

# MODESTO JUNIOR COLLEGE

## ATHLETICS



## Coaches Compliance Handbook

2016-2017

*(Last Updated July 21, 2016)*

# California Community College Athletic Association

*This handbook is meant to serve as a quick reference guide to issues regarding CCCAA athletics compliance. For the complete CCCAA Constitution and Bylaws, log on to the [cccaasports.org](http://www.cccaasports.org) website.*

*The complete document including forms and appendices can be found at this link:*

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

## CCCAA Constitution & Bylaws

[Full version of the 2016-17 Constitution and Bylaws](#) updated 7-19-2016

[Summary of changes since July 2015 Constitution](#)

[Introduction](#)

[Table of Contents](#) (updated 7-1-2016)

<a href="#">Article 1</a> (7-11-2016)	The California Community College Athletic Association
<a href="#">Article 2</a> (7-11-2016)	The CCCAA Board
<a href="#">Article 3</a> (7-11-2016)	Office of the Executive Director
<a href="#">Article 4</a> (7-11-2016)	The CCCAA Management Council
<a href="#">Article 5</a> (7-11-2016)	Conferences
<a href="#">Article 6</a> (7-11-2016)	Affiliate Organizations
<a href="#">Article 7</a> (7-11-2016)	The CCCAA Constitution and Bylaws
<a href="#">Article 8</a> (7-11-2016)	Legislative Process to Amend the CCCAA Constitution and Bylaws and the Championship Handbooks
<a href="#">Bylaw 1</a> (7-11-2016)	Student-Athlete Eligibility
<a href="#">Bylaw 2</a> (7-11-2016)	Recruitment of Student-Athletes
<a href="#">Bylaw 3</a> (7-11-2016)	Contests and Seasons of Sport
<a href="#">Bylaw 4</a> (7-11-2016)	Playing Rules
<a href="#">Bylaw 5</a> (7-11-2016)	Conference Membership
<a href="#">Bylaw 6</a> (7-11-2016)	Postconference Competition
<a href="#">Bylaw 7</a> (7-11-2016)	Awards and Recognition
<a href="#">Bylaw 8</a> (7-11-2016)	CCCAA Funds
<a href="#">Bylaw 9</a> (7-11-2016)	Medical Guidelines
<a href="#">Appendix A</a> (7-19-2016)	Directory/Composition of CCCAA Board, CCCAA Management Council, Affiliate Organizations, and Committees
<a href="#">Appendix B</a> (7-11-2016)	Forms, Description. For interactive forms visit the <a href="#">forms page</a>
<a href="#">CCCAA Forms</a> (2016-17)	Downloadable Forms
<a href="#">Appendix C</a> (7-11-2016)	Legislative Process/Calendar Charts (Proposed Legislative changes due Oct 1)
<a href="#">Appendix D</a> (7-11-2016)	Athletic Trainer's Job Descriptions
<a href="#">Appendix E</a> (7-11-2016)	CCCAA Coaches Code of Professional Conduct and Ethics
<a href="#">Appendix F</a> (7-11-2016)	Code of Professional Conduct and Ethics
<a href="#">Appendix G</a> (7-11-2016)	Concussion Management
<a href="#">Glossary</a> (7-11-2016)	

## CCCAA CONSTITUTION HIGHLIGHTS

### 1.4 VISION, MISSION, AND VALUES

- 1.4.1 **Vision**—The CCCAA shall be a student-centered organization focused on academic and athletic excellence.
- 1.4.2 **Mission**—The mission of the CCCAA is to advocate for the overall wellbeing of student athletes through the governance, promotion, and support of intercollegiate athletic programs.
- 1.4.3 **Values**—The CCCAA believes in student health and welfare, academic and athletic success, ethical conduct, accountability, recognition of academic and athletic excellence, and an inclusive culture that fosters equitable participation.

## CCCAA BYLAWS HIGHLIGHTS

### 1.3 ACADEMIC ELIGIBILITY

#### 1.3.1 Eligibility:

- A student athlete must be continuously and actively enrolled
- Attending class in a **minimum of 12 units** during the season of sport

*NOTE: Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units.*

#### 1.3.2 Eligibility (Basketball Only):

- A student athlete who was not enrolled in 12 units at the end of the Fall semester cannot become eligible until the Spring semester has begun
- And the student is actively enrolled in at least 12 units.

*NOTE: Students becoming ineligible in Fall who do not reestablish eligibility may not become eligible until the first day of instruction of the Spring term.*

#### 1.3.3 Eligibility:

- A student athlete has to successfully **complete at least 6 units during the preceding academic term** in which the student is enrolled as a full-time student at the certifying institution
- A **cumulative 2.0 GPA** beginning with and including the units taken during the first semester of competition.

*NEW: Summer and intersession courses may be used to meet the 6-unit and 2.0 GPA requirements*

### 1.3.8 Eligibility:

- Certify that the student athlete has a comprehensive individual **educational plan on file**, by the following dates:
  - **October 15** for those student athletes whose first competition, in any sport, occurs during the **fall** academic term.
  - **March 1** for those student athletes whose first competition, in any sport, occurs during the **spring** academic term.

*NOTE: At MJC, our student-athletes can count units from Columbia College as part of the 12 units. Also, routine counseling workshops will be offered by Counseling Services to coincide with team meetings, etc.*

## 1.4 ELIGIBILITY CERTIFICATION

1.4.1 Conferences shall require each college to certify athletic eligibility as follows:

- **FORM 1**—Student Eligibility Report **prior to the first game**, meet, or match.
- **FORM 3**—Team Eligibility, electronically via the CCCAA website for each team, **prior to the first game**, meet, or match.

1.4.2 Colleges are required to **verify weekly** that all student-athletes participating in CCCAA sanctioned sports are “eligible” (adhering to Bylaw 1.3.1).

- Weekly verification shall occur for all sports between Monday at 6:00 AM and Tuesday at 12:00 PM of each week during the season of sport.
- Student athletes who did not participate in a contest(s)/date(s), are ineligible to participate further until they once again meet the unit standards.
- Student athlete(s) who did participate in a contest(s)/date(s) while under the required unit limits, the penalty shall be student athlete(s) will be declared ineligible for at least as many contest(s)/date(s) as he/she participated in while under the required unit standards. At minimum, the student athlete(s) will be declared ineligible until the day of the following weekly verification check (i.e., for a seven [7]-day period).

