer Report. The Athletic Administrative Assistant faxes the Form 2 to the college indicated on this form. In cases where verbal information is not established and the tracer forms do not come back, student athletes are unable to participate in competition. If necessary, a second copy of the tracer is faxed, and/or, a hard copy is mailed to the previous institution in the event a fax reply is not possible.

Form 3 – Census/Participation Team Eligibility Report

When a student/athlete has met the eligibility requirements set by the CCCAA, the eligibility clerk has the head Coach, athletic administrator and District administrative representative sign the Form 1. This Form 1 will then be copied and sent to the commissioner along with the Form 3 for each sport. During the season of sport, the eligibility clerk will verify on the Form 3 sent to the commissioner, that those athletes have met the eligibility requirement

needed at the given census date. At the end of the sport season, the eligibility clerk has each head Coach verify whether the athlete has used a season of participation. The administrative representative signs the Form 3 which is then copied and sent to the Commissioner.

Form C – Out of District Student Contact Report

Any student/athlete who resides outside the Citrus Community College District is required to complete the Form C “Out of District Contact Record”. The Athletic Administrators will identify those student/athletes who need to fill out Form C upon receipt of their Form 1.

CONTACT PERSON FOR ATHLETIC ELIGIBILITY PROCESSING

Jody Wise – Dean of Kinesiology/Health & Athletics

Mary Brawner – Assistant Athletic Director

Cliff Wurst – Assistant Athletic Director

Sports Eligibility Coordinator

Tedd Goldstein

COACHES CHECKLIST FOR ELIGIBILITY

1. Set a date and time for your entire team to meet with Athletic Administration for the purpose of completing the necessary eligibility paperwork. This process is usually done in IS 108, which has computers for athletes to complete their eligibility paperwork.
2. Those athletes that have attended other colleges will be required to fill out a "Tracer form" with Athletic Administrators. Obtaining information from other colleges can take time depending on the college responding to the request. Please do this early.
3. Review the team status sheet, which you will receive a minimum of once a week from The eligibility clerk. Important information regarding the eligibility of each athlete will be noted on this form. It is your responsibility to notify an ineligible athlete of their status.
4. The eligibility clerk will send you a copy of the Form 3 showing those athletes that are eligible to participate in your sport and who are on file with the Western State Conference/Southern California Football Association any athlete whose name does not appear on the form 3 are not eligible.
5. At the end of your sport season, the eligibility clerk will send you a copy of your Form 3 that you will indicate which athletes used their year of eligibility in your sport. This step is necessary to close out the sport season. This form must indicate any athlete that entered a contest as a season used and must be completed and recorded with the state **within 10 days**.

END OF YEAR AWARDS/BANQUET

During your sports season you will need to notify the Student Affairs Office if you are interested in holding your awards banquet in the Campus Center at the end of your season. They will explain the necessary paperwork to reserve a room for your banquet. It is important to remember that available dates for the banquet room become very limited towards the end of the semester. Note: If you delay your request for the banquet room, we cannot guarantee it will be available for you.

You will need to turn in your award list to Isabel Bellman in the PE department as soon as possible. Please allow 2 weeks for the award order to be filled and delivered to you in time for your banquet date. \$100 can be used from the 801 - ASCC account towards end of the year awards.

STUDENT SERVICES - SAFETY

Parking Guidelines

The following traffic rules and regulations were adopted by the Citrus Community College District Board of Trustees to facilitate vehicular movement and parking, and provide for the safety of all persons using the campus.

All members of a travel party will be given overnight parking passes by Campus Safety.

The following regulations and the California Vehicle Code are enforced on the Citrus College campus pursuant to Section 21113 of the Vehicle Code.

ARTICLE 1 - General Traffic Regulations

SECTION 1. No person shall fail to obey any sign or signal erected or maintained to carry out these regulations or the California Vehicle Code.

SECTION 2. The driver of a vehicle shall yield at the right of way to a pedestrian crossing any roadway.

SECTION 3. No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

SECTION 4. No person shall drive any vehicle in willful, wanton or reckless disregard for the safety of persons or property.

SECTION 5. No person shall drive or ride a motor driven scooter, motorcycle, skateboard, rollerskates, rollerblades or bicycle on any campus sidewalk.

SECTION 6. No person shall walk on a campus road which is paralleled by sidewalk.

SECTION 7. No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or maintenance vehicles.

SECTION 8. No person shall drive his vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel in the direction of directional arrows in the parking lot drive lanes.

ARTICLE II - Speed Regulations

SECTION 1. No person shall drive a vehicle at a speed greater than 15 miles per hour.

SECTION 2. No person shall drive a vehicle at a speed greater than is reasonable or prudent.

ARTICLE III - Parking Regulations

SECTION 1. All vehicles shall be parked clearly within a designated parking stall and failure to do so will constitute illegal parking.

SECTION 2. All vehicles shall be parked facing into diagonal parking stalls. Vehicles backed into, or facing out of, diagonal parking stalls are illegally parked.

SECTION 3. No person shall stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control

device, in any of the following places:

- A. on a crosswalk
- B. on the college campus unless in a designated parking area
- C. on a sidewalk, lawn or landscaped area
- D. so as to obstruct the passageway, walkway or doorway of any building
- E. within 15 feet of a fire hydrant
- F. within 15 feet of a stop sign

SECTION 4. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

- A. RED ZONE - indicates no stopping, standing or parking, whether the vehicle is attended or not.
- B. YELLOW ZONE - indicates an area for loading and unloading of vehicles and the parking of service vehicles.
- C. GREEN ZONE - indicates a parking time limit of 15 minutes and is for visitor parking only.
- D. BLUE ZONE - indicates vehicle parking for handicapped. All disabled students who possess the State of California Handicapped Parking Placard or Disabled Person license plates are eligible to receive a waiver of the Citrus College parking fee and do not need to display any sort of college parking permit on their windshield. Any student who requires a temporary parking accommodation or believes that he or she otherwise qualifies for Handicapped Parking may receive a Citrus Handicapped Parking Permit by providing sufficient medical documentation to the Disabled Students Programs and Services Office or the Security Office.

