



# **Student-Athlete Handbook**

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# **Section 1**



# **ATHLETICS**

# WELCOME TO EL CAMINO COLLEGE

Welcome to the El Camino College Athletic Department, we are excited to have you as a member of our Warrior family and look forward to a successful year in the classroom, on the playing field and within the South Bay Community!

## **El Camino Community College Mission Statement**

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

## **Statement of Values**

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

- People – We strive to balance the needs of our students, employees and community.
- Respect – We work in a spirit of cooperation and collaboration.
- Integrity – We act ethically and honestly toward our students, colleagues and community.
- Diversity – We recognize and appreciate our similarities and differences.
- Excellence – We aspire to deliver quality and excellence in all we do.

## **Guiding Principles**

With this in mind, Guiding Principles used to direct the efforts of the District include the following:

El Camino College must strive for distinction in everything the College does – in the classroom, in athletics, in services and in human relations. Respect of self, our students, our fellow employees and our community must be our underlying goal.

Cooperation among our many partners is vital to our success – whether they be other schools and colleges, businesses and industries or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities and backgrounds.

El Camino College has taken its mission seriously since its founding more than 60 years ago. Recognizing the ever-changing population of the South Bay, along with the diversity of educational needs and advances in

technology, the college continually refocuses its courses and programs to stay in the vanguard of American's higher education.

## **Warrior Athletic Department Goals**

### **Athletic Goals**

- Qualify for Post-Season
- Win Conference Championships
- Win Southern California Championships
- Win State Championships
- Transfer to Four-Year College

### **Academic Goals**

- Scholar-Athletes (3.0 GPA in 12 Units of Academic Classes)
- Dean's List (3.5 GPA)
- 3.0 and higher GPA Cumulative for all student-athletes
- Complete 14-17 units per semester
- Enroll during winter and summer terms (if available)
- Complete 28 transferrable/degree units per year
- Earn Associates Degree
- Transfer to Four-Year College

### **Community Engagement Goals**

- Focus on engaging the El Camino College and South Bay Community with our Athletic Program
- Continue to expand on Diversity and Leadership training for Student-Athletes
- Continue to build the Warrior Athletic tradition, make history and leave a lasting legacy

# California Community College Athletic Association (CCCAA)

## Purpose

The purpose of the CCCAA is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California Community Colleges.

## Values

In all activities, the California Community College Athletic Association (CCCAA) is governed by the following values:

- Academic Success
- Amateurism
- Ethical Conduct
- Equitable Competition
- Gender Equity
- Non-Discrimination
- Recognition of Excellence
- Student Health and Welfare

## Student Learning Outcomes (SLO's)

Student learning outcomes have become an important component to the success of our programs. What will students learn in their time at El Camino College? Athletics has come up with three main SLOs for the program level to assist student instruction.

- 1) Athletic performance and skill: Student will be evaluated and assessed on performance and skills appropriate to their position in relation to their athletic program.
- 2) Scholar-Baller program: Student-athletes will demonstrate campus academic achievement through sound practices and guidance of the licensed Scholar baller Program.
- 3) Sportsmanship and decorum: Students-athletes will demonstrate and implement a thorough understanding of campus, state and national intercollegiate athletic values and decorum standards.

## **Athletic Administration**

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## **El Camino College Directory**

**Admissions:** 310-660-3414  
<http://www.elcamino.edu/welcome/admissions/>

**Campus Police:** 310-660-3100  
<http://www.elcamino.edu/police/>

**Financial Aid:** 310-660-3493  
<http://www.elcamino.edu/student services/fao/>

**Counseling:** 310-660-3442  
<http://www.elcamino.edu/student services/co/>

**Transfer Center:** 310-660-3593 ext. 3408  
[http://www.elcamino.edu/student services/co/transfer\\_services/](http://www.elcamino.edu/student services/co/transfer_services/)

**Foundations:** 310-660-3683  
(Scholarships) <http://www.elcamino.edu/foundation/>

**Assessment Center:** 310-660-3593 ext. 3405  
<http://www.elcamino.edu/student services/assessmenttesting/>



# **Section 2**



## **Student-Athlete Code of Conduct**

# El Camino College Student Code of Conduct

All student-athletes must conduct themselves in a responsible and appropriate manner for a college environment. All students are subject to the student code of conduct including student-athletes. It is the responsibility of the student-athlete to read and understand the student code of conduct and all relevant policies and procedures, which are listed on the El Camino College website under Administration – Board Policies – [Board Policy 5500](#).