*NOTE: At MJC, we try to verify the 12-unit requirement on a daily basis.*

1.4.3 **Within ten (10) working days after the end of the competitive season**, colleges shall **submit the final FORM 3** to the conference commissioner indicating which students competed in a game, meet, or match.

## 1.5 SEASON OF COMPETITION

1.5.1 **Playing in a scheduled game**, meet, or match **shall be recorded as a season of competition**, in that sport, even if the student competed in a non-scoring position (i.e., the number 8 golfer).

## 1.6 Eligibility for Continuing Competition

1.6.1 **Once a student competes in any scheduled game, meet, or match; as defined, the student must complete and pass 24-semester units to be eligible for the second season** of that sport.

- Student athletes **must complete at least 6 units** during the preceding academic term in which the student is enrolled as a full-time student **with a cumulative 2.0 GPA** beginning with their first semester of competition in that sport.

## 1.8 ILLNESS OR INJURY

1.8.1 A student athlete may have a year of collegiate competition reinstated for reasons of **medical hardship** or **extenuating circumstances**.

- **Medical hardship** is defined as an incapacity resulting from injury or illness that has occurred under certain specific conditions. A **FORM 4, Injury/Illness Waiver Request**, is filed with the conference commissioner of the conference in which the injury or illness occurred.
  - There must have been **an incapacitating injury or illness that caused the athlete to become unable to complete the season**.
  - The incapacitating injury or illness must be specifically defined and **validated by the licensed physician** who treated the athlete at the time of the injury or illness
  - Supporting documentation must be contemporaneous and completed at the time of the diagnosis and/or treatment of the injury or illness.
  - The injury or illness **must have occurred prior to the beginning of the contest or date of competition that begins the second half of the playing season** in that sport as measured by the number of completed contests or dates of competition in that sport (excluding postconference competition).
  - The institution's sport schedule must accompany the FORM 4.
  - An athlete who is injured in the first half of the season, attempts to return in the second half, and is unable to compete further as a result of aggravating the original injury does not qualify for the injury/illness waiver.
  - The injury or illness **must have occurred before the student participated in more than 30 percent (20% if occurred before July 1, 2016) of the institution's completed contests in that sport**, or competition dates, but it is not permissible to combine the two (2) methods of calculation (excluding postconference competition).

## 1.8.2 EXTENUATING CIRCUMSTANCES

Extenuating circumstances include, but are not limited to, the following:

- Life-threatening injury/illness:
  - The student athlete failed to complete the entire season of competition as a result of a **life-threatening injury or illness suffered by a member of the student athlete's immediate family**
  - **Clearly support by contemporaneous medical documentation**
- Extreme financial difficulties:
  - The student athlete failed to complete the entire season of competition at the institution as a result of **extreme financial difficulties** as a result of a specific event (e.g., layoff, death in family) experienced by the student athlete or an individual upon whom the student athlete is legally dependent
  - Prohibited the student athlete from participating in intercollegiate athletics.
  - These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student athlete or the individual upon whom the student athlete is legally dependent.

## 1.10 TRANSFER

1.10.1 A student transferring to MJC whose last competition in CCCAA sanctioned intercollegiate athletics was at another California community college **must successfully complete 12 units in residence** prior to the beginning of the semester of competition for MJC. Transfer status is determined by where the athlete last competed, not necessarily where the student last attended.

1.10.2 To meet the residence requirement of the transfer rule:

- The student athlete must also satisfy the 24-units and 2.0 GPA requirements.

1.10.6 If **at least** 2 or more **sport seasons** have **elapsed** since last competing, the 12-unit residency rule is waived.

1.10.7 If transferring from a 4-year college (or non-California college), then the student athlete must satisfy the 24 units and 2.0 GPA requirements.

## 1.11 CROSS-GENDER PARTICIPATION

**When only one (1) team exists, women may compete on the men's team;** however, men may not compete on the women's team. The student's birth certificate is proof of gender.

*NOTE: At MJC, this only applies to Wrestling, Baseball and Football.*

## 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.

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

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 CCCAA Bylaw 2.1).

Three categories of recruits:

- A. MJC Recruiting Area
- B. Outside MJC Recruiting Area (but in California)
- C. Out of State

#### **A. MJC Recruiting Area:**

MJC's local recruiting area is defined as all districts that share a border with our district. Below are community college district and high schools within those districts that classify as our local recruiting area. In our local recruiting area, we can initiate arrange 1<sup>st</sup> contact, etc (allowable activities described in CCCAA Bylaw 2.3)

#### **Contiguous Districts comprising MJC's local recruiting:**

Chabot-Las Positas CCD, Gavilan CCD, Merced CCD, San Joaquin Delta CCD, San Jose-Evergreen CCD, State Center CCD and Yosemite CCD. In addition the following counties do not have CCD representation and are contiguous: Amador Co, Alpine Co, Mono Co and Mariposa Co.

#### **High Schools in MJC's local recruiting area (including, but not limited to):**

**Yosemite CCD:** Beyer, Big Valley Christian, Bret Harte, Central Catholic, Central Valley, Ceres, Davis, Delhi, Denair, Downey, Enochs, Gregori, Gustine, Hilmar, Hughson, Johansen, Modesto, Modesto Christian, Oakdale, Orestimba, Patterson, Pitman, Ripon, Ripon Christian, Riverbank, Sonora Union, Summerville, Turlock, Turlock Christian, Vallecito, Waterford

**Chabot-Las Positas CCD:** Amador, Arroyo, Castro Valley, Del Valle, Dougherty Valley, Dublin, Foothill, Granada, Hayward, James Logan, Livermore, Moreau, Mt. Eden, Redwood Christian, San Leandro, San Lorenzo, Tennyson, Valley, Valley Christian, Village, Vineyard

