



# Coach Handbook



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# Santa Monica College

This handbook is provided to the Santa Monica College athletic coaching staff to furnish specific information as the organization, philosophy, policies, and procedures of the Athletic Department. It is intended to be supplement to State Conference constitution, and to the California Community College Athletic Association (CCCAA) constitution.

**The CCCAA Constitution and Bylaws can be accessed at**

<http://www.cccaasports.org/services/constitution>

**Santa Monica College Athletics Mission Statement**

The Mission of Santa Monica College Athletics is to provide the opportunity for student-athletes to achieve personal excellence in both academics and athletics. The Department is committed to a competitive program that serves the interest of the student body and encompasses the ethical values and educational philosophy of the institution. The Department will demonstrate responsibility by complying with standards set by the California Community College Athletic Association (CCCAA), the Western States Conference (WSC), the Southern California Football Association (SCFA) and other governing associations. Additionally, the actions of the Athletic Department will support the expressed Mission, Values, and overall objectives of Santa Monica College.

**Statement of Philosophy**

Athletics at Santa Monica College is a form of education through intense physical training, activities, and competition which are with full regard to values of fair play, teamwork, human growth and physical development. Since Athletics is a facet of the total educational programs offered at SMC, Athletics strives for the same goals that give purpose to all the other learning experiences of the college and the development of students as responsible and contributing members of our global society.

Coaches have the responsibility to represent the educational values and standards of the college in all activities. In the development and refinement of the specific skills relevant to their sports, they will select and organize learning activities and opportunities that are consistent with the policies and practices of SMC. The responsibility for implementing and operating these programs lies with the leadership and direction of the athletic director, chair of Kinesiology and senior management.

The Athletic Department will reflect the philosophy, objectives and practices of the college. Athletics is an integral part of the overall college educational program, welcoming and encouraging the opportunity for full participation.

## California Community College Athletic Association

The California Community College Athletic Association is an integral part of California's extensive community college system. As authorized by the State Legislature, the Education Code provides the CCCAA the opportunity and authority to establish the rules and regulations to administer the athletic activities of the nearly 27,000 men and women student athletes in the state.

Community college intercollegiate athletics provide millions of people — athletes, students, alumni and the general public — with great pleasure, the spectacle of extraordinary effort and physical grace, the excitement of an outcome in doubt, and a shared unifying experience. Thousands and thousands of men and women in the country are stronger adults because of the challenges they mastered as young student athletes at community colleges. Sports are educational in the best sense of that word because they teach the participant and the observer new truths about testing oneself and others, about the enduring values of challenge and response, about teamwork, about discipline and perseverance. Above all, intercollegiate contests — at any level of skill — drive home a fundamental lesson: goals worth achieving will be attained only through effort, hard work and sacrifice, and sometimes even those will not be enough to overcome the obstacles life places in our path.

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

- Academics Success
- Amateurism
- Ethical Conduct
- Equitable Competition
- Gender Equity

- Non-Discrimination
- Recognition of Excellence
- Student Health and Welfare

## Staff Descriptions

### **Athletic Director**

The Athletic Director is responsible for the administrative aspects of the athletic program. This includes, but is not limited to evaluation, implementation and supervision of all program aspects. The Athletic Director will conduct meetings and responsibilities as directed by Santa Monica College and the CCCAA. The Athletic Director will evaluate budgets, salaries and program techniques on a yearly basis. Each program will have proper evaluation by the Athletic Director each year and the setting of goals for success. Coaches should bring any athletic concerns through the proper channels to the athletic director

### **Assistant Athletic Director**

The Assistant Athletic Director is responsible for various duties which are essential to the success of our athletic programs. The Assistant Athletic Director works directly with the Athletic Director. Below is a list of some of the various duties that can be referred to the Assistant Athletic Director.

- Team auxiliary accounts
- Team fundraising accounts
- Facility rentals and access
- Ordering and purchasing requests
- Game management

### **Certified Athletic Trainers**

The certified athletic trainers are responsible for providing a complete athletic training program with all domains as explained by the National Athletic Trainers Association role delineation study. In the absence of the team physician, they are responsible for deciding whether an athlete is medically able to participate by following the team physician's guidelines.

Coaches have the responsibility of working closely with the athletic trainer(s). Communication and regular meetings with the support staff will prove to be an important part of your team's success. Coaches are required to bring any and all injuries to the attention of the athletic training staff.

### **Athletic Equipment Attendant**

It is vitally important to establish a good working relationship with the equipment attendants. Communication with these individuals with respect to any scheduled practices or games is the responsibility of the head coach. These individuals are responsible for the maintenance, ordering, repair and issuance of equipment during the season of play. We have many sports programs at Santa Monica College; please allow appropriate time for equipment attendants to complete your requested tasks.

Equipment attendants are considered classified employees and are covered under classified labor laws. Any changes to their schedules and or duties will only be authorized by the division dean and athletic director after consulting with the local union.

### **Head Coaches**

Coaches have the responsibility to organize and direct all aspects of their sports program within the guidelines, rules and regulations established by the CCCAA, WSC and Santa Monica College. Responsibilities include but are not limited to: instruction and supervision of student athletes, supervision of assistant and volunteer coaches, enforcing policies, recruiting, eligibility, scheduling games, arranging travel plans, managing an operating budget, purchasing and inventory for equipment and uniforms, participation in campus development and coaches associations, facility maintenance, fundraising and organizing campus resources in support of the student athlete. A coach must be in attendance at all times during any scheduled games and or practices. Certificated coaches that are assigned team classes and are the teacher of record must be in attendance during the entire class unless authorized by the athletic director or division dean. Failure to have proper supervision at all times will lead to disciplinary action. A coach will not allow an athlete to participate without full clearance.

The CCCAA has established many rules and regulations in which a coach and his staff must be familiar. Please review that material regularly.

### **Assistant Coaches**

Assistant coaches must be hired through regular hiring procedure and meet with the Athletic Administrator. Assistant coaches must complete all necessary paperwork prior to an official board report. Assistant coaches' names and paperwork must be submitted in a timely fashion to facilitate payment. Head coaches take the responsibility for making sure their coaching staffs have full knowledge of the CCCAA and WSC constitution and any pertinent supplement and by-law information that applies.

Assistant coaches are evaluated each year. The head coach will meet with the athletic director at the end of each season to complete the assistant coaches' evaluation. No work can start until board approval and live scan fingerprinting is completed.

### **Conduct of Athletics Department Staff and Coaches**

Coaches are expected to conduct themselves in a dignified and professional manner at all times when representing the College; this includes campus and community functions, athletic

practices and competitions. All members of the Santa Monica College athletics department staff are responsible to know and abide by the Santa Monica College Faculty Association Code of Conduct, the WSC Code of Conduct and the CCCAA Decorum policy statement. Head coaches

### **Athletics Personnel Policies**

Full-time and part-time coaches are hired as faculty. Part time head and assistant coaching positions are filled by the Director of Athletics in consultation with the Chair of Kinesiology. All resume and applications for part time coaches are to be directed to the Director of Athletics, do not initially send candidates to human resources.

All coaches, including volunteers, must have satisfied the requirements of the college district and the Office of Human Resources prior to beginning teaching or coaching assignments.

As tenured full time or part time adjunct faculty, coaches are represented and guided by the "Agreement" between the Santa Monica College District and the Santa Monica College Faculty Association. This agreement details salary, faculty assignments, teaching loads, release time, re-assigned time, non-teaching assignments (recruiting) and added responsibility compensation (stipends). A copy of the agreement is accessible online or from the Athletic Director.

- Head Coaches are assigned 9 hours of re-assigned time during the semester in which they coach a varsity sport.
- Head Coaches are granted 4 hours of non-teaching assignment during the off season for recruiting. When coaches would like to receive their stipend must be dictated to the Department Chair.
- Part time Head Coaches are considered adjunct faculty and cannot be assigned a teaching load greater than 60%.

### **Student Managers**

Student managers, like volunteer assistant coaches, provide a great service to the programs they serve. Student managers should be enrolled in the athletic team class so they are covered by the student insurance policy. If a student has already repeated the class as much as is allowable, they should audit the course. Student managers are not allowed to drive any team vehicles.

### **Work Study Students**

Work study students will be approved and assigned by the division office. This is to ensure scheduling, work assignment and district or federal compliance.