The following areas are detailed in the student code of conduct. Any misconduct of the below areas shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

- 1. ACADEMIC DISHONESTY**
- 2. DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION**
- 3. DRUGS, ALCOHOL, AND SMOKING**
  - a. El Camino College is a Drug, Alcohol and Tobacco Free Campus
- 4. THEFT, ROBBERY, AND DAMAGE**
- 5. SEXUAL MISCONDUCT**
- 6. HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR**
- 7. WEAPONS**
- 8. MISUES OF FACILITIES (Trespassing)**
- 9. MISCELLANEOUS**
  - a. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
  - b. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  - c. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

## Student Discipline Procedures & Student Rights and Grievances

El Camino College has a detailed discipline and grievances process, which can be found under the El Camino College website under Administration – Board Policies – [Board Policy 5520](#) and [Board Policy 5530](#).

# Student-Athlete Code of Conduct

## 1. Standards of Conduct:

- It is a privilege, not a right, to be a student-athlete at El Camino College. Every student-athlete is expected to represent the College with honor and respect, as well as to the team, athletic department and surrounding community. As a student at El Camino College, it is expected that you adhere to all local, state, and federal laws, as well as the College Student Code of Conduct. El Camino College student-athletes must not violate any of the policies described below (or any other policies described above in the El Camino College Student Code of Conduct).

## 2. Definitions

- **Student-Athlete:** Once a student enrolls in the institution and is enrolled in either an Off-Season Training Class or currently participating in an intercollegiate athletics class, he/she is counted as a student-athlete. Once identified as a student-athlete he/she is expected to uphold the principle of the Code of Conduct until the completion of eligibility or is no longer affiliated with the Athletics Department (exhausted eligibility, removed from the team, graduated). Student-athletes are not exempt from the Code of Conduct during institutional semester and winter/summer breaks.
- **Team Function:** An athletic team function is defined as any official or sanctioned gathering, either on or off campus, where the intent or reason to gather is to conduct business or engage in activities related to the team's purpose. The event is organized, arranged or initiated by athletic department staff or team members.

## 3. Hazing:

- Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or created a substantial risk of causing mental or physical harm to any person, regardless of the willingness of the participant. The act of initiating or disciplining fellow students by forcing ridiculous, humiliating, or painful acts. Hazing is considered unacceptable conduct through these standards.

Hazing examples:

- Forcing/requiring one to drink alcohol or any other substance
- Forcing/requiring one to eat food, or anything an individual refuses to eat
- Line Ups (ex: yelling at people in any formation or harassing them)
- Forcing/requiring theft of any property Road trips (ex: dropping someone off to find their way back)
- Sleep deprivation
- Nudity at any time
- Paddle-swats
- Conducting activities, which do not allow adequate time for study (ex: not allowing attending class, missing group projects)
- Running personal errands for the members (ex: driving to class, cleaning up individual rooms, serving meals, picking up dry cleaning)

- Requiring the violation of University rules or federal, state or local law
- Any other miscellaneous activities which may violate a person(s) civil and individual rights

#### 4. Sportsmanship:

- The CCCAA and El Camino College athletic department enable individuals and teams to display the values of sportsmanship, dedication, desire, discipline, and tenacity at a high level of competition.
- All student-athletes are required to represent themselves, their team, and El Camino College with the highest level of sportsmanship as a participant or spectator.
- Any Sportsmanship/Decorum violation will be reviewed by the Director of Athletics.