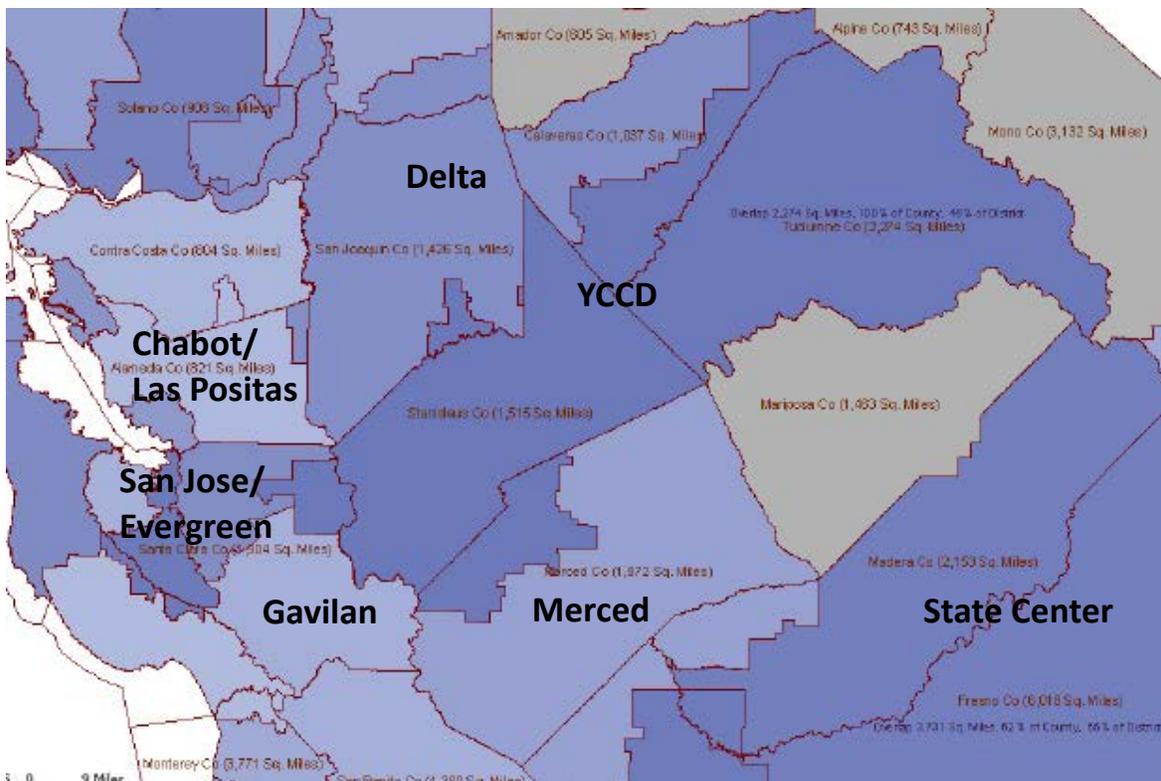
**Gavilan CCD:** Anchorpoint Christian, Ann Sobrato, Anzar (San Juan Bautista), Central, Gilroy, Live Oak (Morgan Hill), Mt. Madonna-Gilroy, San Andreas, San Benito (Hollister)

**Merced CCD:** Atwater, Buhach Colony, Chowchilla, Dos Palos, El Capitan, Golden Valley (Merced), LeGrand, Livingston, Los Banos, Merced, Pacheco

**San Joaquin Delta CCD:** Amador, Argonaut, Bear Creek, Brookside, Calaveras, Cesar Chávez, Delta, East Union, Edison, Escalon, Franklin, Galt, Kimball, Lathrop, Liberty Ranch, Lincoln, Linden, Lodi, Manteca, Merrill West, Rio Vista, Sierra, Ronald McNair, St. Mary's, Stagg, Tokay, Tracy, Weston Ranch

**San Jose-Evergreen CCD:** Abraham Lincoln, Andrew P Hill, Bellarmine College Prep, Evergreen Valley, Gunderson, Independence, James Lick, Leland, Milpitas, Mt Pleasant, Notre Dame, Oak Grove, Piedmont Hills, Pioneer, Presentation, San Jose, Santa Teresa, Silver Creek, Valley Christian, WC Overfelt, Willow Glen, Yerba Buena

**State Center CCD:** Buchanan Center of Ed., Bullard, Caruthers, Central Union HS East, Central Union HS West, Clovis, Clovis East, Clovis North, Clovis West, Dinuba, Edison, Fowler, Fresno, Fresno Christian, Hoover, Immanuel, Kerman, Kingsburg, Laton, Liberty, Madera, Madera South, McLane, Orange Cove, Parlier, Reedley, Riverdale, Roosevelt, San Joaquin Memorial, Sanger, Selma, Sierra, Sunnyside, Washington Union, Yosemite



2.1 The following are allowable activities for recruiting students from **within a college’s recruiting area**:

- Initiating or arranging **first contact** with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- Providing **transportation** to the campus. (This does not apply to a student being recruited under an out-of-state waiver.)
- **Visiting** a prospect, family member, or legal guardian.
- **Providing information** regarding employment opportunities, matriculation, housing, financial aid, etc.

- Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.
- Arranging or providing for a meal or meals during a campus visit.

**B. Outside MJC Recruiting Area (but inside California):**

2.1 The following are **allowable** recruiting activities for prospective student-athletes from **inside the State of California, but who are outside the MJC’s recruiting area:**

- Initiating or arranging **first contact** with a prospect, family member, legal guardian, or coach **by telephone or correspondence.** (Not in person if off campus)
- **Providing information** regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, or other questions raised by a prospective student-athlete.
- **Person-to-person contact** between college representatives and prospects, family members or legal guardians of the prospective student-athlete may **only** take place **on the host college’s campus.**

**C. Out of State Recruiting Area (Includes International):**

The only recruitment of out-of-state students is that which is allowed in Bylaw 2.5.

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

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.

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 **correspondence**, may exist between the college staff and the prospect, but person-to-person dialog may only take place on the college campus.

***NOTE:** For questions regarding international students, please contact the MJC Center for International and Undocumented Students (CIUS) program at (209)575-6012.*

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

- Be courteous and Request the athlete to make contact during business hours.
- Provide only his/her name, college address, and office phone number of head coach.
- Inform the contact to fill out the FORM C.

