

Contra Costa College Athletics

“Raising the standards for our students”



(Athletics are a privilege, not a right)

Handbook and Code of Conduct

Contra Costa College Philosophy on Athletics

- Contra Costa College is committed to promoting academic excellence for all students. Academic Success by student athletes is considered more important and valuable to the College than winning records for competitive teams. Thus, the latter may be sacrificed if the former is in jeopardy.

Goal I- To Develop Comprehensive Student Athletes

- To develop Comprehensive Student Athletes by teaching them the necessary skills to succeed academically, socially, and athletically. The skills taught will serve for the betterment of the individual, college and society.
- **Objective-** Student Athletes will learn and acquire the following skills:
- **Be a productive class member and display appropriate behavior on campus.** We will not allow students to display distasteful gestures, rude behavior or have poor conduct on our college campus.
- **Exemplify academic integrity.** Being the best you can be. The college has an athletic team not the other way around. You are here first and foremost to receive an education. The team is a product of the district and the college. **Be an example** (someone or something worthy of being copied or imitated) by putting your best into all course work, class participation and being on time, and taking all exams.

Goal I- To Develop Comprehensive Student Athletes (cont'd)

- **Compete.** Being at your best is doing your best when your best is expected or needed. It is easy being a front runner but how do you respond under pressure or during and after adversity and misfortune. Are you a competitor?
- Goal I is the framework for what the college looks for in its student athletes. Strive to acquire these skills while here at CCC. How many of these traits do you possess? And if not all of them, by what means would you get them? (Your team may have additional requirements for participation.)

Goal II- To Develop Life Skills for our Student Athletes.

- **Objective:** To assist student athletes on the journey to being positive members of society by:
- Representing the **COMETS**, yourself, your family, and your community with pride. It is important that you take pride in your conduct on campus and in the community. By participating as a member of the athletic team you are a representative of the college wherever you are. Most students don't bear that burden!
- Displaying proper etiquette on campus. Have respect for yourself, your family, your college and your community. Act in a fashion that shows you respect others and that you are taking the leadership position that you have here at the college serious! We all want to be respected, so don't disrespect someone else.
- Goal II is that you see yourself as a leader and someone working hard to develop productive life skills. How you are viewed can go a long way towards future success after athletics. (Your team may require additional requirements for participation.)

Goal III- To comply with ALL Commission on Athletics (COA), Bay Valley Conference (BVC) and Contra Costa College (CCC), rules, regulations and policies.

- ❑ *See Educational Plan and Eligibility
- ❑ *See Contra Costa College Student Handbooks

Steps to Academic Success at Contra Costa College

- The Coach will inform the students of all the components of the athletic support program (requirements of the students to participate in intercollegiate athletics at Contra Costa College). This will be done at the first meeting the coach has with the athlete. This will insure that the student knows exactly what is expected of them. Be informed that the coach has first contact with the majority of the students that are serious about intercollegiate athletics.
- The coach must inform students of the Individual Education Plan requirement and the student athlete must learn and know how the system works.
- The coach will inform the student of assessment and college orientation. Coaches will have students take assessment tests and also attend college orientation.

Steps to Academic Success at Contra Costa College (cont'd)

- The counselor gives students an IEP with PEIC and 12 units (minimum) for athletic eligibility with at least 9 being academic units.
- The counselor will meet with the student athlete after 1) The application for admission has been turned into the college. 2) Assessment testing has been completed at CCC. 3) The student has had orientation and group program planning.
- The Counselor(s) will have an orientation course designed for students in or interested in Athletic participation. The course will start in the Fall and Spring of each semester.

Student/Athlete Individual Education Plan

- Coaches submit a list of perspective student athletes once identified to Athletic Director's office (name and school identification number). Late additions will be added accordingly.
- Student athletes must have an application on file and transcripts from the last institution attended. This is a requirement for all CCC students interested in participating in intercollegiate athletics. Students will not be allowed to participate without a transcript on file at the Admissions Office.

Student/Athlete Individual Education Plan (cont'd)

- The IEP will be a two-year plan and will be reviewed every semester by the student athlete and the counselor.
- The IEP and enrollment card must match or the student athlete will not be allowed to register. A counselor's signature must be on the IEP.
- The Athletic Director's Office will have a copy of each IEP on file for the student athletes.
- The IEP can only take place with the signature from one of the following: Athletic Director, Dean's Office or the Counselor.
- The drop/add must be a course listed on the present IEP agreed upon by the student athlete and the counselor at the time of initial enrollment.