#### 5. Decorum Policy

- Is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:
    - **PARTICIPANT**—is a player, coach, team member, team attendant, official, or college staff member.
    - **EVENT**—is defined as the time a team or participant arrives at the event site until the time the team or participant leaves the event site.
    - **EJECTION**—Removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
  - 1. **Sport rulebook infraction:** Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
  - 2. **Decorum violation:** Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
    - a. **Verbal misconduct** or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
    - b. **Physical misconduct** is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.
  - 3. **Ejections:** All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
    - a. A decision that a decorum violation has occurred may be appealed to the CCCAA Appeals Board.
    - b. An appeal does not set aside the sanction while the appeal is being deliberated.
    - c. All decorum violations will result in at least a next event suspension.
- Note:** Where official rule books (see Bylaw 4.1.1) and the CCCAA decorum rules differ, the most stringent rules shall apply.
- **Decorum Infractions Penalties**
    - **Level I Definition:** Assault or attempted assault of a sports official
      - **Sanction:** At a minimum, ejection and suspension from participation in any CCCAA even for 60 months, plus any other sanctions deemed appropriate.

- **Level II Definition:** Second ejection in a season
  - **Sanction:** At a minimum, ejection from that contest and suspension from all remaining contests that season, plus any other sanctions deemed appropriate.
- **Level III Definition:** Racial or gender slurs/gestures/disrespect, Drugs, alcohol, or tobacco, Serious and continuous unsportsmanlike conduct, Physically assaulting or attempting to assault anyone (other than an official) during an event, Flashing gang signs or Bench/sideline involved fights
  - **Sanction:** At a minimum, ejection from that contest and suspension from the next two contests, plus any other sanctions deemed appropriate.
- **Level IV Definition:** Ejection from a contest (Coach/Student) for language or unsportsmanlike conduct, Rulebook infractions, Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved or verbally confrontational.
  - **Sanction:** At a minimum, ejection from that contest, and suspension from the next scheduled contest, plus any other sanctions deemed appropriate.

#### 6. Academic Integrity:

- Acts of academic misconduct which includes, but not limited to, plagiarism, cheating, falsification/fabrication, tampering and facilitating academic misconduct. Academic Dishonesty is outlined in the El Camino College Student Code of Conduct.

#### 7. Alcohol

- **Team Travel and El Camino College Sponsored Events** If you drink during team travel or at an El Camino College sponsored event that is dry (i.e. no alcohol served to adults) the following penalties can occur
  - Meeting with Director of Athletics
  - Community Service
  - Suspension from competitions
  - Removal from team
- **Off-Campus Arrest and or Citation**
  - Meeting with Director of Athletics
  - Community Service
  - Suspension from competitions
  - Removal from team
- **Team Rules**
  - El Camino College Coaches can institute their own team rules regarding alcohol during a student-athletes tenure at El Camino College

#### 8. Nutritional Supplements: Any supplements not approved by NCAA or Head Athletic Trainer <http://www.ncaa.org/2016-17-ncaa-banned-drugs>

#### 9. Other Drugs:

- Possessing or using illegal substances, as defined by law
- Possessing or using controlled substances, as defined by law
- Possessing or using illegally procured prescription drugs
- Distributing, selling, or possessing with the intent to distribute illegal or controlled substances
- Use of tobacco products

**10. Unexcused Class Absences and Poor Academic Performance:**

- Student-athletes are expected to attend class weekly and punctually, and to fulfill course load and academic requirements. Failure to meet such obligations may affect eligibility to participate and academic standing at El Camino College.

**11. Failure to Meet Team Obligations**

Student-athletes must:

- Complete training requirements
- Arrive promptly for team practices, meetings, and departure for away games and other team events
- Attend team functions
- Fulfill their responsibilities as team members
- Absences must be excused in advance by the Head Coach/Instructor unless if unforeseeable emergency arises
- Student-athletes who are unable to practice or compete due to athletic injury are required to adhere to all athletic rehabilitation requirements and all other general team obligations

**12. Violence:**

- El Camino College is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by College policy or law.

**13. Sexual Assault:**

- The department of Athletics will not tolerate any level of sexual harassment, intimidation, stalking, rape, domestic violence or any other related violations.

**14. Social Networking Websites:**

- Student-Athletes are permitted to maintain respectful profiles on social networking sites (ex: Twitter, Facebook, Instagram, YouTube, Vine, Pinterest, Keek, Snap Chat) provided that:
  - No Offensive or inappropriate pictures, comments or statuses.
  - Social media profile does not violate the ethics and intent of El Camino College Student Code of Conduct and all applicable state, federal and local law.