## 2.2 REPRESENTATIVES AND AGENTS

- 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.
- 2.2.2 **An agent is anyone (college staff member, parent/relative/friend of an athlete or college, alumnus(i), booster, high school coach/teacher, etc.) whose actions are designed to benefit a certain athletic program.** The most common activities of an agent are:
- Making initial contact with out-of-state athletes for the purpose of recruiting them to a specific California community college athletic program.
  - Making contact with out-of-state coaches and asking them to contact athletes.
  - High school coaches who personally refer and encourage their athletes to attend a specific out-of-recruiting-area/out-of-state community college and/or contact the out-of-recruiting-area community college on a student's behalf.
- 2.2.3 Agents may be encouraged by an athletic department's program or they may exist without the knowledge of the program. In the latter case, as soon as the college becomes aware of an agent, it must take steps to stop the activity.
- 2.2.4 Only an out-of-state student athlete can make first contact with a community college. This must be documented (FORM C) at the time of first contact by the community college staff member contacted.
- 2.2.5 **A college is responsible for the actions of any person acting as an agent of the college.**
- 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.**
- 2.3.1 "Exceptions": For the purposes of this section, the following are **not considered to be enrolled in and attending at another community college**:
- A student enrolled in and attending summer school and/or intersession at another college.
  - A student enrolled in and attending an online course or course offered by another college.
  - A high school student concurrently enrolled in and attending another college.

## 2.7 OUT-OF-RECRUITING AREA EVALUATION OF ATHLETES

2.7.1 Members of the institution's coaching staff, for the purposes of evaluation only, may attend the out-of-recruiting area contests of out-of-recruiting area prospects who have made first contact. However:

2.7.2 **During the out-of-recruiting area evaluation of a prospect, the coach or representative may not:**

- **Mingle with** out-of-recruiting area **participants** at any time before, during, or after the contest.
- **Mingle with** out-of-recruiting area **coaches** at any time before, during, or after the contest.
- **Meet with** the out-of-recruiting area **athlete's parents, family, or legal guardian at any location outside the college's campus.**
- Commit any other act that may be construed as a recruiting activity.

	Recruiting DO's	Recruiting DON'Ts
<b>MJC Recruiting Area</b>	<ul style="list-style-type: none"> <li>• Initiating or arranging <b>first contact</b> with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.</li> <li>• Providing <b>transportation</b> to the campus. (Does not apply to a student recruited under out-of-state waiver.)</li> <li>• <b>Visiting</b> a prospect, family member, or legal guardian.</li> <li>• <b>Providing information</b> regarding employment opportunities, matriculation, housing, financial aid, etc.</li> <li>• Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.</li> <li>• Arranging or providing for meals during a campus visit.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be athletically recruited.</li> </ul>
<b>Outside MJC Recruiting Area (but in California)</b>	<ul style="list-style-type: none"> <li>• Initiating or arranging <b>first contact</b> with a prospect, family member, legal guardian, or coach <b>by telephone or correspondence</b>.</li> <li>• <b>Providing information</b> regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, or other questions raised by prospective student-athletes.</li> <li>• <b>Person-to-person contact</b> between college representatives and prospects, family members or legal guardians of the prospective student-athlete may <b>only</b> take place <b>on the host college's campus</b>.</li> <li>• Members of the institution's coaching staff, for the purposes of evaluation only, may attend the out-of-recruiting area contests of out-of-recruiting area prospects who have made first contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be athletically recruited.</li> <li>• <b>During the out-of-recruiting area evaluation of a prospect, the coach or representative may not:</b> <ul style="list-style-type: none"> <li>• <b>Mingle with</b> out-of-recruiting area <b>participants</b> at any time before, during, or after the contest.</li> <li>• <b>Mingle with</b> out-of-recruiting area <b>coaches</b> at any time before, during, or after the contest.</li> <li>• <b>Meet with</b> the out-of-recruiting area <b>athlete's parents, family, or legal guardian at any location outside the college's campus</b>.</li> <li>• Commit any other act that may be construed as a recruiting activity.</li> </ul> </li> </ul>
<b>Out of State</b>	<ul style="list-style-type: none"> <li>• <b>If a student from outside the State of California makes an unsolicited inquiry</b> (1st contact) with college regarding athletic participation, a <b>FORM C</b>, Out-of-State Student Contact Record, is 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.</li> <li>• The <b>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</b>. 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 <u>person-to-person dialog may only take place on the college campus</u>.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Out-of-state recruiting is prohibited</b> except upon written approval by the CCCAA Board.</li> <li>• <b>At no time may athletic recruiting activities take place outside the State of California</b>. If an "incidental contact" initiated by the student athlete occurs, the coach or representative shall: <ul style="list-style-type: none"> <li>• Be courteous.</li> <li>• Provide only his/her name and the college address and office telephone number of the head coach.</li> <li>• Request the athlete to make contact during business hours.</li> <li>• Inform the colleges of the district of residence of the contact using FORM C.</li> </ul> </li> </ul>

- 2.8.2 All college athletic personnel, volunteers, representatives, and those agents who are approved by the athletic program to be involved in the athletic program shall complete the full exam for their position.
- **Minimum score of 80 percent on the CCCAA Online Compliance Rules Exam**
  - **Attend an “In-Service” regarding the Constitution and Bylaws at least once a year prior to August 27.**
  - Those completing the full exam for their position with a minimum score of 90 percent shall be eligible to take a reduced 20-question exam the following year.
  - **All personnel must sign the college’s FORM R-2, Statement of In-Service Training,** indicating attendance and commitment of adherence to the Constitution and Bylaws. These meetings shall be held throughout the year as individuals are hired to assume the responsibilities of the aforementioned positions. Subsequent Statements of In-Service Training forms are necessary throughout the year.
- 2.8.3 Only those personnel certified by the college president, as outlined above, shall have approval to recruit. Recruiting by any parties not certified is illegal.
- 2.9.4.3 **Football Only:** California community college football **coaches may not attend any all-star practices.**
- 2.9.4.4 Coaches/Staff members may attend football all-star games but **cannot be on the sidelines, or talk with any students participating in the game.**

## 2.11 SUBSIDIZING, INDUCEMENTS, AND SPECIAL PRIVILEGES

- 2.11.1 Receipt by a prospect/student athlete of a subsidy, inducement, or special privilege not authorized by the Constitution and Bylaws would be a violation of Bylaw 2. Minimum penalties shall be assessed as described in Article 7.4.12.
- 2.11.2 **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. **Subsidization in any manner by the college or individual(s) or groups acting in the interest of the college is not permitted.**

Examples of service or financial assistance, which would be prohibited include, but are not limited to the following:

- 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. (See Bylaw 2.11.3.)
  - 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.