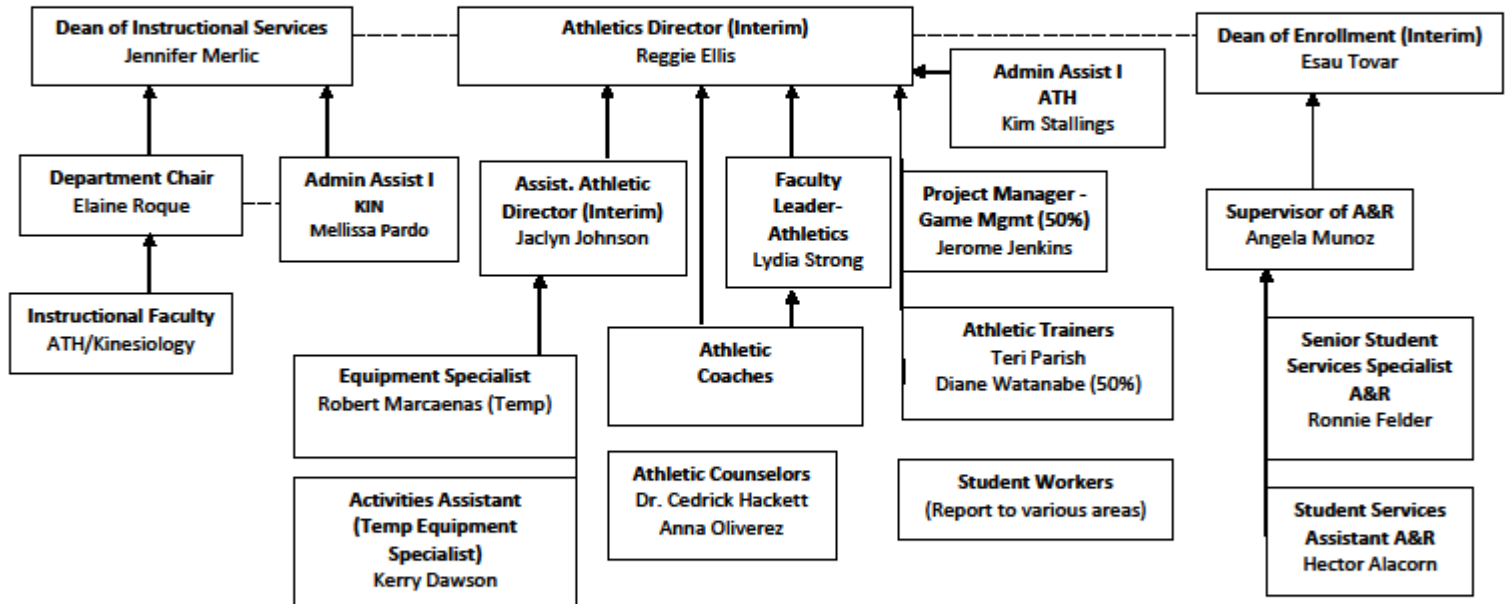
Santa Monica College  
 ATHLETICS and KINESIOLOGY DEPT.  
 ORGANIZATIONAL STRUCTURE (Fall 2015)



**KINESIOLOGY**

**ATHLETICS**

**ELIGIBILITY**



# WSC

## Coaches Code of Ethics

1. It is the duty of the coach to be in control of his or her players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.
2. Coaches will comply wholeheartedly with the intent and spirit of the rules. Deliberately teaching players to violate the rules is indefensible.
3. Coaches will teach their players to respect the dignity of their sport, officials, opponents and the institutions that they represent.
4. Coaches will confine their discussion with the game officials to interpretations of the rules and not constantly challenge official decisions involving judgment.
5. Coaches will prohibit negative talk, "trash talk" or bench jockeying" which would include personal and malicious remarks, cursing and obscene language toward opponents, officials, or spectators.
6. Coaches will refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.
7. Coaches will expect from the officials a courteous and dignified attitude toward players and themselves.
8. Coaches will seek help from school administrators in controlling unruly students and spectators.

# Traditional Season

**NO EMPLOYEE OR REPRESENTATIVE OF THE COLLEGE SHALL INSTRUCT OR GUIDE A CURRENT STUDENT ATHLETE OUTSIDE OF CCCAA SANCTIONED SEASONS OF PLAY. VIOLATION WILL LEAD TO SANCTIONS AND FORFEITED CONTESTS.**

The following parameters have been set up by the Commission on Athletics for length of season:

<b>BEACH VOLLEYBALL</b>	<b>Max: 16 12 dates</b> <i>(Adopted 4/4/14 effective 7/1/14) (Adopted 4/4/14 effective 7/1/14 through 6/30/16)</i>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	March 1*
Conference competition ends:	5 Saturdays prior to Memorial Day
Postconference competition ends:	4 Saturdays prior to Memorial Day
<b>SOFTBALL</b>	<b>Max: 50 40 games</b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	January 27*
Conference competition ends:	5 Thursdays prior to Memorial Day
Postconference competition ends:	3 <sup>rd</sup> full weekend in May <i>(Adopted 10/13/06 effective 1/1/07)</i>
<b>SWIMMING M/W</b>	<b>Max: 12 11 meets</b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	January 27*
Conference competition ends:	6 Saturdays prior to Memorial Day
Postconference competition ends:	4 Saturdays prior to Memorial Day <i>(Adopted &amp; effective 4/4/08) (Adopted &amp; effective 6/21/13)</i>
<b>TENNIS M/W</b>	<b>Max: 30 26 dates</b> see Section 3.14.1
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	January 27*
Conference competition ends:	3 weeks prior to the end of the Ojai Tournament
Postconference competition ends:	Last Sunday of the Ojai Tournament <i>(Adopted 10/13/06 effective 1/1/07) (Adopted &amp; effective 10/8/10) (Adopted 4/5/12 effective 7/1/12)</i>
<b>TRACK &amp; FIELD M/W</b>	<b>Max: 14 12 contests</b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	January 27*
Conference competition ends:	5 Saturdays prior to Memorial Day
Postconference competition ends:	2 Saturdays prior to Memorial Day <i>(Adopted 3/20/02)</i>
<b>VOLLEYBALL M**</b>	<b>Max: 24 21 dates</b> with no more than 4 tournaments
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	January 27*
Conference competition ends:	6 Saturdays prior to Memorial Day
Postconference competition ends:	5 Saturdays prior to Memorial Day

\*Unless it falls on a Saturday or Sunday, then play may begin on the preceding Friday. *(Adopted 10/13/06 effective 1/1/07) (Adopted 4/4/08 effective 7/1/08)* \*\*Volleyball: Non-conference tournaments shall be a maximum of two (2) days in length. Colleges shall participate in no more than four (4) tournaments of which no more than two (2) may be two (2) days in length.

<b>CROSS COUNTRY M/W</b>	<b>Max: 9 8 contests</b>
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	3 Saturdays prior to Thanksgiving
Postconference competition ends:	Saturday prior to Thanksgiving
<b>FOOTBALL</b>	<b>Max: 10 contests + 1 0 scrimmage</b>
Practice/scrimmage may begin:	(See Bylaw 3.12.)
Game/meet/match may begin:	Friday, 14 weekends prior to end of PC
Conference competition ends:	2 Saturdays prior to Thanksgiving
Postconference competition ends:	3 Saturdays after Thanksgiving
<b>GOLF W</b>	<b>Max: 22 19 contests</b>
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	4 Wednesdays prior to Thanksgiving
Postconference competition ends:	2 Wednesdays prior to Thanksgiving
<b>SOCCER M/W</b>	<b>Max: 24 21 games</b> Tournaments of any kind count game for game
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	2 Saturdays prior to Thanksgiving
Postconference competition ends:	2 Sundays after Thanksgiving
	<i>(Adopted &amp; effective 10/13/06) (Adopted 4/4/08 effective 7/1/08)</i>
<b>VOLLEYBALL W**</b>	<b>Max: 24 21 dates</b>
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	Thursday (1 week) prior to Thanksgiving <i>(Adopted 4/3/09 effective 7/1/09)</i>
Postconference competition ends:	2 Sundays after Thanksgiving
<b>WATER POLO M/W</b>	<b>Max: 21 18 dates</b>
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	3 Saturdays prior to Thanksgiving
Postconference competition ends:	Saturday prior to Thanksgiving
<b>WRESTLING</b>	<b>Max: 16 14 dates</b>
Practice/scrimmage may begin:	August 15 (See Bylaw 3.5.1.)
Game/meet/match may begin:	August 27*
Conference competition ends:	Saturday prior to Thanksgiving
Postconference competition ends:	3 Saturdays after Thanksgiving
<b>BASKETBALL M/W</b>	<b>Max: 28 24 contests</b> (See Bylaw 3.14.1.)
Practice/scrimmage may begin:	October 1 (See Bylaw 3.5.1.) <i>(Adopted 4/1/10 effective 7/1/10)</i>
Game/meet/match may begin:	November 1 <i>(Adopted 4/4/14 effective 7/1/14)</i>
Conference competition ends:	3 weeks prior to end of PC
Postconference competition ends:	Sunday after the 2 <sup>nd</sup> Thursday in March

\*Unless it falls on a Saturday or Sunday, then play may begin on the preceding Friday. *(Adopted 10/13/06 effective 1/1/07) (Adopted 4/4/08 effective 7/1/08)* \*\*Volleyball: Non-conference tournaments shall be a maximum of two (2) days in length.

# Non-Traditional Season

The non-traditional segment of the athletic season is not considered part of your competition season. It does not have an eligibility component to it and is the decision of the student-athlete with regards to their participation. Students will be enrolled in the team class, have a current physical (which will be their responsibility) and abide by all campus and state athletic rules.

## District Guidelines

**Santa Monica College district will implement and adhere to this new legislation in accordance to the CCCAA constitution.** Additional provisions have been established by the district in order to assure the safety and health of students and staff.