SECTION 5. No student, faculty or staff member shall park in any area designated as visitor parking only.

SECTION 6. No student shall park in any area designated as FACULTY, STAFF or VISITOR.

SECTION 7. Motorcycles and bicycles must be parked in designated motorcycle and bicycle parking areas.

SECTION 8. Parking of all student and staff vehicles (motorcycles included) on campus is by permit only. All students and staff shall obtain a valid parking permit and display said permit as directed.

SECTION 9. One-day parking permits for visitors and students attending one-day seminars are available from the information booth at the main campus entrance and the vending machine, located in Lot H (Gym Parking Lot).

ARTICLE IV - Abandoned Vehicles

SECTION 1. No person shall abandon, or leave standing, any vehicle on the campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22702 of the California Vehicle Code.

SECTION 2. Any person who abandons a vehicle on campus will be responsible for all towing and storage charges.

ARTICLE V - Enforcement

SECTION 1. The Citrus College Safety Department and the Glendora Police provide security, law and traffic enforcement for Citrus College.

SECTION 2. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California 91790, has jurisdiction over all traffic violations on the Citrus College campus.

ARTICLE VI - Fines

SECTION 1. Parking fines are to be paid at the Cashier's Office, ED building.

SECTION 2. If the Cashier's Office is closed, parking fines may be paid at the Safety Office located on the west end of campus. All fines paid at the Safety Office must include the citation with a check or money order (no cash) in the sealed envelope provided as part of the citation.

STUDENT SERVICES – STUDENT CENTER/CAFETERIA

Booking the Campus Center East Wing for
Banquets / Awards Presentations / Meetings

CONTACT: STUDENT AFFAIRS OFFICE

Located in the Campus Center
(626) 914-8601

Paperwork:

You will be required to take out the necessary paperwork to book the room. It a good idea to plan ahead as the Center does book well in advance.

STUFFED OWL CAFÉ

LOCATION: CC, lower level

CONTACT PERSON: Philomena O’Shea 626.914.8615

Hours: Monday-Thursday 7:30a.m.-2:00 p.m.
5:00 p.m. – 8:00 p.m.

Friday 7:30 a.m.- 2 p.m.

Vending Hours:

Monday-Thursday, 7:30 a.m.-9:00 p.m.

Friday, 7:30 a.m.-1:30 p.m.

Location:

LOWER LEVEL, CAMPUS CENTER JUST NORTH OF TENNIS COURTS

Athletic General Information

Office Supplies

Each Head Coach can request items from the Administrative Assistant for office use from the office supply area. Please only request items needed for immediate use in your office. If you remove supplies from the cabinet in the main athletic office and you use the last of a supply, you must notify the Administrative Assistant so that supply can be reordered.

Keys

All keys are issued to and signed out to individuals by the key office. (8699) **You will be held responsible for all keys issued to you.** Keys that are lost may be replaced by notifying the key office and then completing a new key request form found in the PE Office or completed online. Key request forms can be found on the Citrus College Intranet. Complete the following steps:

- Click On – Facilities
- Click On – Campus Keys
- Click On – Key Request Form
- Complete form and turn into the Dean of Kinesiology/ Athletics for a signature

Copier

The copier in the main athletic office and field house is accessible to athletic department staff. Small runs for immediate needs should be done on this copier. The copy machine should be used for small to medium copy jobs. When the copying job requires **more than 50 pages** (single side or multiple sets) the job should be sent to the Reprographics Department. (8740)

E-Mail and Computer Network Service

It the responsibility of each Head Coach to check e-mail messages daily. All Head Coaches will have a Citrus College e-mail.

Posting of Signs

You must receive approval from the External Relations Office before posting any signage. The signs can only be posted in designated areas. Please ask the External Relations Office for approved areas.

Mail Service

Mail is delivered once a day, usually in the morning. Since some of our Coaches are part-time, it is sometimes very difficult to get messages to them. Therefore, during the season, it is absolutely necessary for Coaches to check their mailboxes daily for messages and other pertinent material. Out of season and during the summer, it is necessary for mailboxes to be checked weekly.

Miscellaneous Campus Information

California Residents

California residents attend Citrus College tuition free and pay enrollment and incidental fees only. A Citrus College applicant who has lived in California for less than two years must clearly demonstrate their:

- Intent to make California his/her home or residence
- Physical presence in California for at least one year and one day prior to the first day of school
- Financial independence

Citrus College Placement Test

All new students enrolling in five or more units and planning to earn an associate degree, a certificate of achievement or a skill award must take an English and math skills assessment. In addition, new students who plan to enroll in English or mathematics classes must participate in the skills assessment process.

Students who have a disability that requires testing accommodations are advised to make arrangements through the DSP&S Office, (626) 914-8675. Deaf Services are available 24 hours, (626) 914-8674 TDD.

Citrus College Orientation

Effective summer 2010, students who are new to Citrus College are urged to complete the assessment and **MUST** complete orientation. All future registration will be withheld from students who have not completed orientation by their specific deadline date.

Orientation can be satisfied in any of the following formats:

- In-person orientation (recommended for new students)
- Orientation following assessment
- Assessment/Orientations held at high schools
- Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at <http://orientation.citruscollege.edu>