2.11.3 **Inducements** are defined as athletic recruiting acts that are designed to entice a prospect. **Inducements may only be provided to prospects who reside within the individual college's "recruiting area."**

Examples of inducements which may be provided include the following:

- providing transportation to and/or from the campus for a college visit (this does not apply to a student being recruited under an out-of-state waiver);
- providing meals during a campus visit; making a home visit to a prospect, family member, or legal guardian;
- providing information regarding employment opportunities, matriculation, housing, financial aid, etc.;
- providing a class schedule;
- sending correspondence to the prospect, family member, or legal guardian, such as letters, memos, news releases, or newspaper articles;
- providing tickets to an on-campus activity during the campus visit for a game, drama production, guest speaker, etc.

The promise of providing cash or other forms of assistance as an inducement is illegal. The providing of any of the inducements listed above to prospects who reside outside the individual college's "recruiting area" would be a violation of Bylaw 2.

*CASE: Earlier this year, a college was placed on probation for providing jobs to football team members. The violation occurred because the same opportunities were not available to all students, therefore it was looked at as providing "special privileges."*

2.11.4 In general the **giving of special privileges or special consideration to student athletes is forbidden** by the Constitution and Bylaws. Student athletes may only receive services that are available to all eligible students.

**Categories of activities which are permissible:**

- **Banquets and Awards**

- End-of-the-season team banquets
- Individual awards and team awards.

- **Meals and Lodging**

The provision of meals/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.

- **Complimentary Admissions and Ticket Benefits**

- It is permissible to provide complimentary admission for home athletic contests to student athletes and their families.
- **Gate or guest lists must be used. The handing out of actual “hard” tickets for admission is prohibited.**

*NOTE: In all of the above: The admission policies must adhere to college, department, and gender equity policies.*

## 2.12 USE OF INTERNET WEB PAGES

Internet web pages with information on college athletic programs shall be located within the college’s website. Athletic web pages shall include a statement identifying them as the college’s official site, with a disclaimer regarding the existence and accuracy of information about their athletic program which may appear on any web page not located within their official college web site.

- **All internet accessible forms of communication** must be approved by the member college president or designee, and **the links must be present on the athletic department website.**

*EXAMPLE: Official sport twitter, facebook, cell phone app’s, etc.*

### 3.1 SEASON OF SPORT

A season of sport may consist of two (2) distinct segments as follows:

- **Traditional – (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).
- **Non-Traditional – (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.

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.

#### 3.5.3 **Any meeting, activity, or instruction of more than one (1) member of varsity or separate squads held at the direction of, or supervised by, any employee or representative of the college and occurring within the time periods identified in Bylaw 3 shall be considered a practice.**

Practice also includes field or floor practice, chalk talks, lectures, demonstrations, and showing of game or training films, etc. There shall be no time period in which practice may occur except that which is identified under CCCAA Bylaws.

### 3.12 FOOTBALL PRACTICE

All colleges will be **allowed 22 consecutive practice opportunities** before the date that they can play their first game.

- There shall be **no practice held on Sundays**. Sundays shall not be counted when calculating practice opportunities.
- If a college's fall semester/quarter begins prior to the practice starting date, only noncontact conditioning drills shall be available.
- Colleges are **allowed one (1) practice opportunity per day (except two [2] on Saturdays or holidays)** from the practice starting date to the date of the first game. Exception: If a holiday falls during the week of a regular schedule game, it will count as only one (1) practice opportunity.
- A **practice opportunity** is defined as any on-the-field activity and **may not exceed three (3) hours** in length.
- The **first three (3) practice opportunities of the football season shall be classified as a physical conditioning period**.
  - These three (3) conditioning opportunities are to be consecutive and at the start of the practice period.
  - No football gear nor protective equipment other than headgear, shoes, and

lightweight clothing (all of which may be issued) shall be worn.

- Footballs may be used.
- Activities during this three (3)-practice opportunity period shall not include contact among players.

3.5.2 The first date of CCCAA-allowable practice is as follows:

- August 15—All fall sports except football (For football, see Bylaw 3.12.)
- October 1—Basketball
- January 15—All spring sports

*NOTE: If dates falls on Sunday, then practice start date for those sports will be Monday.*

2016-2017	Conference	Practice Start Date	Earliest First Game Date	Conference Play Ends	Post Season Ends	Max # Dates	Rule Book
<b>FALL</b>							
Cross Country M/W	Big 8	Aug 15	Aug 26	Nov 5	Sat before Thanksgiving	8	NCAA
Football	NCFC - Valley	Aug 11	Sep 2	Nov 12	3 Sat after Thanksgiving	10	NCAA
Golf W	Big 8	Aug 15	Aug 26	Nov 21	2 Wed before Thanksgiving	19	USGA
Soccer M/W	Big 8	Aug 15	Aug 26	Nov 12	2 Sun after Thanksgiving	22	FIFA
Volleyball W	Big 8	Aug 15	Aug 26	Nov 17	2 Sun after Thanksgiving	21	NCAA
Water Polo M/W	Big 8	Aug 15	Aug 26	Nov 5	Sat before Thanksgiving	18	NCAA
Wrestling	Coast	Aug 15	Aug 26	Nov 19	3 Sat after Thanksgiving	15	NCAA
<b>FALL/SPRING</b>							
Basketball M/W	Big 8	Oct 1	Nov 1	Feb 18/19	Sun after 2 <sup>nd</sup> Thurs in March	24	NCAA
<b>SPRING</b>							
Baseball	Big 8	Jan 13	Jan 27	Apr 29	Memorial Day	40	NCAA
Golf M	Big 8	Jan 13	Jan 27	May 2	2 Tues before Memorial Day	19	USGA
Softball	Big 8	Jan 13	Jan 27	Apr 27	3 <sup>rd</sup> full weekend in May	40	NCAA
Swimming M/W	Big 8 (proposal to move to CVC)	Jan 13	Jan 27	Apr 22	4 Sat before Memorial Day	11	NCAA
Tennis M/W	Big 8	Jan 13	Jan 27	Apr 9	Last Sun of Ojai Tourney	26	ITA
Track M/W	Big 8	Jan 13	Jan 27	Apr 29	2 Sat before Memorial Day	13	NCAA

### 3.13 ORGANIZATIONAL MEETINGS

An organizational meeting can be set before the start of each CCCAA sport season date.