<b><u>Basketball, Men**</u></b>	Participation on <u>4 dates</u> during the <u>non-traditional season not to exceed 2 scrimmages per date</u> during the NCAA Men's July evaluation period and/or during their fall recruiting period.	Participation on <u>4 dates</u> during the <u>non-traditional season not to exceed 2 scrimmages per date</u> during the NCAA Men's July evaluation period and/or during their fall recruiting period.	3 <u>2-scrimmage maximum per day, per team for a total of 4 dates.</u>
<b><u>Basketball, Women**</u></b>	NCAA recruiting calendar One 14-day period in September	NCAA recruiting calendar One 14-day period in September	3 <u>2-scrimmage maximum per day, per team for a total of 4 dates.</u>
<b><u>Cross Country**</u></b>	July 1	July 31	1 Date ( <i>No reduction</i> )
<b><u>Beach Volleyball</u></b>	July 1	July 31	3 <u>2 DATES*</u>
<b><u>Soccer</u></b>	March	May	4 <u>3 DATES*</u>
<b><u>Softball</u></b>	Tuesday following Labor Day	Saturday before Thanksgiving	12 <u>10 DATES*</u>
<b><u>Tennis</u></b>	September	November	6 <u>5 DATES*</u>
<b><u>Track &amp; Field**</u></b>	October January (pole vault summit)	November January (pole vault summit)	1 Date ( <i>No reduction</i> ) 1 Date (pole vault summit)
<b><u>Volleyball, Men</u></b>	September	November	4 <u>3 DATES*</u>
<b><u>Volleyball, Women</u></b>	February	April	4 <u>3 DATES*</u>
<b><u>Water Polo</u></b>	February (Spring) June (Summer)	April (Spring) July (Summer)	No more than 2 scrimmages per day. 4 Spring, <u>3 DATES*</u> 6 Summer, <u>5 DATES*</u>

### **General guidelines as established by the CCCAA**

- No non-traditional season practice is allowed
- All instruction will be part of campus-approved courses
- Physicals will be on file for all participants

Physicals will be performed by a licensed physician

- **Students are responsible for their own physicals**
- Any participation outside of CCCAA established window will be met with severe sanctions
- “Open gym” is a violation
- No coaching / instruction by any college representative outside the seasons of sports as outlined by the CCCAA
- All games are considered “scrimmages”
- CCCAA decorum policy will be enforced during non-traditional season
- Eligibility is not affected



# Student Athlete Conduct

Santa Monica College requires its student athletes to conduct themselves in a manner that extends a positive image of the people, values and traditions of the College, the Western States Conference and the California Commission of Athletics. Student athletes are subject to the “Rules for Student Conduct” for Santa Monica College detailed in the campus catalog, the WSC “Decorum Policy,” the Intercollegiate Athletics “Guidelines for Conduct” and the team rules established by each head coach.

Santa Monica College has a code of Academic Conduct and a Student Conduct Code, and may discipline students in accordance with the code provisions. The College also has the authority to remove students from a class or program if they are disruptive of the instructional process, they do not respect the rights of others, they cannot benefit from instruction, or they present health and/or safety hazards. The procedures for reporting violations, disciplinary procedures and the appeal process are described in the College Catalog.

## **Santa Monica College Student Conduct Code (SMC Admin Reg 4410)**

All students at SMC have an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. All students are responsible for the conduct code.

## **Guidelines for Conduct of SMC Student Athletes**

By virtue of becoming a member of an athletic team at Santa Monica College, the student athlete becomes subject to certain responsibilities and obligation. In addition to demonstrating sound moral and ethical judgement, each athlete is expected to:

- Adhere to spirit as well as the letter of the rules throughout all games and practices. Adhere to the spirit as well as the letter of the COA and WSC guidelines.
- Exhibit respect and courteous treatment of all players, officials, coaches and the public.
- Exhibit respectful and courteous treatment of all faculty, staff and members of campus community
- Be considerate of differences and not discriminate against any individual by reason of race, sex, ethnicity, age, disability or sexual orientation.
- Respect the decisions and authority of coaches.

# Recruiting

Recruitment of student athletes is vital for maintaining competitive success of the intercollegiate athletics program. Santa Monica College requires that all head coaches develop a recruiting plan and submit monthly recruiting logs. This is a required per the Faculty Agreement which states "Coaches are required to submit an annual recruitment plan to verify activities to meet recruitment compliance standards." Bylaw 2 of the CCCAA Constitution details rules and regulations for recruiting. **Head coaches are responsible for adhering to the bylaw and for educating assistant coaches on recurring rules and regulations.**

See Appendix VI for a copy of the recruiting log.

## **Bylaw 2.1 ATHLETIC RECRUITING**

Athletic recruiting is defined as any solicitation of an individual, a member of his/her family, legal guardian, or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation.

The following are allowable activities for recruiting students from within a college's recruiting area: (Adopted & effective 11/2/12)

- A.** Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- B.** Providing transportation to the campus. (This does not apply to a student being recruited under an out-of-state waiver.)
- C.** Visiting a prospect, family member, or legal guardian.
- D.** Providing information regarding employment opportunities, matriculation, housing, financial aid, etc.
- E.** Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.
- F.** Arranging or providing for a meal or meals during a campus visit.

### **2.1.1 If not specifically permitted in Bylaw 2.1, the activity is disallowed.**

**2.2.1** All things prohibited by this Constitution and Bylaws to colleges, faculty, staff, and representatives are also prohibited to anyone acting as a representative or agent of the college; i.e., non-employees, volunteers, alumni, boosters, relatives, friends, students, and any others speaking for or on behalf of the college and its programs.



## 2.3 FIRST CONTACT

First contact is defined as an unsolicited inquiry by either a prospective student-athlete or a college employee and/or representative. A college's employee and/or representative may make an unsolicited inquiry of any prospect who resides and or attends a high school in the State of California. However, any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be athletically recruited. (Adopted & effective 1/25/12) (Adopted 4/4/14 effective 7/1/14)

### 2.3.1 Recruiting District (Adopted & effective 11/2/12)

A. A district's recruiting area is defined as the district itself and its contiguous community college districts. Permissible recruiting activities for prospective student athletes are defined by whether the prospect's residence and/or high school attended is within or outside the district's recruiting area (see Bylaw 2.1). (Adopted 4/4/14 effective 7/1/14)

Recruiting activities are now allowable outside of the college's recruiting area but still restrictive inside the State of California. Below is a pdf of our contiguous district. This information can be found at [http://ccaasports.org/recruiting\\_files/Contiguous-20District.pdf](http://ccaasports.org/recruiting_files/Contiguous-20District.pdf)

<b>Santa Monica CCD</b>	<b>Los Angeles CCD, Ventura County CCD</b>
<b>Santa Monica College</b>	
<b>High Schools:</b> <b>Santa Monica CCD: Malibu, St. Monica, Santa Monica</b> Los Angeles CCD: AGBU, Agoura, Bishop Alemany, Alhambra, Archer School, Arleta, Arshag Dickranian, Phineas Banning, Bell, Bell Gardens, Bellarmine-Jefferson, Belmont, Helen Bernstein, Beverly Hills, Birmingham, Francisco Bravo Medical Magnet, Brentwood, Buckley School, Burbank, Burroughs, Calabasas, Campbell Hall, Canoga Park, Cantwell Sacred Heart of Mary, Carson, Cathedral, Chaminade, Chatsworth, Clearview, Cleveland, Coutin, Crenshaw, Crespi Carmalite, Crittenton, Culver City, Delphi Academy, Dorsey, Dorothy V. Johnson, Downtown. Bus., Eagle Rock, East Valley, El Camino Real, Elizabeth Learning Ctr., Fairfax, Faith Baptist, First Lutheran, Foshay Learning Ctr., Franklin, Frederick Price, Fremont, Gabrielino, Gardena, Garfield, Granada Hills, Grant, Hamilton, Harvard-Westlake, Highland Hall, Hillcrest Christian, Hollywood, Holy Martyrs Armenian, Huntington Park, Immaculate Heart, Jefferson, Jordan, Kennedy, King-Drew Med. Magnet, LA Ctr/Enriched Studies, Le Lycee Francais De Los Angeles, Lycee International De Los Angeles, Lincoln, Locke, Los Angeles, Los Angeles Adventist, Los Angeles Baptist, Los Angeles Lutheran, Los Feliz Hills, Louisville, Loyola, First Lutheran, Manual Arts, Marlborough, Marilton School, Marshall, Mary Star of the Sea, Mark Keppel, Marymount, Maywood Academy, Mid-City Charter, Middle College, Milken Community, Monroe, Montclair Prep, Montebello Narbonne, Netan Eli, Newbridge, North Hollywood, Notre Dame, Notre Dame Academy, Oak Hill, Oaks Christian, Oak Park, Oakwood, Bishop Conaty Our Lady of Loretto, Pacific Christian, Pacific Harbor Christian, Pacific Hills, Palisades, Panorama, Pilgrim, Pilibos Armenian, Francis Polytechnic, Providence, Reseda, Ribet Academy, Roosevelt, Edward R. Roybal, Sacred Heart of Jesus, Bishop Mora Salesian, San Fernando, San Gabriel, San Gabriel Mission, San Pedro, Shurr, Shalhevet, Sherman Oaks/Enriched Studies, Sierra Canyon, South East, South Gate, St. Bernard, St. Genevieve, Summit View School, Sylmar, Taft, Trinity Lutheran, University, USC-Mast, Valley Alternative School, Valley Torah, Van Nuys, Venice, Verbum Dei, Verdugo Hills, Viewpoint, Village Christian, Washington, West Adams Prep., West LA Baptist, West Valley Christian, Westchester, Westlake (LA), Westside Alternative, Westview, Wilson, Windward, Yeshiva Ventura County CCD: Adolfo Camarillo, Buena, Channel Islands, Cornerstone, Fillmore, Grace Brethren, Herman Lewis Christian Academy, Hillcrest Christian, Hueneme, La Reina, Moorpark, Newbury Park Adventist, Newbury Park, Nordhoff, Oak Park, Ojai Valley, Oxnard, Rio Mesa, Royal, Santa Clara, Santa Paula Union, Simi Valley, St. Bonaventure, The Thatcher School, Thousand Oaks, Ventura, Villanova Prep, Westlake	

**Santa Monica College boundaries are the Los Angeles Community College District, and Ventura County Community College District. You can make first contact to any of these schools. For anything outside of this area, the recruit must make first contact with our college and staff.**

**2.4 CONTACT FROM OUTSIDE THE STATE OF CALIFORNIA** (Adopted 4/4/14 effective 7/1/14)

**2.4.1** If a student from outside the State of California makes an unsolicited inquiry (first contact) with a college regarding athletic participation, a FORM C, Out-of-State Student Contact Record, is to be filled out on the first person-to-person visit to the host college's campus. This FORM C will be kept on file in the athletic director's office. (Adopted 4/4/14 effective 7/1/14)

**2.4.2** The only permissible response to an inquiry from a student living and/or attending a high school outside the State of California is to provide information. Any aspect of the college's programs, including athletics, as well as any other pertinent information, such as housing, employment opportunities, financial aid, registration procedures, etc., may be provided to the prospect. Continuing communications, by phone or mail, may exist between the college staff and the prospect, but person-to-person dialog may only take place on the college campus. (Adopted & effective 1/25/12) (Adopted 4/4/14 effective 7/1/14)

**2.4.3** At no time may athletic recruiting activities take place outside the State of California. If an "incidental contact" initiated by the student athlete occurs, the coach or representative shall:

- A.** Be courteous.
- B.** Provide only his/her name and the college address and office telephone number of the head coach.
- C.** Request the athlete to make contact during business hours.
- D.** Inform the colleges of the district of residence of the contact using FORM C.