## **Disciplinary Process & Sanctions**

When the Department of Athletics becomes aware of an alleged violation of the above Student-Athlete or College Code of Conduct, the Director of Athletics will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviewing students, employees and Non-College persons having knowledge of the relevant facts, examination of documents, and any other necessary steps to determine the legitimacy of the report. A meeting with the student-athlete will occur prior to imposing disciplinary measures. In situations with extenuating circumstances, the Director of Athletics may suspend the student-athlete(s) prior to the meeting.

*Please note: a first time offense may be serious enough to warrant any of the possible sanctions below. A student-athlete's refusal to participate and cooperate in an Athletic Department or CCCAA investigation of possible violation of the above Code of Conducts or CCCAA rules, may itself constitute a basis for disciplinary actions.*

### **Possible Sanctions for Individual Violations**

1. Warning – issuance of written warning
2. Probation – special status with conditions imposed for limited time
3. Community Service
4. Required educational or counseling sessions
5. Restitution – payment for damaged property
6. Suspension – removal of a student-athlete from all athletic department activities for a limited period of time
7. Expulsion – permanent removal from a team and/or department activities

### **Sanctions for Team Violations**

Each student-athlete is responsible for following the specific policies outlined by his/her team. The Director of Athletics shall have authority to impose sanctions.

### **Sanctions for Criminal Law**

- When student-athletes have engaged in conduct alleged to be in violation of criminal law, the Head Coach must report the information to the Director of Athletics, immediately upon receipt of notice of possible violation
  - Student-Athletes arrested for, or charged with, violating the criminal law can be immediately suspended indefinitely from practice and competition
- Within 48 hours of notice of a suspension, the student-athlete's coach or designee shall review the suspension and recommend to the Director of Athletics whether the suspension should continue. Immediately following, the student-athlete is allowed the opportunity to present his/her perspective to the Dean of Health Sciences and Athletics, Director of Athletics and Eligibility Specialist.
- Based on available information, the Director of Athletics may lift or modify the suspension at any time prior to a finding or plea of guilty to a criminal charge.
- If the student-athlete is found guilty of the felony charge, he/she is expelled from participation in intercollegiate athletics at El Camino College until the individual is off probation and reinstated by the Dean of Health Sciences and Athletics, Director of Athletics and Eligibility Specialist. Please reference AB 2165.

### **Appeals**

- A student-athlete who is subject to a season long suspension, expulsion from athletics team participation may request an appeal for these sanctions unless they are convicted of a felony or on probation of a felony.

### **Process**

- The appeal must be submitted in writing to the Dean of Health Sciences and Athletics within 14 days of the student-athlete receiving notice of the sanctions. The appeal letter must explain the grounds of the appeal (ex: new information, due process issue, abuse of discretion).
- The Dean of Health Sciences and Athletics will conduct an investigation by hearing details of the case from the Director of Athletics, Head Coach and the student-athlete.
- The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he/she feels reinstatement is warranted.

Upon conclusion of the investigation, the appeals committee will meet privately to discuss the case. The Dean of Health Sciences and Athletics, or his/her representative, will notify the student-athlete as the result of the appeal.

## **Section 3**



## **Compliance**



# Student-Athlete Eligibility

## Eligibility for Practice

- Enrolled in the athletic class
- Physical on file with Athletic Trainers
- Concussion baseline test if applicable
- Waiver, Release and Indemnity Agreement
- California Education Code Section 67362 Form
- Athletic Equipment Issue Clearance Agreement
- Complete Form 1 (Student-Athlete Eligibility Report)
  - Must be cleared by Eligibility Specialist

## First Year Student-Athlete Eligibility for Competition

- **Must complete all of the eligibility for practice steps**
- Enrolled in 12 units (Full-Time student)
  - 9 of the 12 minimum required units must be courses counting toward the associate degree, remediation, transfer, and or certificate program and must be consistent with the student-athlete's educational plan.
- Completed Individual Education Plan

## Returning Student-Athlete Eligibility for Competition

- **Must complete all of the eligibility for competition steps**
- Student-Athletes only have two years of eligibility per sport at California Community Colleges
- The student-athlete must complete and pass 24 units between seasons of competition
- Of the 24 units, 18 must be in course work counting toward the associate degree, remediation, transfer, and/or certificate program
- Have at least a 2.0 cumulative GPA
- Units from a course repeated to raise a grade of "D" or better shall not be counted to satisfy this second season of sport unit eligibility rule
- Must complete at least 6 units the preceding academic term as a full-time student with a minimum 2.0 GPA