Organizational meeting guidelines:

- Only one (1) meeting per sport per season.
- The meeting shall be set prior to the start of practice for that sport.
- The meeting shall be for administrative and educational advisement purposes only.

The **meeting may be used for completion of FORM 1 Student Eligibility Report**, orientation to the college, clarification of practice times and locations, explanation of training rules, securing student insurance information, and/or setting physical exam appointment and/or academic advising appointment schedules.

No practice or competition may be held or uniforms and/or supplies issued. There shall be no sport skill instruction or physical activity by meeting participants.

*NOTE: At MJC, typically the Student Eligibility Report – Form 1 (GREEN SHEET Packet) is distributed to student athletes. The Packet also includes Participation Waiver Agreement, Athletic Policies and Procedures, Statement of Athletic Philosophy, Decorum Policy, Athletics Head Coach Directory and Student Athlete Checklist.*

## 3.19 Countable Athletically Related Activities – “CARA”

Any **required meeting, activity, or instruction with an intercollegiate athletics purpose** of more than one (1) student athlete held at the direction of, or supervised by, any employee or representative of the college, and **occurring outside of the time periods identified in Bylaw 3.11**, shall be **considered a countable athletically related activity**. A countable athletically related activity also includes field or floor activities, chalk talks, lectures, demonstrations, and showing of game training films. There shall be no time period in which a countable athletically related activity may occur except that which is identified under Bylaw 3.19.

3.19.1 Administrative activities (e.g. compliance meetings and academic meetings, including but not limited to study halls and tutorials) shall not be considered as countable athletically related activities.

### 3.19.2 Time Limits for Athletically Related Activities

In all sports, the following time limitations shall apply:

- **Maximum 175 contact hours outside the season of sport not to exceed twelve (12) hours during any given week.**
  - If an intercollegiate sport class is designed for enrollment during the sport season

as indicated in Bylaw 3.11, those activities taking place on the scheduled dates/ times of the class (as stated in the institution's class schedule) that occur prior to the end of the stated term yet extend beyond the last date of post conference competition for that sport, are not subject to this bylaw.

- Weekly Hour Limitations—**Outside of the Competitive Playing Season**, during the duration of each term, only a student-athlete's **participation in countable athletically related activities** shall be permitted.
  - A student-athlete's participation in such activities shall be limited to a **maximum of twelve (12) hours per week.**
  - **Time in classes that qualifies as countable athletically related activities for student athletes shall count towards these hour limitations.**

*NOTE: At MJC, the CARA out of season classes are MJC's Varsity Training & Conditioning courses such as PEVM-ABCX and PEVW-ABCX.*

### 3.17.1 Nontraditional Season of Sport

Nontraditional contests are treated as scrimmages. They do not affect eligibility, transfer or seasons of competition.

- Cannot have daily practices during identified windows.
- It allows:
  - Competition with other colleges
  - Skill, conditioning and strength development during classes associated with the sport.
- To participate, dates and times of competition must be within the number of allowable dates/contests listed in the table below.
- Intrasquad games are a part of a college's allowable nontraditional scrimmages.

<b>3.17.1 – Nontraditional Sport Season Date Chart</b>	<b>Start Date</b>	<b>End Date</b>	<b># of Scrimmages/ Events/Dates</b>
<b>Sport</b>			
<b>Baseball</b>	Tuesday following Labor Day	Saturday before Thanksgiving	10 dates
<b>Basketball M</b>	Participation on 4 dates, not to exceed 2 scrimmages per date during NCAA Men's July evaluation period and/or during Fall recruiting period	Participation on 4 dates, not to exceed 2 scrimmages per date during NCAA Men's July evaluation period and/or during Fall recruiting period	2-scrimmage max per day, per team for total of 4 dates
<b>Basketball W</b>	NCAA recruiting calendar (one 14-day period in September)	NCAA recruiting calendar (one 14-day period in September)	2-scrimmage max per day, per team for total of 4 dates
<b>Cross Country</b>	July 1	July 31	1 date
<b>Soccer</b>	March	May	3 dates
<b>Softball</b>	Tuesday following Labor Day	Saturday before Thanksgiving	10 dates
<b>Tennis</b>	September	November	5 dates
<b>Track</b>	October January (pole vault summit)	November January (pole vault summit)	1 date 1 date (pole vault summit)
<b>Volleyball W</b>	February	April	3 dates
<b>Water Polo</b>	February (Spring) June (Summer)	April (Spring) July (Summer)	No more than 2 scrimmages per day. 3 dates (Spring) 5 dates (Summer)
<b>Wrestling</b>	January	March	3 dates

Definition of Nontraditional Day - All nontraditional scrimmages and any associated athletically related activities, including associated travel, on the day of the scrimmage shall not count toward the weekly hour limitation.

*NOTE: At MJC, any expenses incurred as a result of non-traditional season play cannot be paid for through Fund 11 budget accounts.*

### **3.19.3 Voluntary Athletically Related Activities**

In order for any athletically related activity to be considered “voluntary” and, therefore, not counted towards the countable athletic related activities for those individuals:

- The activity must be initiated and requested solely by the student-athlete.
- No coach or employee/agent may be involved in any capacity in the activity itself.
- No coach or employee/agent may require the student-athlete to participate in the activity at any time.

## 4.1 BASIC 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:

### FALL SPORT RULEBOOK:

Cross Country	NCAA
Football	NCAA
Golf W	USGA
Soccer	FIFA
Volleyball W	NCAA
Water Polo	NCAA
Wrestling	NCAA
Basketball	NCAA

### SPRING SPORT RULEBOOK:

Volleyball M	USVA
Baseball	NCAA
Golf M	USGA
Track & Field	NCAA
Softball	NCAA
Swimming	NCAA
Tennis	ITA

*Note: Please refer to Bylaw 4.2 for adopted sport rule modifications.*

- 4.3.2 There shall be a **licensed physician present and prepared to administer medical care at all California community college football games**. No football game shall begin without a licensed physician present.
- 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:

- **August 15** for **fall** sport schedules,
- **October 20** for **basketball**
- **January 15** for **spring** sports.

**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:

- not later than **two (2) working days after the completion of the contest** or tournament.

## 4.4 DECORUM

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.