**2.4.4** None of the recruiting activities allowed for prospects in a district's recruiting area are permitted for students living and/or attending a high school outside a district's recruiting area with the exception of the normal process of providing information by way of the telephone or by correspondence. (Adopted & effective 1/25/12)

**2.5.1** Out-of-state recruiting is prohibited except upon written approval by the CCCAA Board.

Any questions pertaining to California Community College recruiting, please visit this Web site and read Bylaw 2: <http://www.coasports.org/pdf/K1.pdf>

**Please keep in mind that when you talk to a potential student athlete and/or family member, or wear any gear with Santa Monica College logos or names on it you represent Santa Monica College. Take great pride in this and if you have any questions always feel free to come see the athletic director.**

# Contests and Seasons of Sport

**3.1 SEASON OF SPORT:** A season of sport may consist of two (2) distinct segments as follows: (Adopted & effective 11/2/12)

**A. Traditional**—This (practice and competition) segment begins with the sport specific first permissible practice opportunity as identified in Bylaw 3.11 and coincides with the conclusion of the CCCAA state championship(s). (Adopted & effective 11/2/12)

**B. Non-Traditional**—This (practice and scrimmage) segment is identified within a specified timeframe for those sports approved by the CCCAA Board and as designated in Bylaw 3.17.1. (Adopted & effective 11/2/12)

Statement of Clarification: There will be no organized outside practice and/or competition involving students with eligibility remaining during the academic year (as defined by California Title 5 regulations) except as provided during the season of sport identified in Bylaw 3.11 and 3.17.1. (See CCCAA Bylaw 3.5.2 for definition of “practice.” See CCCAA Bylaw 3.2 for definition of “contest.”) (Adopted & effective 11/2/12)

**3.3.1** Any practice activity among two (2) or more teams or individuals from different colleges or other teams/individuals not affiliated with the college(s) that begins and ends on the same day shall be considered a scrimmage.

**3.3.2 For scrimmages:**

**A.** No official score or statistics shall be kept or reported.

**B.** Coaches are permitted on the playing surface.

**C.** Substitution is unlimited.

**D.** Officials may be used and paid.

**E.** Can be scheduled after the CCCAA practice/scrimmage “may begin date,” and prior to the individual college’s first game, meet, or match. The date may be found in the Sport Season Chart, Bylaw 3.11.

**F.** Will count in the allowable number of contests for that sport.

**G.** Should appear on the schedule and be denoted as a scrimmage for all colleges involved.

**H.** Do not count as participation by the student at the California community college level, but do count as contests in the sport season’s total number of contests. (Adopted 4/4/14 effective 7/1/14)

**I.** Do not count as participation by the student at the NCAA Division I and Division II level provided he/she does not participate in more than two such scrimmages, including the Non-Traditional Season, per academic year. (Adopted 4/4/14 effective 7/1/14)

**J.** No admission is charged. (Adopted 4/4/14 effective 7/1/14)

**K.** No official time is kept. (Adopted 4/4/14 effective 7/1/14)

### **3.5.1. Pre-participation Screening Exam (PPE)**

**A.** The student athlete will complete the PPE prior to any practices or any intercollegiate competitions.

**B.** Student athletes shall complete a thorough pre-participation examination. This screening shall be performed by a licensed physician or other qualified medical personnel who are under the supervision of a licensed medical physician. The PPE shall include:

- Medical examination
- Orthopedic examination
- Review of history/paperwork screen

### **3.5.7 Involvement of Institutional Staff**

No employee or representative of a member institution may be involved in any capacity (e.g., coach, official, player or league/team administrator) at any time during the academic year, vacation periods, and summer with an outside team that involves more than one (1) student athlete with remaining eligibility from that institution except as provided through exceptions contained within this Constitution and Bylaws. (Revised & effective 8/27/14)

# Playing Rules

**4.1.1** The basic playing rules governing competition for colleges, conferences, and post conference competition in each of the sports sanctioned by the CCCAA shall be those stated in the sport championship handbook. The following rulebooks apply (Revised 4/4/14 effective 7/1/14) (Revised & effective 11/7/14) (Adopted & effective 11/6/15):

<b>FALL SPORT</b>	<b>RULEBOOK</b>	<b>SPRING SPORT</b>	<b>RULEBOOK</b>
Cross Country	NCAA	Badminton W	USAB
Football	NCAA	Baseball	NCAA
Golf W	USGA	Golf M	USGA
Soccer	FIFA	<u>Beach Volleyball</u>	<u>Rulebook as adopted by the NCAA</u>
Volleyball W	NCAA	Softball	NCAA
Water Polo	NCAA	Swimming	NCAA
Wrestling	NCAA	Tennis	ITA
Basketball	NCAA	Track & Field	NCAA
		Volleyball M	USVA

**4.3.1** College representatives may photograph by still, motion, video tape, or film methods any game, meet, or match that any CCCAA school is participating in. (Adopted 4/2/15 & effective 7/1/15)

**4.3.3** CCCAAsports.org is the official website for collecting schedules, rosters, results, and statistics for all team sports sponsored by the CCCAA as defined in Bylaw 3.7. All California community colleges fielding athletic teams are required to update information on this website in a timely manner. Required timelines for inputting schedule information onto the statewide statistical website are: August 15 for fall sport schedules, October 20 for basketball, and January 15 for spring sports. Additionally, numerical rosters must be posted at least one (1) day prior to the first game, and results with complete and accurate individual statistics must be posted in accordance with sport specific guidelines, but not later than two (2) working days after the completion of the contest or tournament. (Adopted 3/28/13 effective 7/1/13) (Revised & effective 8/27/14)

# Decorum

#### **4.4 DECORUM** (Adopted 4/3/09 effective 7/1/09)

**4.4.1 DECORUM**—Is the CCCAA code of behavior for all participants in sponsored athletic events. 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. 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.

**C. 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. 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 conference 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.

4.4.2 Where official rule books (see Bylaw 4.1.1) and the CCCAA decorum rules differ, the most stringent rules shall apply. (Adopted 4/3/09 effective 7/1/09)

#### **4.5 DECORUM VIOLATIONS** (Adopted 4/3/09 effective 7/1/09) (Adopted 4/3/15 effective 7/1/15)

**4.5.1 A.** Ejected participants must leave the confines of the playing site and grandstands immediately. (Adopted & effective 6/13/11)

**B. Suspended participants may not: (Adopted & effective 6/13/11)**

1. Be dressed in game uniform.
2. Communicate with any team personnel or officials.
3. Take part in any pregame activities at the site of the competition.
4. Be in the confines of the playing site once pregame activities have started.

**C. Coaches or team attendants sanctioned by any of the above bylaws are prohibited from participation in the event only, not from carrying out assigned non-event responsibilities.**

**See Figure 1—Article 7.4.1.12 Decorum Infractions Chart (Adopted 4/3/15 effective 7/1/15)**

**4.6 REPORTING OF REMOVALS (Adopted 4/3/09 effective 7/1/09)**

**4.6.1** Each removal must be reported to the athletic director within 24 hours.

**A.** The athletic director shall immediately inform the conference commissioner.

**B.** Failure by the coach to report within 24 hours shall result in an automatic one (1)-game suspension.

**C.** Failure to report by the athletic director shall result in disciplinary action against the athletic director or the sports program by the conference commissioner.