## Student-Athlete Amateurism (Subsidizing, inducements, and special privileges)

- Subsidizing is defined as providing any manner of service or financial assistance to prospects or student athletes that is not available to all other students
  - The promise of or the providing of actual payment in dollars or products for athletic participation to a prospect/student athlete

- The paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect's/student athlete's tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.
  - The obtaining, securing, or soliciting of housing for a prospect/student athlete that is not available to all students at the community college
  - The promise of or the payment to a prospect/student athlete for a job that does not exist and/or at a higher rate than the actual value of the job.
  - The providing to a prospect/student athlete for free or reduced costs the use of credit cards, debit cards, phone cards, etc.
  - The promise of or the providing to a prospect/student athlete any award, loan, grant, or scholarship not available to all eligible students at the community college.
  - The payment to or providing any form of assistance to a prospect/student athlete for serving as a coach of a team while competing on that same team during a season of sport
- **Permissible Categories and Activities for Student-Athletes**
    - Banquets and Awards, End-of-the-season team banquets and individual awards and team awards may be presented to student athletes.
    - Meals and Lodging:
      - The provision of meals and lodging in conjunction with travel to away contests is permissible.
      - It is prohibited to provide lodging to student athletes prior to home athletic events.
      - Meals provided prior to home contests are permissible. Post-game meals are only permissible if they are infrequent "special occasions." It would be a violation if a team was provided a post-game meal by an individual(s) or agency after every home game. This would be a form of subsidization
    - Scholarships/Grants:
      - Student athletes are eligible to receive:
        - Federal or state aid
        - An academic grant which is based solely on academic achievement
        - A grant which is open to any other student on campus and which does not have athletic participation or athletic ability as one of the criteria
        - Other scholarships from on/off campus groups whose criteria are not based on athletic ability or participation
        - These grants and scholarships are to be part of the financial aid or scholarship program administered by the appropriate office on campus
        - Once athletic eligibility is completed a student-athlete may receive a scholarship based on athletic ability
    - Academic and Support Services Academic counseling and tutoring services may be provided to the student-athlete as long as similar services are available to other students on campus.

- Athletic Insurance Accident insurance may be provided to student-athletes to assist in covering costs resulting from injuries incurred during practice, competition, and travel
- Non-Athletic Activities:
  - Approved “team-building” activities by Athletic Department
    - Activities must not be reoccurring

## **Student-Athlete Transfer Regulations**

### **Transferring to a Two-Year College**

- If student-athlete participated at previous two-year college
  - Complete 12 units of residency at the two-year college they are transferring to
  - A maximum of 8 units can be used during the summer/winter session
    - At least 4 units need to be completed during an academic term preceding the sport season semester
  - If at least two (2) or more sport seasons have elapsed since last competing at a postsecondary institution, the 12-unit residency rule shall be waived.
  - At least a 2.0 GPA in all course work from the first term the student-athlete competed
  - Must pass 6 units and a 2.0 GPA at the previous institution
  - Student-athlete must also have completed 24-semester/36-quarter units since the start of the term of the first competition

# **Section 4**



## **Academics**

Student-athlete academic success is an important ingredient in the success of an athletic program. Student-athletes must show retention and progression in the classroom as well as on the athletic court or field. The requirements for transfer to a four-year college or university are included in the student handbook and it is the coaches' responsibility to continually evaluate the academic success of athletes.

### **Athletes' Responsibilities**

1. **Attendance:** is the number one predictor of student success. Email your instructor if you are missing class for a non-athletic reason.
2. **Missed Class Form:** Student-Athletes must submit Missed Class Form the first week of class
3. **Dropping a Class:** Must have prior approval from Athletic Counselor
4. **Meet with the Athletic Counselor:** At least once a semester and receive Educational Plan updates
5. **Grade Checks:** Obtain grade checks as requested by Head Coach, Athletic Counselor or Director of Athletics
6. **AAA Program:** Attend AAA Program as assigned by Coaching Staff and Athletic Counselor
7. **Books and Supplies:** Purchase by the **first** week of class

### **Foundation Scholarships**

The El Camino College Foundation offers a number of outstanding scholarships for students who obtain academic success on campus. Students who carry above a 3.0 GPA are eligible and are encouraged to apply for a foundation scholarship in the early spring semester. Please visit the El Camino College Foundation [website](#) for step-by-step instructions.