## 4.5 DECORUM VIOLATIONS

4.5.1 A. Ejected participants must leave the confines of the playing site and grandstands immediately.

B. Suspended participants may not:

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: Decorum Infractions Chart for minimum penalties*

#### **4.6 REPORTING OF REMOVALS**

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

- The athletic director shall immediately inform the conference commissioner.
- **Failure by the coach to report within 24 hours shall result in an automatic one (1)-game suspension.**
- **Failure to report by the athletic director shall result in disciplinary action against the athletic director or the sports program by the conference commissioner.**

*Note: The Athletic Director will attempt to be present at each home. If not, then a "game manager" will be identified/assigned.*

#### **4.7 DECORUM UNDERSTANDING**

4.7.1 Each person participating in a CCCAA event shall receive a copy of the decorum policy, and provide written acknowledgment of understanding the rules contained therein.

4.7.2 Failure of the institution to conduct decorum training for all coaches shall result in the entire sports program being placed on probation.

### 7.3 SCHOLAR ATHLETE AWARD

#### 7.3.1 SCHOLAR ATHLETE AWARD CRITERIA

- SCHOLARSHIP— GPA of 3.5 or above in at least 36-semester units
- PARTICIPATION— Outstanding citizenship characteristics.
  - athletic leadership
  - holding a student body office
  - participating in college/community activities that have goals of good citizenship.
- ATHLETICS— Participated in at least two (2) seasons of sport
- RECOMMENDATION—Three (3) strong recommendations (including one with knowledge of the athlete’s participation records/honors).
- **Submit FORM S - Scholar Athlete Award Nomination**
  - nominee’s final transcripts of all postsecondary work.
  - three (3) letters of recommendation on behalf of the student.
    - At least two (2) of the three (3) letters must be from college faculty or administration that represent different institutional divisions.
    - One (1) letter must include a summary of the nominee’s athletic participation records within the recommendation letter.

***DUE: October 1—College nominees must be to the conference commissioner’s office.***

### 7.4 SCHOLAR TEAM AWARD

#### 7.4.1 SCHOLAR TEAM AWARD CRITERIA

- SCHOLARSHIP: 80 points maximum. To qualify, all team members listed on FORM 3 who have completed and used a season of sport, must have excelled academically with a total team GPA of 3.0 on a 4.0 scale. To be eligible for the award, 80 percent of the team members on the final FORM 3 must have completed 12 or more units (full-time student status) for the semester.
- ATHLETICS: 20 points maximum. The team shall have completed the season of sport and shall have demonstrated better than average accomplishments in intercollegiate athletic competition.
- RECOMMENDATION: The team shall have a strong written recommendation from its college personnel of choice.

#### 7.4.2 SELECTION OF SCHOLAR TEAM AWARD NOMINEES PROCEDURE

- Submit **FORM T - Scholar Team Award Nomination**  
***DUE: FALL SPORTS, INCLUDING BASKETBALL—the last Friday in March***  
***SPRING SPORTS, EXCEPT BASKETBALL—October 1***

Note: In the last few years, MJC has won the Scholar Team award for Men’s Basketball and Men’s Golf.

## 7.6 SPORTS HALL OF FAME

### 7.6.1. ATHLETIC NOMINATION CRITERIA

- outstanding athletic success, having achieved the highest level of accomplishment in his/her sport at a California community college and/or by continued demonstration of his/her abilities following California community college competition.
- outstanding qualities of leadership, citizenship, and academic performance.
- recommendation from his/her California community college.
- The nominee shall be deceased, OR there shall be extenuating circumstances, OR a minimum of seven (7) years shall have elapsed since the completion of the California community college competition on which the award is based.

### 7.6.2 SERVICE NOMINATION CRITERIA

- Demonstrated efforts to improve or enhance the quality of athletic competition in the California community colleges.
  - Participation as a member of athletic administrative bodies such as the CCCAA, California Community College Athletic Directors Association, or as a sports chairperson, sport liaison, or in other athletic leadership endeavors.
  - Sponsorship of state-level activities such as state sport championships or regional tournaments, meets, or matches involving large numbers of California community college athletes.
  - An active involvement in his/her community. This especially pertains to the relationship between the California community college, its sports programs, and the community.
  - The nominee shall be deceased, or there shall be extenuating circumstances, or a minimum of five (5) years shall have elapsed since the completion of the most recent service on which the award is based.
- Recommendation from a California community college or from persons with knowledge of the nominee's qualifications.

### 7.6.3 SELECTION OF THE SPORTS HALL OF FAME NOMINEES PROCEDURE

#### 7.6.3.1 All nominations must include the following materials:

- Submit **FORM H - Sports Hall of Fame Nomination**.

***DUE: September 1***

- Biographical sketch of the person being nominated.
- Recommendations of the college nominating the individual.
- Three (3) letters of recommendation

*Note: Last year, former MJC Athlete Paul Wiggin was inducted in the Sports Hall of Fame.*

**NEW: MJC Student Athlete of the Month** – Please submit a MJC Student Athlete of the Month Nomination Form (attached to this document). A sub-committee will be formed to select a male and female recipient each Month. This information will be used to forward to the conference and state.

### 9.2.2 ATHLETIC MEDICAL COVERAGE PERSONNEL

**Athletic trainer(s)** are responsible for the administration of the athletic training program.

- **Responsible for the care of the student-athletes participating in the intercollegiate athletic program.**
- Provide athletic training services which include:
  - Prevention of injuries
  - Clinical evaluation and diagnosis
  - Immediate care
  - Treatment, rehabilitation, and reconditioning
  - Organization and administration
  - Education and consultation
  - Professional responsibility
- In the absence of the team physician or designate, the athletic trainer/athletic health care provider is responsible for deciding whether an athlete is medically able to participate by adhering to the team physician's protocols.
- Coordinate pre-participation screening exams for athletes. Formal medical records shall be maintained for all athletes.
- Provide athletic training supervision for **all home/hosted athletic contests and away football games**. Men and women's golf matches can be exempt from this requirement.
  - **If there are more hosted events, then athletic trainer/athletic health care provider on-site coverage of these games will be determined by the relative risk of each sport.**
  - Away contests, other than **football**, are generally not covered, but coverage may be provided based on staffing availability and need.