## Figure 1 – Article 7.4.12 - Infractions Chart

*(Adopted 4/3/15 effective 7/1/15)*

<b>Level I – Lack of Institutional Control</b>	
<ul style="list-style-type: none"> <li>• Any breaches of conduct and integrity that undermine the Constitution and Bylaws</li> <li>• Multiple level II/III violations</li> <li>• Not cooperating with an investigation</li> <li>• Subsidization of student athletes</li> <li>• Multiple impermissible benefits</li> <li>• Any violation of the Constitution that was intentional i.e., falsifying or withholding information on any official document</li> <li>• Not performing R-1/R-2 training</li> <li>• Academic fraud</li> </ul>	<p>At a minimum, the college shall be placed on probation for a minimum of two years, and the loss of postseason for the offending program(s). Additionally, the following may occur: reduction of regular season contests, loss of in state recruiting (Bylaw 2.1.G, H and I), suspension of one or more programs, plus any other sanctions deemed appropriate.</p>
<b>Level II – Violations of Commission</b>	
<ul style="list-style-type: none"> <li>• Recruiting violations</li> <li>• Not reporting own/other violations</li> <li>• Multiple level III violations</li> </ul>	<p>At a minimum, the college shall be placed on probation for at least one year, and the loss of in state recruiting (Bylaw 2.1.G, H and I), plus any other sanctions deemed appropriate.</p>
<b>Level III – Violations of Omission</b>	
<ul style="list-style-type: none"> <li>• Incidental first contact/out of recruiting area</li> <li>• Schedule contest issues/non-traditional or regular season</li> <li>• Violations that do not result in a competitive advantage</li> <li>• Lack of oversight for home contests</li> <li>• Disregard for CCCAA requirements for home contests, i.e. athletic trainers</li> </ul>	<p>At a minimum, the college shall be placed on probation for at least one year, the offending program(s) may have regular season contests reduced, plus any other sanctions deemed appropriate.</p>
<b>Level IV – Administrative Violations</b>	
<ul style="list-style-type: none"> <li>• Faulty/inadequate eligibility systems</li> <li>• Ineffective communication of important materials with staff and students</li> <li>• Not meeting deadlines</li> <li>• Responsibility for actions of coaches, students and support staff</li> </ul>	<p>At a minimum, a letter of notification sent to CEO, plus any other sanctions deemed appropriate.</p>
<b>Mandatory Statewide</b>	
<ul style="list-style-type: none"> <li>• Reporting deadlines violations - Initial form 3, R-4, EADA, R-1/R-2, final form 3, statewide statistics, or any other same or similar violations that are occurring in all or the majority of the conferences during the same time-period</li> </ul>	<p>Determined by the CCCAA Board upon recommendation of the CCCAA Executive Director.</p>



# Medical Guidelines

**Updated: 2-8-2016**

## **Concussion Management Plan**

When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be removed from practice or competition. No athlete suspected of having a concussion will be permitted to return to play while symptomatic.

- 1) At the time of injury, a clinical evaluation will be performed and a symptom check list. A SCAT3 should be completed on Day 0 (injury day) or Day 1 (day after injury).
- 2) The initial clinical evaluation should be followed by:
  - a) Referral to a physician, urgent care, or emergency room as indicated.
  - b) Home Instruction Sheet.
- 3) On the first day after injury, the student-athlete should have a follow up clinical evaluation and symptom checklist completed.
- 4) The athlete will see the Team Physician at the next regularly scheduled training room visit. If preferred, the athletes may follow-up with their personal physician.
- 5) Follow-up symptom checklists should be completed daily during weekdays or as often as the athlete is able to report to the training room.
- 6) Once the athlete is asymptomatic, a SCAT3 should be completed.
- 7) As guided by the team physician, initiate the 5-step graduated exertional Return to Play (RTP) protocol. If the athlete becomes symptomatic during or after any step, the athlete will rest for at least 24 hours and may resume the protocol at the last successfully completed step.
  - a) No activity – complete physical and cognitive rest until asymptomatic for at least 24 hours. Objective is rest and recovery.
  - b) Light aerobic exercise – Example: 15 minute stationary bike at 10-15 mph. Objective is to increase heart rate.
  - c) Sport-specific exercise – Example: 15 minutes of stationary bike or non-contact warm-up with the team plus jogging, striding and limited sprinting. Objective is to add body weight movement
  - d) Non-contact training – Non-contact practice. May add weight training. Objective is to add coordination and cognitive load with exercise
  - e) Full contact practice – Participate in normal training activities. Objective is to restore confidence and assess functional skills.

8) Once the athlete completes the RTP protocol, the athlete will be cleared for competition by the Team Physician.

## General Information

### Scheduling

Scheduling is the responsibility of the head coach. Schedules must be approved by the Director of Athletics. When planning non-conference competition the following guidelines should be considered.

- Travel budget
- Facility use conflicts
- Driving distance to competition
- Class/Academic program conflicts

### Team Rules

Coaches are encouraged to put team rules in writing and review the rules annually with their teams. Failure to clearly articulate team rules makes it more difficult to defend and support sanctions for violations of team rules. Individual team rules cannot be contrary to policies spelled out in the Campus Catalog, Intercollegiate Athletics policy manual or the Conference decorum policy. Coaches are responsible to know and enforce the Student Athlete Code of Conduct and Decorum Policy. The Director of Athletics should be notified if a student athlete is to be suspended or expelled from the team.

### Equipment Issuance

The athletic equipment room hours are based on practice and game schedules. Student athletes will be issued a locker and lock. Athletic Equipment attendants will store uniforms, team gear and maintain an inventory of all items. Uniforms will be issued to the student athletes and must be returned at the end of the season or a financial hold will be placed on the file in Admissions and Records. The Director of Athletics will request an inventory and status report on existing team uniforms from equipment personnel prior to approving requisitions for new uniforms.

Students will be provided with a loop to secure practice gear and uniforms for laundry. Laundry must be turned in immediately following practice or competition or it will not be washed for the following day.

### Insurance

The Santa Monica College athletic insurance is a secondary accident policy. It does not cover illness, regular dental visits, and other medical conditions. Athletes who do not have health insurance may use the athletic insurance as their primary accident insurance.

An athlete's primary insurance will determine where he/she can be sent for medical care. In emergency situations, athletes will be sent to the nearest appropriate emergency facility.

Only athletes who are presently participating in a varsity sport during the traditional season of competition are covered by the athletic insurance. The dates of the traditions season are defined by the Commission on Athletics (COA).

Off season activities are not covered by athletic insurance.

Students participating in off-season classes or conditioning classes must be enrolled in the course.

### **Facility Requests**

For every athletic competition or special event, it is necessary to submit a facility request to the office of Santa Monica College Events Management.

Requests are necessary for:

- A. Maintaining a master calendar for multiple programs sharing the facilities.
- B. Scheduling ground and maintenance and custodial crews
- C. Organizing windows of opportunity for maintenance and repairs.

The Director of Athletics will submit all insert all completion schedules into the Event Management System (EMS). Coaches must submit a facility request for all other special events, fundraising activities or camps. Facility permits can be submitted online at <http://events.smc.edu/permit.html> or call Joy Bice (310)434-3443

The Director of Athletics must approve all permit requests. No member of the Athletic Department Staff may authorize the use of campus facilities or sublet campus facilities to an outside group or individual.

### **Team Travel**

**The health and safety of all participants should be the priority when organizing plans for team travel. Travel policies are in place to protect the student, coach and institution from risk and liability.**

#### **General Guidelines**

- Coaches are responsible for developing team travel plans. Coaches should consider class schedules and budgets when planning competition and travel plans.
- **For each road trip coaches will submit to the Athletic Director a Game Itinerary, which includes a list of the entire travel party, destination, hotel contact.**
- Ensure that all student athletes traveling to competitions in their own vehicle have signed the Student Voluntary Transportation Agreement.
- Auxiliary Requests for meals and lodging must be submitted **two weeks prior** the dater of departure

### **Per-Diem Requests**

Funds for meals may be request when the event causes the student to miss the opportunity for a meal, a 6-hour period, warrants one meal. The per-diem meal allowance sets maximum limits, coaches must budget accordingly. Maximum limits per Athletic Department Policy is as follows:

<b>Breakfast</b>	<b>\$5.00</b>
<b>Lunch</b>	<b>\$8.00</b>
<b>Dinner</b>	<b>\$12.00</b>

**Total per-diem may not exceed \$25.00 per 24 hour period.**

### **Travel Less than 24 Hours**

- Breakfast may be claimed only if travel begins before 7:00am
- Dinner may be claimed only if travel extends past 6:00pm

### **Staff Travel**

Coaches who travel on official business (e.g competitions, coaches meetings) in their personal vehicle should complete the Employee/volunteer Personal Vehicle Use Form. This provides the coach with additional liability coverage while on District Business. Coaches traveling to conference meetings may claim mileage by completing the District Mileage Report Claim Form.

# Financial Administration

## Funding Sources

The funding sources for support of the Intercollegiate Athletic Department may vary depending upon available College resources. The following sources currently comprise the Department budget.

- **General District Funds** – Funds allocated to individual divisions of the College from the College Business Services based on a budget recommended by the President/Superintendent and approved by the Board of Trustees. Primarily used for salary, benefits, student assistants, capital equipment purchase and repairs.
- **Auxiliary and Trust Funds** – Non district funds. Revenue from auxiliary services associated with the campus. This is the source of the team operating budgets. Used for expenditures related to team operations and travel.
- **Foundation Funds** – Monies received from donations and fundraising activities are deposited with the Santa Monica College Foundation. With the approval of the Director of Athletics, funds can be used by head coaches in support of their athletic teams. **Foundation funds cannot be used for coach salaries.**

## Budget Process and Accountability

The Athletic Director, based upon the availability of funds, departmental priorities, and spending history, will evaluate and assign team operating budgets.

- Head Coaches may fundraise to support expenditures over and above the allocation of team operating budget.
- Cash or checks collected by athletic personnel through fundraising activities will be processed immediately. **Coaches will not retain cash or checks in their homes or offices or maintain outside bank accounts for the purpose of supporting intercollegiate athletics.**
- Budget management and compliance with policies are the responsibility of each head coach.

## Athletic Team Banquets

Coaches must select the restaurant, cafeteria or location for the event. Monies available must be obtained through the athletic specialist. All head coaches must submit proper paperwork for approval and must stay within their account restrictions.