Class Attendance Checks

- The Athletic Director's Office/Counselor will conduct attendance checks at three-week intervals during each semester for all student athletes.
- Student athletes not in season will also have attendance checks. The letter must be returned within one week of receipt.
- The head coach will be given a list of attendance for all student athletes on that team.
- Student athletes found not attending class will meet with the coach and the AD (Athletic Director) upon receiving a poor attendance check report. The student will be told at that time the consequences of not attending class.
- Student athletes who continue to miss class after the meeting with the coach and AD will be subjected to non-participation with the team in intercollegiate contests until attendance has improved to the satisfaction of the coach and Athletic Director.

Class Progress Check

- The Athletic Director's Office with the assistance of Counseling will send out grade checks to all instructors of student athletes in the sixth, ninth, and twelfth weeks of the semester.
- A letter and/or e-mail will be sent out to all instructors who have student athletes in their classes (student athletes not in season will also have grade checks).
- The grade check will ask instructors for letter grades ranging from A to F.
- The head coach will be given a list of grade for all student athletes on their team. The counselor will compile the grades for all progress reports into a list by sports team.
- Students not receiving a "C" or higher will be given mandatory tutoring sessions for the course or courses as soon as the problem is identified. The student will work with the coach and counselor on a tutoring schedule. When The Athletic Director's Office receives the poor academic progress report from the instructor, the coach and AD will schedule tutoring sessions with student athletes.
- Students found not attending the sessions will meet with the coach and AD immediately and could be subjected to non-participation in intercollegiate contests.

Student Athlete Absence Request

- All student athletes will be required to hand-deliver a class absence form to all instructors for permission to be absent from class for any intercollegiate athletic contest or event.
- The coach or Athletic Director's Office will provide an absence report form to their student athletes a week prior to an away contest, to be given to each instructor.
- The student will deliver an absence request to each instructor in each course that they will miss. The absence request form is a courtesy to notify the instructor that the student athlete will miss class time to participate in an intercollegiate contest on behalf of the college.
- Any assignments, projects, notes, exams, and other course related materials are still the responsibility of the student athlete.

Study Hall and Skills Center

- Students with a 2.5 or better in all courses will not be obligated to attend the Skills Center. Freshmen will have mandatory attendance at the lab for the first semester or until there is a GPA of 2.5 or better. Some coaches may require additional study time for their student athletes.
- Student athletes that are not in season will also be checked. Those student athletes found not attending the lab with a GPA of less than 2.5 will meet with the coach and the AD regarding attendance policy.
- As soon as the AD receives weekly logs he will provide them to each coach. Log schedules will be provided by sport specifics according to team contest schedules.
- Students in season not completing three hours a week will not be allowed to participate in the next scheduled contest. Special circumstances for non-attendance can be taken into consideration by the coach and the AD on an individual basis.

Team Travel

The members of The Contra Costa College Athletic teams will depart the campus at San Pablo as a unit. In an emergency the head coach will determine with the knowledge of the Athletic Director if a student athlete who has missed the departure time from the college will be allowed to participate in a contest upon arriving at a game, match, contest or other event though they weren't transported with the team.

There will at no time ever be student athletes driving the college vans or other college issued modes of transportation. Student athletes after an away contest may only be released to parent or guardian. We encourage all student athletes to return with teammates, coaches, and staff to the campus as a unit after all away contest. Student athletes must understand that on all trips as members of CCC College they are acting as agents of the department and of the college. Any poor conduct will result in disciplinary action and even suspension.

Athletic Training Room Policies

- In order to participate as a student athlete at Contra Costa College all eligibility requirements as stated by the Commission on Athletics must be met. The COA has described in its Constitution and Bylaws certain medical guidelines (Bylaw 9) to be adhered to by each college for participation in community college athletics. We at Contra Costa College strictly adhere to those rules and guidelines. The guidelines can be found in our athletic department manual as well as the COA handbook. The Athletic Department at Contra Costa College has also instituted our own set of medical guidelines to supplement those required by the COA.

Participation Policy

- The Athletic trainer at Contra Costa College requires the following information in order to participate:
- A physical, performed by a physician, stating that the athlete has been cleared to participate in the respective sport (also a COA guideline).
- A completed Medical insurance information form
- A completed emergency information form
- A signed awareness of risks form
- A signed release of liability and a consent to treat form
- A signed release of medical information form
- A signed intent not to use the helmet as a weapon form (football only)

Return to Play Policy

- The Athletic Trainer at Contra Costa College requires the following information in order to return to play following a significant injury:
- If the injury is severe enough to see a physician as determined by coach, trainer, parent, or team doctor the athlete must provide a signed medical clearance form from the treating physician. The Athlete must be deemed physically able to perform by the athletic trainer and the Head Coach of their sport. If the injury is minor and no physician is seen then the athlete must see the Athletic trainer to provide clearance to return to play.