### **Scholar-Baller Program**

Scholar-Baller™ is a program that promotes willingness for students to accept the challenge of harmonizing academics and athletics. The term Scholar-Baller stresses the importance of a lifelong commitment to learning. A Scholar-Baller is someone who succeeds academically and who accepts the challenge of balancing a playbook with textbooks. Student-athletes who achieve a 3.0 GPA during their studies will be recognized by this nationally accepted organization. To be eligible for Scholar-Baller, student-athletes must be enrolled in 12 Academic units.

### **Tutoring on Campus**

- Writing Center:
  - Communications Building 202
  - 310-660-3873
- Learning Resources Center
  - Library

- AAA Program (Student-Athlete Specific Program)
  - Library
- Computer Assistance Lab
  - Communication Building 204

## Academic Advisement

Students who are participating in athletic programs can receive advice and support from Student Services, whose goals are:

- To encourage an environment that promotes academic achievement.
- To thoroughly assess student abilities.
- To assist students in selecting career and educational objectives.
- To support student in acquiring the skills and attitudes to achieve educational objectives.
- To advise students of the requirements affecting their objectives.

## Athletic Counselors

- |                       |  |                              |
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**\*Please set up your appointment as requested**

## Advisement Requirements with Athletic Counselors

- Individual appointments each semester
- Individualized Educational Plan on file prior to first year of competition
- Demonstrate excellence and success in all aspects of student life

## Academic Success Tips:

- Attend EVERY class (even if attendance is not taken or required). Remember, if you miss a class for an athletic event, you must communicate the absence to your Professor PRIOR to the absence. You are still responsible for all missed information and assignments.
- Read the course syllabus carefully. If you do not receive a syllabus in class, make sure you utilize the online syllabus.
- Schedule your time commitments on a calendar
  - Due Dates, Quizzes, Appointments, Finals and Game Schedules (with travel time)
- Introduce yourself to your instructor the first week, and don't hesitate to meet with him/her during office hours to gain a personable relationship.
- Work on managing your athletic, personal and study time. Ask for help when you are struggling to manage your time.

- Use tutors, online assistance, workshops, study groups, athletic counselors and AAA program provided by the College.
- Ask Questions!
- Communicate with your instructors throughout the term.
- Most of all, be an ACTIVE PARTICIPANT in your own learning! An active listener utilizes resources, but does not rely on them. Don't relinquish control over your own life. Make your own decisions regarding your future.

# **Section 5**



## **Athletic Training**



# Student Insurance Coverage

- El Camino College athletic insurance is a secondary insurance. All athletes must present proof of any type of insurance prior to athletic participation of any kind.
- All students and athletes at El Camino College are covered under an insurance policy that assists in the payment of expenses for injuries occurring during practice or competition.
- Please note that general illness and pre-existing conditions are not covered.
- Athletes will be referred to their authorized physician in cases of a primary insurance.
- All proper documentation must be filed prior to any referral.

## In-Season Student Athletes

El Camino College is a California Community College and due to the restricted staffing at our level, the importance of quality of care, and the insurance requirements of the college, the athletic training staff is designed to fit the needs of the in-season physically eligible student-athlete. The following parameters have been set up by the California Community College Commission on Athletics (CCCCAA) for length of season:

## Athletic Physicals & Training Room Use

The athletic training room and the athletic training staff are an integral component to your team's health and your program's success. The athletic trainer(s) is the individual who will evaluate and implement his/her recommendations on the health and welfare of any intercollegiate student athlete.