## Athletic Team Awards

Awards and honors are available to all teams. Any items must be approved by the athletic specialist for payment. The head coach must submit a purchase order for payment. All items must be approved **and P.O. numbers must be issued prior to receiving any items.**

## **Ordering Procedures**

All purchase for goods and services using funds from any College source/account must be made in accordance with procedures established by the District or by Auxiliary Services. **Coaches will not be reimbursed for out of Pocket Expenses unless the expenses are pre-authorized.**

Ordering of items for your upcoming season should be coordinated with the Athletic Equipment Attendant. Requests for purchase of team related expenses (e.g uniforms, coach gear) must be done through an official Auxiliary Purchase Order. Items should be shipped to the warehouse and will be paid after receipt of the materials. Please follow the appropriate listed procedure to avoid any delay in payment:

- A.** Research needed material. Contact two or three vendors with competitive prices.
- B.** Anything over \$5,000 will go out to bid
- C.** Submit a quote and all necessary completed forms to Athletic Director
- D.** Material received by warehouse

Purchasing will confirm shipment and payment will be made upon receipt through Auxiliary Services. When all items have been received the ordering coach must sign the invoice stating "all Item received" with their signature. Signed invoices must be given to the Athletic Director for final signature.

Auxiliary and Trust Requisition Form must be filled out for all other expenses (e.g travel expenses, per-diem, tournament entry, etc)

**Purchase Order Requisition form and Direct Pay Requisition form can be found in Appendix IV**

## **Foundation Check Request**

Foundation Check Request Forms must include supporting documents when submitted to the Athletic Director. Supporting documents include receipts, invoices, or expense reports.

# Part Time Coach Hiring Process

All sections of the **Authorization to Hire form** for new part-time faculty (**blue sheets**) must be completed. Prior to forwarding to Human Resources, the blue sheet must be accompanied by the following documents:

- a. District application – Please print the application from the online system, in addition to the supporting documents.
- b. Unofficial transcripts – if an applicant qualifies under minimum qualifications, the unofficial transcript(s) must accompany the blue authorization to hire sheet and resume.
- c. \*Equivalency form (if necessary) – includes disciplines that require a master’s degree and disciplines that do not require a master’s degree. For example, MA + 2 years of experience, BA + 6 years of experience. Please complete the form and check off the appropriate equivalency guideline. All documents supporting the equivalency must be attached – unofficial transcripts verifying the degree earned and a letter verifying the number of years of experience. Letters verifying employment must be on letterhead and signed.
- d. Cover letter – optional at this time.

\*Recognized Accomplishments – please be careful attempting to hire applicants under this category. A higher threshold exists. Official documentation is required in order to prove demonstrated expertise and skill in the field of study beyond that normally achieved through formal education. A resume will not suffice.

- The Authorization to Hire form (blue sheet) and supporting documentation for new hires and must be forwarded to the appropriate Dean and/or area Vice-President for a signature of approval.
- A Rehire is defined as a faculty member who has had at least a one semester break (Fall or Spring). At the very least, the Authorization to Hire form (blue sheet) must be completed and forwarded to the designated Dean and/or area Vice-President for a signature of approval. **Retirees must have a break in service of 180 days.**
- The designated Dean and/or area Vice-President will forward the Authorization to hire Form and supporting documents to Human Resources for processing.

**Please note** – New hires will not be processed unless all documents above accompany the Authorization to Hire form (blue sheet). The packet will be returned if documents are missing. Be sure to complete all sections of the authorization to hire form. Including the social security number on the form is not necessary. Do not quote a salary to new faculty hires. It is important to refer new hires to Human Resources to discuss salary placement.

**See Appendix V for forms**

# Transportation

The Santa Monica College District provides vehicles for transporting athletic teams. District policy requires all head coaches and assistant coaches to possess a Class “B” Driver’s License with passenger endorsement and must register that license number with the College Department of Transportation. Only vehicles provided by the district are to be used for transporting student athletes.

## **Procedures for obtaining a commercial class B driver license with passenger endorsement to drive an SMC 15 passenger van:**

A DMV commercial driver license application

A DMV commercial license medical form

A DMV commercial driver license booklet

First thing is to take a medical at a doctor’s office using the DMV medical form. The doctor then fills out the form. Keep the medical form. You will need it to take to the DMV. **The applicant must then study the applicable sections in the booklet which is approximately 80 pages.**

### **The sections are:**

- Section 1 Introduction
- Section 2 Driving safely
- Section 3 Transporting Cargo Safely
- Section 4 Transporting Passengers
- Section 10 Pre-Trip test
- Section 11 Skills Tests
- Section 12 Driving Test

When the applicant is ready to take the **written commercial driver test**, take the regular driver license, filled out medical form, commercial driver license application and pay the written test fee. If you pass the written test then you will receive a temporary commercial driver learner’s permit.

If you need assistance in practicing for the pre-trip inspection and the driving test please contact the Transportation Assistant. It takes approximately 3 weeks to obtain a commercial driving test appointment. Nearest locations are Arleta, Compton, and Montebello. It takes at least 4 practice appointments with the transportation assistant to be ready to take the DMV



tests. The TA will practice with you the pre-trip inspection several times and will practice with you the skill tests and practice the driving test itself.

When you are almost ready, make an appointment with the DMV for the commercial drive test. When going to the driving test, a driver with class B license must go with you otherwise the DMV examiner will not allow you to take the test. You also must take your temporary license, your regular license, vehicle registration and proof of insurance for the college van.

**The drive test consists of three parts:**

**The vehicle pre-trip inspection**-which takes approximately 20 minutes and involves doing an inspection of the vehicle starting from the front, going around the outside and finally the inside. It involves checking under the hood, the tires and wheels, suspension, glass, bumpers, the inside instrument panel, seat belts, brake tests, etc.

**The skills tests**-which takes about 15 minutes involves a forward stop, backing up in a designated area, performing an “alley dock” maneuver, parallel parking, and the measured right turn maneuver.

**The driving test**-which takes about 45 minutes and involves driving on the street and the freeway to see if the applicant drives safely in traffic and obeys traffic laws.

If you pass the tests you will receive a temporary commercial class B license.

**Checking-Out Vehicles**

- A. Coaches are responsible for contacting the Transportation Assistant at least one day prior to travel to make arrangement for keys.
- B. Each driver will receive a vehicle inspection report which must be completed before departure.
- C. Any trip over 100 miles one way overnight requires a “drivers log book.” Review the proper procedure for completing this book with the Transportation Assistant.
- D. Only licensed/authorized personnel are to drive district vehicles.
- E. Vehicles are to be used for traveling to and from scheduled events only. **VEHICLES ARE NOT TO BE DRIVEN HOME OVERNIGHT.**
- F. When more than one vehicle is used a caravan procedure should be followed.
- G. The Transportation Assistant must be notified when vans are to be cancelled.
- H. Seat belts must be worn at all times.

**Returning Vehicles**

- A. The vehicle inspection report should be completed. All doors and windows should be locked.
- B. Any mechanical problems or repairs should be indicated on the vehicle inspection report.
- C. When possible, vehicles should be returned with a full tank of gas.
- D. All trash must be removed and vehicles left in a clean condition.

### **Accidents**

- A.** An accident report and proof of Insurance can be found in each vehicle. Follow the steps provided in obtaining and giving information.
- B.** First aid kits, placed in each vehicle should be used if necessary
- C.** Always carry student emergency information cards.
- D.** All accidents, however minor, must be reported immediately upon return to the campus police.

### **Violations**

- A.** Drivers are responsible for any vehicle code violations.
- B.** Violation of any of the vehicle policies may result in suspension of the right to use college vehicles.

**All necessary forms and all pre-trip inspection papers can be found in Appendix I**

### **Bus charters:**

If the field trip requires a bus larger than 30 passengers or the SMC bus is not available, a charter bus is also available from an outside charter bus company. Rates vary depending on the size of the bus but generally the rates range from approximately \$ 85.00 per hour for a small bus to over \$100.00 per hour for a larger bus per hour for a 5 hour minimum.

### **Procedure:**

A transportation request form and an authorization for off campus activity form needs to be filled out completely and submitted Manuel Islas Transportation Assistant at least 10 days before the trip. An account number must be on the form.

The Transportation Assistant will make the reservations with the charter bus company. After the trip, when the invoice from the charter bus company arrives, the transportation assistant will verify the charges and then forward the invoice to the department requesting the trip.

***PRE-TRIP INSPECTION***  
***GUIDE***

***FOR THE SANTA MONICA  
COLLEGE, FORD 15  
PASSENGER VANS***

Revised 9-30-2010

**PRE-TRIP INSPECTION FOR THE SMC 15 PASSENGER VANS:**

As you approach the vehicle, notice its general condition:

1. **I am checking the general condition** of the vehicle, checking that the vehicle is **sitting level and not leaning** to one side. Leaning would indicate a suspension problem.
2. **I am looking under the vehicle** for any obstructions or fresh oil, grease, or fluid leaks. I am looking for obstructions that may cover the grill and cause overheating.
3. **The front bumper** is fastened securely and the license plate is present and mounted securely.
4. **The windshield wipers** are mounted securely and adjusted properly. The wiper blades are in good condition and not torn or worn out. I want to be able to see well when it is raining.
5. **The windshield** is clean, has no cracks and no illegal stickers.

**ENGINE COMPARTMENT:**

1. **Open hood** and prop up.