Training Room Rules

1. The training room is a place of business and you are not allowed to hang out there. The following will not be tolerated:

- excessive loitering
- arguing or discussing loudly
- wrestling
- Sleeping

(If you are found to be in violation you will be asked to leave)

2. The phone and the computer are for business purposes only and are not for your personal business.

A. *Exceptions* are **for emergency use and/or to call for a ride only**

B. Official scholastic business

Training Room Rules (cont'd)

- 3. Treatment times are from 10:30 to 2:00pm. After 2:00pm taping for practice takes top priority.
 - A. Do not come in seeking treatments at 3:00 you will not get it
 - B. Sophomores have priority when it comes to taping time. They have earned that right.
- 4. Due to our ant problem and the lack of cleanliness on your part all food eating must take place outside.

Policy for Uniforms and Equipment

- *All* uniforms will be handled by the equipment manager or coaches. Uniforms will be distributed by the equipment manager or coaches.
- *All* uniforms will be given out on game days only and returned after each game home and away.
- *No* equipment shall be kept by Coaches or student/athletes. All items should be returned to equipment manager for inspection. Lost stolen or ripped-up uniforms are the responsibility of the student/athletes.
- *This* means if you lose it, rip it, or it is stolen you are responsible for paying for it.

Locker Room Rules

1. Be respectful to others using the locker rooms.
2. All lockers must have a lock, (staff is not responsible for lost items).
3. No sharing of lockers.
4. Report and suspicious behavior.
5. No roughhousing or horseplay in the locker room.
6. No fighting-(anyone caught fighting could face suspension or termination from team).
7. No threats of bodily harm or other malicious threats.
8. No offensive music or language.
9. Anyone found damaging lockers is subjected to disciplinary action.
10. Maintain personal hygiene.
11. Do not take any equipment home.

Locker Room Rules (cont'd)

12. No personal clothing in lockers.
13. Report all transferable medical conditions.
14. No Drugs, tobacco, or alcohol in the locker room.
15. No sleeping, hanging out in the locker room, or training room.
16. Do not throw your tape on the floor.
17. No standing on the benches.
18. Do not store food in the lockers, and no sunflower seeds in the locker room at any time.
19. Keep Locker Room Clean.
20. At season end, failure to return equipment will result with a hold on your transcript and records.

Time Management Tips for Academic Success

- Go to class, *you cannot learn by osmosis!* Do not sit in the back. Look interested in the class.
- **Read** the syllabus and course outline.
- Have materials, books, paper, and notebooks **for each class** (pencils, pens, dictionary, and calculator, etc.)
- **Organize** assignments, term papers, due dates, quizzes, examinations, mid-terms and final dates. Underline or highlight important dates.
- **Know** your travel schedule and let your professor know. (It's not a secret. *Helping your professor be aware of your travel schedule ahead of time is a must.* It shows that you're truly an adult and can take care of business)

Time Management Tips for Academic Success (cont'd)

- Take reading material on travel trips and review coursework. Use the travel time productively. It helps to keep you ahead of the game. Read over notes taken in class and revise them. (Great use of time!!)
- Know where the library is and use it regularly. ***Don't be a stranger.***
- Study groups make workload a little lighter. Don't be ashamed to ask for help or assistance from your peers, a coach, or a teammate.
- Keep the line of communication open with the professor. If you are having trouble, ask for help immediately, this will keep you from falling behind in the class.
- Tutors **HELP!!!!**
- Be competitive in the classroom just as you are on the floor, field, and track.

Consider How You Conduct Yourself

Statistics to Ponder:

➤ College drug use and binge drinking is on the rise:

- According to USAtoday.com, nearly half of America's 5.4 million fulltime college students abuse drugs or alcohol on binges at least once a month...substance and alcohol abuse is an increasingly urgent problem on campuses across the nation...the abuse of prescription drugs and marijuana has increased dramatically since the mid-1990s, according to the study released today by the National Center on Addiction and Substance Abuse (CASA) at Columbia University.
- The study found...that white students are more likely to use drugs and alcohol than minority students, and students at historically black colleges have much lower rates of substance abuse than other students.
- Nearly half the students surveyed by CASA said they drank or used drugs to relax, reduce stress or forget about problems.
- **What are the risks of college drinking?**