### 9.3 ATHLETIC MEDICAL PROCEDURES

#### 9.3.1 MEDICAL FORMS AND INSURANCE COVERAGE

- Information about the risk of injury, liability waivers, assumption of risk, emergency information card and the district insurance policy should be described and discussed with the student athlete prior to his/her participation. All paperwork related to these topics shall also be signed in accordance with district policies by the student athlete and or parent prior to his/her participation.
- Any athlete under the age of 18 must have a signed letter of parental consent for treatment readily available at all times, including any travel or away contest.

### 9.3.2 MEDICAL COVERAGE POLICIES

- An athletic trainer/athletic health care provider shall provide athletic **training supervision for all home/hosted contests** by the college as described in section 9.2.2.B.5.
- In case of injury:
  - The team physician or host athletic trainer will be consulted for management and transportation of injured athlete to an appropriate medical center
  - The host athletic trainer has authority to make decisions regarding the return of an injured athlete to competition in the absence of team physician, designate or visiting athletic trainer
- The **host athletic trainer/athletic health care provider** staff **will be available at least one (1) hour prior to a contest and until at least twenty (20) minutes after the conclusion** of the contest.

### 9.6 CONCUSSIONS

9.6.1 Institutions shall have a documented **Concussions Management Plan**

9.6.3 If a student-athlete is determined to have a concussion, he/she **shall not return for at least the remainder of that day**

9.6.5 All coaches shall receive educational material on an annual basis regarding the **signs, symptoms and management of concussions** (CCCAA Appendix G)

SEE: *Concussion Management Fact Sheet*

# CONCUSSION MANAGEMENT

## *A Fact Sheet for Coaches*

*(Adopted 3/29/13 effective 7/1/13)*

- **A concussion is a brain injury.**
- **All concussions are serious.**
- **Concussions can occur without loss of consciousness or other obvious signs.**
- **Concussions can occur from blows to the body as well as to the head.**
- **Concussions can occur in *any* sport.**
- **Recognition and proper response to concussions when they first occur can help prevent further injury or even death.**
- **Athletes may not report their symptoms for fear of losing playing time.**
- **Athletes can still get a concussion even if they are wearing a helmet.**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that may be caused by a blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice, or floor; from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick, or field hockey ball.

### **RECOGNIZING A POSSIBLE CONCUSSION**

To help recognize a concussion, watch for the following two (2) events among your student-athletes during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head;

**AND**

2. **Any change** in the student-athlete’s behavior, thinking, or physical functioning (see signs and symptoms).

## PREVENTION AND PREPARATION

As a coach, you play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your student-athletes:

- ∅ **EDUCATE STUDENT-ATHLETES AND COACHING STAFF ABOUT CONCUSSION.** Explain your concerns about concussion and your expectations of safe play to student-athletes, athletics staff, and assistant coaches. Create an environment that supports reporting, access to proper evaluation, and conservative return-to-play.
  - ◆ Review and practice your emergency action plan for your facility.
  - ◆ Know when you will have sideline medical care and when you will not, both at home and away.
  - ◆ Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
  - ◆ Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognize the signs of a concussion.
- ∅ **INSIST THAT SAFETY COMES FIRST.**
  - ◆ Teach student-athletes safe-play techniques and encourage them to follow the rules of play.
  - ◆ Encourage student-athletes to practice good sportsmanship at all times.
  - ◆ Encourage student-athletes to immediately report symptoms of concussion.
- ∅ **PREVENT LONG-TERM PROBLEMS.** A repeat concussion that occurs before the brain recovers from the previous one (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death.

For more information visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

### IF YOU THINK YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:

Take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion. An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition** and should not return to play until cleared by an appropriate health care professional. Sports have injury timeouts and player substitutions so that student-athletes can get checked out.

### IF A CONCUSSION IS SUSPECTED

1. **Remove the student-athlete from play.** Look for the signs and symptoms of concussion if your student-athlete has experienced a blow to the head. Do not allow the student-athlete to just “shake it off.” Each individual athlete will respond to concussions differently.

2. **Ensure that the student-athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Immediately refer the student-athlete to the appropriate athletics medical staff, such as a certified athletic trainer, team physician, or health care professional experienced in concussion evaluation and management.
3. **Allow the student-athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** Allow athletics medical staff to rely on their clinical skills and protocols in evaluating the athlete to establish the appropriate time to return to play. A return-to-play progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.
4. **Develop a game plan.** Student-athletes should not return to play until all symptoms have resolved, both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return-to-play time frames are getting longer. Coaches should have a game plan that accounts for this change.

∅ **SIGNS OBSERVED BY COACHING STAFF**

- ◆ Appears dazed or stunned.
- ◆ Is confused about assignment or position.
- ◆ Forgets plays.
- ◆ Is unsure of game, score, or opponent.
- ◆ Moves clumsily.
- ◆ Answers questions slowly.
- ◆ Loses consciousness (even briefly).
- ◆ Shows behavior or personality changes.
- ◆ Can't recall events before hit or fall.
- ◆ Can't recall events after hit or fall.

∅ **SYMPTOMS REPORTED BY STUDENT-ATHLETE**

- ◆ Headache or “pressure” in head.
- ◆ Nausea or vomiting.
- ◆ Balance problems or dizziness.
- ◆ Double or blurry vision.
- ◆ Sensitivity to light.
- ◆ Sensitivity to noise.
- ◆ Feeling sluggish, hazy, foggy or groggy.
- ◆ Concentration or memory problems.
- ◆ Confusion.
- ◆ Does not “feel right.”



## MJC Student-Athlete of the Month

Each month the MJC Athletic Department will recognize outstanding MJC student-athletes. Students will be highlighted and their stories will be submitted to local news media as positive human interest and student athlete success stories.

We invite nominations from MJC athletics staff, as well as faculty, college counselors and others involved with the student-athlete. So please forward this form as needed.

### Nomination Form

Name of Student Athlete being nominated: \_\_\_\_\_

Sport: \_\_\_\_\_

Describe achievement that makes this student deserving of recognition (add additional page if needed):

---

---

---

---

---

---

---

Specific Challenge or Obstacle Overcome by student-athlete (add additional page if needed):

---

---

---

Other activities, leadership roles and talents worth considering:

---

---

---

Name, Title, Organization and Contact Info of person making the nomination:

---

**Please email your completed nomination to:**

[stavrianoudakis@mjc.edu](mailto:stavrianoudakis@mjc.edu)