*Start from right side and work your way to the left:*

1. **The coolant reservoir**, this cap is where you fill it and the cap is secure. The coolant level should be between the cold and hot marks. If the level is low on coolant, it could cause engine overheating.
2. **The engine oil dipstick**; one pulls it out and makes sure the level is between the add and full marks. If the oil level is low, engine overheating may result.
3. **The power steering reservoir**; it is mounted securely, in good condition, not leaking. To check the level, take off the cap and make sure the level is between the cold and hot marks. If it is low, loss of power steering may result.
4. **The power steering pump**: is mounted securely, it is in good condition, mounted securely, and is not leaking. The belt is in good condition. It is not frayed, has no visible cracks, loose fibers, or signs of excessive wear. No more than  $\frac{3}{4}$  inch of freeplay. If the belt breaks, the steering will be hard to turn.
5. **The brake fluid reservoir**; it is mounted securely, in good condition, not leaking. To check the level, look at the outside at the indicator marks. To add fluid, take off the cap. If it is low on fluid, you may have trouble stopping.

6. **The water pump** is located just above the engine crankshaft. It is in good condition mounted securely, and not leaking. The belt is in good condition it has no frays, no visible cracks, loose fibers, or signs of excessive wear. No more than  $\frac{3}{4}$  inch of freeplay. If there is a problem with the water pump, engine overheating will result.

7. **The radiator hoses** are in good condition. The connections are tight; the hoses are not swollen, have no cuts and are not leaking. If the hoses are in poor condition, they may leak or burst and cause the engine to overheat. There is an upper and lower hose.

8. **The alternator** is mounted securely, and in good condition. The belt is in good condition, no frays, no visible cracks, loose fibers, or signs of excessive wear. No more than  $\frac{3}{4}$  inch of freeplay. If the alternator is not working properly the battery will not charge correctly and you will have starting problems.

9. **The air conditioner compressor** is mounted securely. It is in good condition. The belt is in good condition, no frays, no visible cracks, loose fibers, or signs of excessive wear. No more than  $\frac{3}{4}$  of an inch freeplay. If the belt breaks, you have no cooling.

10. **The transmission fluid dipstick**; this is where you check it; this is where you fill it. To check the level, you pull out the dipstick, wipe it and insert it again and check. The level should be between the full and add marks.

11. **This is the windshield washer fluid reservoir cap.** This is where you fill it. The only way to check the level is when the windshield washer stops squirting washer fluid on the windshield.

12. **The battery** is mounted securely. The battery connections are tight and cell caps are present. Battery connections should not show signs of excessive corrosion. The top of the battery is clean. (*Close the hood.*)

### **SIDE OF THE VEHICLE:**

The windshield wipers are in good condition. The arms and blades are secured, not damaged, and operate smoothly.

The windshield is clean, with no illegal stickers, no obstructions, or damage to the glass.

The outside mirror is mounted securely, clean, and properly adjusted.

The outside of the vehicle has no body damage; the side windows are clean, with no damage.

### **FRONT TIRES:**

**The tire** is in good condition, (ICD) (**Tire inflation, condition, tread depth**)

**The tread** is evenly worn; there are no cuts or other damage to the tread or sidewalls. If the tread were uneven, it would indicate a suspension or alignment problem. Front tire tread must have at least  $\frac{4}{32}$  of an inch tread depth. (Rear  $\frac{2}{32}$  of an inch minimum.)

**There are no cuts** on the sidewall where you can see the cord underneath, no bubbles or other damage.

**The wheel** is in good condition, no damage, no dents or bent rims. Wheels should not have welded repairs.

**The valve stem** is in good condition, not damaged or cut, and the valve cap is present. The inflation is checked with a tire gauge. 55-psi front, 80 psi rear

**The lug nuts** are all present, tight, with no rust trails around the nuts, which would indicate loose lug nuts or distortion of the boltholes.

**The grease cap** for the front wheel bearings is present, firmly attached, no grease is leaking from the grease seal.

### **FRONT BRAKES:**

**Brake pads, condition of the rotors** cannot be checked unless a mechanic takes the wheel off and examines the brakes. *But the following applies:*

**The brake hoses/lines** should not be cracked, worn, or frayed, all connections are secure and are not leaking.

**Brake rotor/pads:** the pads should not be worn dangerously thin. The brake rotor and pads should be free of contaminants such as grease, oil, or brake fluid. The rotors should not have heat damage, cracks, and no loose or missing mounting bolts.

### **FRONT SUSPENSION:**

The front suspension is coil springs. The coil spring is mounted securely, not broken, in good condition.

Shock absorber is in good condition, mounted securely, no fluid leaking from the shock.

**The gas cap** is present and tightly closed. There is no gasoline smell or gasoline leaking.

**The gas tank** is mounted securely, there is no gasoline leaking from the gas tank or gasoline smells.

### **REAR TIRES:**

**The tire** is in good condition, (ICD) (**Tire inflation, condition, tread depth**)

**The rear tire** tread is evenly worn; there are no cuts or other damage to the tread or sidewalls. If the tread were uneven, it would indicate an incorrect tire pressure or suspension problem. Rear tire minimum tire depth must be as **least 2/32 of an inch.**

**There are no cuts** on the sidewall where you can see the cord underneath, no bubbles or other damage.

**The wheel** is in good condition, no damage, no dents or bent rims. Wheels should not have welded repairs.

**The valve stem** is in good condition, not damaged or cut, and the valve cap is present. The inflation is checked with a tire gauge. Recommended pressure is **80-psi for the rear tires**.

**The lug nuts** are all present, tight, with no rust trails around the nuts, which would indicate loose lug nuts or distortion of the boltholes.

**The axle hub oil seal** has all the bolts present, are tight, and the hub seal is not leaking.

### **REAR BRAKES:**

**Brake pads, condition of the brake rotors** cannot be checked unless a mechanic takes the wheel off and examines the brakes. *But the following applies:*

**The brake hoses/lines** should not be cracked, worn, or frayed, all connections are secure and are not leaking.

**Brake rotors/pads :** the brake pads should not be worn dangerously thin. The brake rotors and pads should be free of contaminants such as grease, oil, or brake fluid. The rotors should not have heat damage, cracks, or holes and no loose or missing mounting bolts.

### **REAR SUSPENSION:**

**The rear suspension** is leaf springs. The spring leaves are in good condition, no broken or missing leaf springs. The leaves are securely mounted at each end. No missing, broken, or loose bolts. Spring hangers are not broken or missing. No broken or missing axle mounting parts.

**The shock absorber** is mounted securely, no fluid leaking.

### **REAR OF THE VEHICLE:**

**The back windows** are clean and undamaged.

**The left and right rear light lenses** are clean and in good condition. No cracks or damage to the lenses.

**The 3<sup>rd</sup>. brake light** at the top is clean and also in good condition.

**The rear bumper** is mounted securely. (Test bumper by pulling on it.)

**The rear license plate** is mounted securely, clean, and the license plate light is working.

**OPEN REAR DOORS** and check on the following items:

**The 3 safety triangles** are in this box and securely mounted, (open cover and check.)

**The tire changing tools and jack** are behind this plastic cover on the right.

**The two rear doors** open and close from the outside and can be used as emergency exits.

**REAR TIRE-other side:**

**The tire** is in good condition, (ICD) (**Tire inflation, condition, tread depth**)

**The rear tire** tread is evenly worn; there are no cuts or other damage to the tread or sidewalls. If the tread were uneven, it would indicate an incorrect tire pressure or suspension problem. Rear tire minimum tire depth must be as **least 2/32 of an inch.**

**There are no cuts** on the sidewall where you can see the cord underneath, no bubbles or other damage.

**The wheel** is in good condition, no damage, no dents or bent rims. Wheels should not have welded repairs.

**The valve stem** is in good condition, not damaged or cut, and the valve cap is present. The inflation is checked with a tire gauge. Recommended pressure is **80-psi for the rear tires.**

**The lug nuts** are all present, tight, with no rust trails around the nuts, which would indicate loose lug nuts or distortion of the bolt holes.

**The axle hub oil seal** has all the bolts present, are tight, and the hub seal is not leaking.

**REAR BRAKES-other side:**

**Brake pads, condition of the brake rotors** cannot be checked unless a mechanic takes the wheel off and examines the brakes. ***But the following applies:***

**The brake hoses/lines** should not be cracked, worn, or frayed, all connections are secure and are not leaking.

**Brake rotors/pads :** the brake pads should not be worn dangerously thin. The brake rotor and pads should be free of contaminants such as grease, oil, or brake fluid. The rotors should not have heat damage, cracks, or holes and no loose or missing mounting bolts.

**REAR SUSPENSION-other side:**

**The rear suspension** is leaf springs. The spring leaves are in good condition, no broken or missing leaf springs. The leaves are securely mounted at each end. No missing, broken, or loose bolts. Spring hangers are not broken or missing. No broken or missing axle mounting parts.

**The shock absorber** is mounted securely, no fluid leaking.

**EXHAUST SYSTEM-other side**



The exhaust pipe and exhaust system are in good condition, the system is mounted securely and connected tightly.

There are no signs of leaks such as rust or carbon soot.

The exhaust system is not touching wires or fuel lines.  
No excessive noise is present when engine is running.

**The side windows** are clean and in good condition, no body damage on the sides.

The sliding door opens and closes properly, there are no obstructions.

The passenger door opens and closes properly, the window is in good condition, it cranks up and down.

The outside mirror is mounted securely, clean and adjusted.

**FRONT TIRES-other side:**

**The tire** is in good condition, (ICD) (**Tire inflation, condition, tread depth**)

**The tread** is evenly worn; there are no cuts or other damage to the tread or sidewalls. If the tread were uneven, it would indicate a suspension or alignment problem. Front tire tread must have at least 4/32 of an inch tread depth. (Rear 2/32 of an inch minimum.)