Statistics (cont'd)

➤ A Snapshot of Annual High-Risk College Drinking Consequences

- **Death:** 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor vehicle crashes ([Hingson et al., 2009](#)).
- **Injury:** 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol ([Hingson et al., 2009](#)).
- **Assault:** 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking ([Hingson et al., 2009](#)).
- **Sexual Abuse:** 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape ([Hingson et al., 2009](#)).
- **Unsafe Sex:** 400,000 students between the ages of 18 and 24 had unprotected sex and more than 100,000 students between the ages of 18 and 24 report having been too intoxicated to know if they consented to having sex ([Hingson et al., 2002](#)).
- **Academic Problems:** About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall ([Engs et al., 1996](#); [Presley et al., 1996a, 1996b](#); [Wechsler et al., 2002](#)).
- **Health Problems/Suicide Attempts:** More than 150,000 students develop an alcohol-related health problem ([Hingson et al., 2002](#)), and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use ([Presley et al., 1998](#)).

Statistics (cont'd)

➤ A Snapshot of Annual High-Risk College Drinking Consequences

- **Drunk Driving:** 3,360,000 students between the ages of 18 and 24 drive under the influence of alcohol ([Hingson et al., 2009](#)).
- **Vandalism:** About 11 percent of college student drinkers report that they have damaged property while under the influence of alcohol ([Wechsler et al., 2002](#)).
- **Property Damage:** More than 25 percent of administrators from schools with relatively low drinking levels and over 50 percent from schools with high drinking levels say their campuses have a "moderate" or "major" problem with alcohol-related property damage ([Wechsler et al., 1995](#)).
- **Police Involvement:** About 5 percent of 4-year college students are involved with the police or campus security as a result of their drinking ([Wechsler et al., 2002](#)), and 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence ([Hingson et al., 2002](#)).
- **Alcohol Abuse and Dependence:** 31 percent of college students met criteria for a diagnosis of alcohol abuse and 6 percent for a diagnosis of alcohol dependence in the past 12 months, according to questionnaire-based self-reports about their drinking ([Knight et al., 2002](#)).

Statistics (cont'd)

➤ College Campuses and Rape (crisisconnectioninc.org)

- “1 in 4 women in college today has been the victim of rape, and nearly 90% of them knew their rapist.”
- 60% of male college students “indicated some likelihood of raping or using force in certain circumstances.”
- Men in fraternities appear to engage in more non-physical coercion and use of drugs and alcohol as a sexual strategy than do independents.
- Every 21 hours there is another rape on an American college campus.
- 90% of all campus rapes occur under the influence of alcohol.
- Men are more likely than women to assume that a woman who drinks alcohol on a date is a willing sex partner. 40% of men who think this way also believe it is acceptable to force sex on an intoxicated woman.
- College rape victims receive external physical injuries in over 47% of all rapes.
- Of the college woman who are raped, only 25% describe it as rape.
- Of the college women who are raped, only 10% report the rape.
- 3/4 of off-campus rapes and 7/8 of on-campus rapes involved perpetrators who were known to the victims.
- 78% of the men identified (as rapists) were an acquaintance, friend or boyfriend of the victims.
- Most rapes occur on the weekend.
- "Watch your drink. Because some rapists use drugs as a weapon, by slipping them into drinks. Which can take away your ability to fight back. And your memory of what was done to you."

Acknowledgement of Agreement with Athletic Department

- I have read and understand the Student Athletic Handbook and Code of Conduct and I have been given the opportunity to ask questions and have clarification. All my questions have been answered to my understanding.
- I understand that agreeing to comply with the Student Athlete Handbook and Code of Conduct is required in order for me to participate in the Athletic Program here at CCC.
- Any violation of the Student Athlete Handbook and Code of Conduct will result in disciplinary action against me, including but not limited to, suspension (temporary or permanent) from participation in the Athletic Department.
- If I am younger than 18 years of age, my signature below is also consent for officials of CCC (while acting within the scope of their employment) to communicate with my parent(s) or legal guardian(s) in regards to the Handbook and Code of Conduct violations and/or my athletic participation.
- I will be informed of the communication before it takes place.

Acknowledgement of Agreement with Athletic Department (cont'd)

- By signing below I acknowledge that I understand that Athletics here at CCC are a privilege and that the Athletic Department and coaching staff determine my participation.

Student-Athlete Signature

Date

Printed Name

Sport

CCC Athletic Director

Date



Any Questions?



Thank you for coming!