Athletic Training room hours of operation are as follows:

Monday – Friday	10:00 am – 6:00 pm
Events	Certified Athletic Trainer in Attendance
Events	Set up one hour prior to start time
Clinic	TBA (when necessary in the fall)

## Athletic Injury information

### HIPPA Privacy Rule

- The HIPPA privacy rule, which is in place to safeguard certain health information, is now in effect. With this law in place, the athletic office will no longer be able to communicate, on behalf of our athletes, with any doctors, hospitals, etc. without the written consent of the athlete. There is now a form in the athletic training room that must be filled out and signed by all of our student-athletes.

### In-Season Injury Policy

- If a student-athlete must leave an athletic contest after sustaining an injury, determination to re-enter the contest will rest with the college-approved licensed physician (if present). If the licensed physician is not present, approval will rest with the certified athletic trainer in attendance.

- After receiving authorization to see the team physician, the injured athlete must fill out the insurance claim form, provided by the certified athletic trainers, prior to the doctor's visit.
- If a student-athlete sees any doctor, other than our team physician, they must be cleared by the El Camino College team physician before they will be allowed to resume practice or play.

#### **Non-Traditional Injury Policy (must have medical physical on file)**

- A student, who is injured in an El Camino College related activity, but **outside their season of sport**, shall be referred to the Student Health Center for evaluation and referral if necessary. The instructor on record must accompany the injured student to fill out an incident report.
- The certified athletic trainer will respond to emergency medical situations along with campus police if the ATC is not otherwise occupied with in-season obligations.
- Initial injury assessment should be conducted by the primary physician or the Student Health Center
- Basic first aid and care for out-of-season student-athletes will be done at the campus Student Health Center
- **Rehabilitation/Treatment Procedure:**
  - The preferred manner of rehabilitation/treatment is through the SportsWare appointment system
  - Athletic Trainers will have walk-in times for non-traditional season student-athletes
  - Appointment times will be listed throughout the semester
  - Ice bags will be provided at all times for any student-athlete on the coaches roster form
  - Student-athletes will be referred to the team physician or appropriate medical personnel when appropriate.
  - Time of appointment is up to the Athletic Trainer based upon work load and priority of in-season athletes
  - The injured student-athlete must present a note from the treating physician prior to any therapy
- **Student-Athlete with no medical physical on file:** shall only be seen in the health center or by personal physician

#### **Pre-Participation Physical Examinations**

Each student-athlete must complete a **full pre-participation physical examination and all appropriate forms** prior to any athletic practice or competition. All student-athletes must be cleared by the athletic training staff before ANY practice and/or competition occurs. If student-athletes miss the regularly scheduled physicals, they may be required to complete a physical on their own. The physical must be completed by a licensed physician and a certified athletic trainer prior to approval.

*\*All physicals must be signed by a licensed physician not by chiropractor or registered nurses.*

# **Section 5**



## **Equipment**

# Equipment and Uniform Use

- Equipment and uniforms issued for sport use are the property of El Camino College and are to be returned in good condition
- Equipment or uniforms, which are not returned, or are returned with extraordinary wear, will be charged to the student-athlete
- The equipment attendant must give the name of the student-athlete who owes the program money, along with a detailed list of missing/damaged items and cost, to the Athletic Specialist and the Head Coach
- A “hold” will be placed on that student’s records, preventing him/her from receiving El Camino College services
- Student-athletes must pay the debt for missing/damaged items at Fiscal Services in order to have the “hold” removed from their record
- The equipment attendant can also authorize a release if the missing equipment is returned.

El Camino College coaches or student-athletes shall not loan any equipment or uniforms without express written consent from the division office.

## **BEFORE STUDENT-ATHLETES MAY PRATICE OR RECEIVE GEAR, THEY MUST:**

- 1)** Be enrolled in the appropriate Health Science and Athletics class at El Camino College
- 2)** Submit insurance information as part of the eligibility folder
- 3)** Complete health screening process with the certified athletic trainer
- 4)** Have completed health screen signed by a licensed physician
- 5)** Final clearance by division

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

## CONFIRMATION

I \_\_\_\_\_, as a student-athlete in the sport of \_\_\_\_\_ at El Camino College, confirm I have read and understand the information provided in the Student-Athlete Handbook. Should I need further information or clarification of any of the policies or procedures aforementioned in the handbook; I will immediately contact the athletic department at El Camino College. (Please print clearly)

Signed \_\_\_\_\_ Date \_\_\_\_\_