**There are no cuts** on the sidewall where you can see the cord underneath, no bubbles or other damage.

**The wheel** is in good condition, no damage, no dents or bent rims. Wheels should not have welded repairs.

**The valve stem** is in good condition, not damaged or cut, and the valve cap is present. The inflation is checked with a tire gauge. 55-psi front, 80 psi rear

**The lug nuts** are all present, tight, with no rust trails around the nuts, which would indicate loose lug nuts or distortion of the boltholes.

**The grease cap** for the front wheel bearings is present, firmly attached, no grease is leaking from the grease seal.

**FRONT BRAKES-other side:**

**The brake pads, the condition of the rotors** cannot be checked unless a mechanic takes the wheel off and examines the brakes. ***But the following applies:***

**The brake hoses/lines** should not be cracked, worn, or frayed, all connections should be secured and are not leaking.

**Brake rotor/linings:** the pads should not be worn dangerously thin. The brake rotor and pads should be free of contaminants such as grease, oil, or brake fluid. The rotors should not have heat damage, cracks, and no loose or missing mounting bolts.

**FRONT SUSPENSION-other side:**

**The front suspension** is coil springs. The coil spring is mounted securely, not broken, in good condition.

**Shock absorber** is in good condition, mounted securely, no fluid leaking from the shock.

**INTERIOR INSPECTION:**

**(Open sliding door)** The door opens and closes smoothly; the floor is clean and free of obstructions. (Open and close sliding door from the outside **and** the inside.)

**(Go inside the van.)** The seats are firmly attached to the floor, (test each one by hitting.)

**The doors inside** can be used as emergency exits; (point to the back doors, the sliding doors, the front doors, then go to the back doors while testing the seats.)

**The back doors** open and close smoothly from the inside, and the lock button can be unlocked. (Test doors.)

**The seat belts** are firmly attached, there are no cuts or frays, and the belt latches and unlatches easily, and adjusts properly.

**(Go inside and sit on driver's seat.)**

**CAB CHECK/ ENGINE START**

**The window** goes up and down smoothly.

**The driver's door** opens and closes from the inside.

**The sun visors** operate well, fold down and up smoothly.

**The headliner** is good condition.

**The windshield** is clean, has no cracks, no illegal stickers.

**The inside rear view mirror** is fastened securely, clean, and adjusted.

**The light switch** operates and by twisting the knob, the interior lights can be turned on and off. It also operates the dimmer for the dash lighting.

**Get in and start the engine.**

**Note:** Ensure that engine compartment hood is closed and latched.

**Make sure the parking break is set.**

**This is the fuel gauge.** The indicator is working; the temperature should begin to climb smoothly to the normal operating range.

**This is the coolant temperature gauge.** The gauge is working. It should begin to climb smoothly to the normal operating range. It should not climb to the red zone, if it does the engine is probably low on coolant and the engine is overheating.

**The speedometer is next,** of course we are standing still, but when we are moving, the needle should climb smoothly to the indicated speed.

**The tachometer** indicates how fast the engine is running and the dial is working correctly.

**The shift indicator** (move shift lever through range) is working, it goes through each gear change.

**The oil pressure gauge** should climb smoothly to the normal operating range.

**This is the voltmeter;** the indicator should be in the normal range, which is 13 to 14.5 volts. If not, there is a problem with the charging system and you may have a problem starting the car.

**CENTER OF DASH:**

**This is the fan speed control** for the front and for the rear. (Try them both)

This is the temperature control and is working properly.

This is the control for the A/C, heater, and defroster. It is working properly.

**LOWER PORTION OF THE DASH:**

**The horn** is working. (try it).

**The steering wheel** must have 10-degrees or less of free play. (Look outside driver's window while moving the steering wheel left to right with the engine running.)

**The left turn signal** is working, the right turn signal is working. The 4 way flashers are working. (You are checking the indicators on the dash.)

**The high beam indicator** is working. (try it)

**The windshield washer is working,** (squirt water on the windshield to prove it.)

**BOTTOM OF THE DASH AREA:**

**The fuse box** is located under the dash next to the parking brake. The fuse box is mounted securely, in good condition and there are extra fuses inside.

**The hood release** is located here.

**The seat belts** for the driver and front passenger are mounted securely; the belts are in good condition and have no cuts or frays. The belts buckle and unbuckle without problems.

**The engine cover** is in good condition, fits tight, each clamp is tight, the rubber edging is in good condition and does not let any exhaust fumes into the passenger cabin.

**The first aid kit** is mounted securely to the floor and has first aid supplies.

**The fire extinguisher** is mounted securely and is fully charged.

**The floor area is clean.** There are no obstructions on the floor.

**THE 3 BRAKE CHECKS:**

I am going to perform the three brake checks.

First, I will test the parking brake. (Push down on it)

**Fasten seat belt.**

When performing these tests, *verbalize* to the examiner what you are testing and how you are testing it.

**1. PARKING PARK CHECK:** Set the parking brake and try to move the vehicle. The parking brake should not allow any movement.

**2. HYDRAULIC BRAKE CHECK:**

Pump the brake pedal 3 times, and then hold it down for five seconds. The brake pedal should not move during the five seconds.

**3. SERVICE BRAKE CHECK:**

Allow the vehicle to move forward and apply the service brake. The vehicle should not pull to one side. If it does, it indicates a brake problem.

Each of the three pedals is securely mounted and has good rubber pads on them.



Appendix III

**TRANSPORTATION REQUEST**

MUST BE *SUBMITTED **TEN BUSINESS DAYS*** IN ADVANCE OF EVENT

Please complete the following information and submit to the Director of Auxiliary Services.

Submitted by: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_ Account # \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Destination (PLEASE INCLUDE THE COMPLETE ADDRESS) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of Event: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(Transportation Office Use Only)

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Van or Bus #: \_\_\_\_\_

Big Blue Bus: \_\_\_\_\_ Charter: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Auxiliary Services \_\_\_\_\_







Appendix V



**Office of Human Resources – VOLUNTEER APPLICATION**

(Campus Volunteer/Non-Paid Service/College Intern/Coach's Assistant)

**VOLUNTEER INFORMATION**

NAME _____	PHONE _____
ADDRESS _____	SS # _____
1) Are you an employee of Santa Monica College?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2) Are you a student of Santa Monica College?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, are you currently enrolled in any classes</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3) Are you volunteering for Court purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4) Have you ever been convicted of a felony?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*If yes, please explain:*

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME _____	RELATIONSHIP _____
ADDRESS _____	PHONE _____

If the above cannot be reached, notify:

NAME _____	RELATIONSHIP _____
ADDRESS _____	PHONE _____

If necessary, may we contact your physician? Yes  No

*If yes, whom:* Physicians Name \_\_\_\_\_ PHONE \_\_\_\_\_

**VOLUNTEER'S SIGNATURE**

**DATE**

**DEPARTMENT SIGNATURE**

PRINT NAME & TITLE

AUTHORIZED SIGNATURE

DATE



## Office of Human Resources – Referral Sheet

### VOLUNTEER SERVICES

(Campus Volunteer/Non-Paid Service/College Intern/Coach's Assistant)

VOLUNTEER INFORMATION		<i>PLEASE COMPLETE ALL FIELDS</i>	
NAME			
ADDRESS		CITY, STATE, ZIP CODE	
EMAIL ADDRESS		PHONE	

DEPARTMENT INFORMATION	
SEMESTER	
ASSIGNMENT START DATE	ASSIGNMENT END DATE
VOLUNTEER DUTIES:	

DEPARTMENT APPROVAL	
Assignment Authorized – PRINT NAME (Department Chair/Supervisor Signature)	DATE
Assignment Authorized Signature	Department Account Number (ONLY if paying for fingerprints)

**COMPLETED VOLUNTEER APPLICATION MUST BE ATTACHED AND FORWARDED TO THE OFFICE OF HUMAN RESOURCES. WE WILL CONTACT THE VOLUNTEER TO CONDUCT A VOLUNTEER ORIENTATION.**

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**  
**OFFICE OF HUMAN RESOURCES - ACADEMIC PERSONNEL**

**PART-TIME FACULTY ASSIGNMENT RECOMMENDATION**

SECTION A, B, AND C TO BE COMPLETED BY DEPARTMENT CHAIR ONLY

**SECTION A - APPLICANT INFORMATION**

Last			First			Middle		
Address			City			Zip		
Email address:				Social Security Number:				
Home Phone:			Business Phone:			Cell Phone:		

**SECTION B - MEANS OF QUALIFICATION**

<input type="checkbox"/> CCC Minimum Qualifications	Discipline:
<input type="checkbox"/> Equivalency to CCC Minimum Qualification <i>(Certification of Equivalency form must be attached)</i>	Discipline:
<input type="checkbox"/> CCC Credential	Subject Area:

**SECTION C - EMPLOYMENT INFORMATION**

Department Name/Code:	Start Date:
SEMESTER: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer    STATUS: <input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Retiree <input type="checkbox"/> Substitute	

**ASSIGNMENT RECOMMENDED**

SECTION #	COURSE NAME	TIME	DAY
Department Chair Signature:		Date:	

**SECTION D - AUTHORIZATION TO HIRE**

Dean Signature:	Date:	Ext:
Vice President Signature:	Date:	Ext:
Human Resources Administrator Signature:	Date:	

**SECTION E - QUALIFICATION VERIFIED BY**

Offer Made by:	Date:	Date Offer Accepted:
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**COMPLETED APPLICATION MUST BE ATTACHED AND FORWARDED TO  
THE OFFICE OF HUMAN RESOURCES - ACADEMIC PERSONNEL**





# Santa Monica College

## Coach Agreement

My signature below certifies that I have read, understand and agree with the policies and procedures set forth in the Santa Monica College Coach Handbook.

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Sport

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Name

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Signature