

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.23.1 (AP 5700)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.23.1 Athletics
Adoption Date: 8/13
Policy References: Education Code 66271.6, 66271.8, 67360 et seq.; Title IX, Education Amendments of 1972; 20 U.S. Code Sections 1681 et seq.; ACCJC Accreditation Standard II.C.4

1. As part of the overall mission of the District and respective Colleges, athletics is designed to provide an environment that stresses critical thinking and skill development while encouraging personal growth, discipline, assertiveness, persistence, honesty, sensitivity and emotional control.
2. The goals and practices of the athletic programs are to:
 - a. sponsor intercollegiate competitive sports in accordance with the Education Code, Title V, Title IX, conference rules and the State Athletic Constitution and Bylaws;
 - b. foster broad programs of men's and women's intercollegiate athletics that are consistent with students educational objectives with an emphasis on retention, completion and matriculation;
 - c. encourage excellence in performance by all participants in intercollegiate athletics, as well as recognize the link that exists between academic scholarship and athletic achievement;
 - d. not allow the recruitment of out-of-state student-athletes as specified in the State Athletic Constitution and Bylaws;
 - e. direct recruiting efforts toward student-athletes residing in San Mateo County and support the right of student-athletes to attend their school of choice and participate in all activities within the conditions specified by the State Athletic Constitution and Bylaws;
 - f. and maintain or increase balanced athletic program offerings for both men and women as student, budget and community interest will allow.
3. The colleges offer the following sports:
 - a. **Cañada College:** Women's Golf, Women's Volleyball, Men's and Women's Soccer, Men's Basketball and Baseball
 - b. **College of San Mateo:** Men's and Women's Cross Country, Football, Women's Water Polo, Women's Basketball, Baseball, Men's and Women's Swimming, Softball, and Men's and Women's Track and Field
 - c. **Skyline College:** Men's and Women's Soccer, Women's Volleyball, Wrestling, Men's and Women's Basketball, Women's Badminton and Baseball
4. Teams are open to all students who have not exhausted their eligibility at the community college level. Teams may be added or discontinued as deemed appropriate by the Colleges. As a multi-college district, students are allowed to attend one college and participate in athletics at another college as long as they meet all applicable requirements.
5. **Participation Requirements**
Student-Athletes are required to complete the following in order to participate:
 - a. Form 1, Student Eligibility Report, identifying whether this is the student's first or second season of competition in this sport or any sport, and if the student has attended and / or participated in athletics at any other college or university. The Form 1 also includes a required signature from the student regarding the rules and regulations related to competition and eligibility.

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- b. Form 2, Student Athlete Transfer Form, required to be sent to any college or university the student had attended to verify if the student had attended the college or university, the student's status at that college or university, and if the student had participated in athletics at that college or university.
- c. Form C, Out of Recruitment Area Student Contact Record, certifying that the student had chosen the college without prior contact by members of the staff or persons representing the College. This form is required for any student who participates from outside the District designated recruiting boundaries.
- d. Pre-Participation Medical Screening Evaluation and all applicable medical, insurance, waiver and consent forms designed to insure the safe and effective participation of the student in the athletic program.
- e. Student Athlete Declaration of Eligibility Form asking the student to declare and verify that she/he does not fall under the provisions set forth in Section 67362 of the California Education Code.

6. **Initial Eligibility Certification**

Once the aforementioned requirements are complete, the coach will prepare a roster to be submitted to the athletic director to evaluate each student athlete relative to regulations governing athletic competition at the California community college level. The evaluation includes determining:

- a. the number of units the student is actively and continuously enrolled in (minimum of 12 required);
- b. the student is enrolled in the appropriate VARS class;
- c. the status of the student's Student Education Plan (SEP);
- d. the recruiting area high school of the student (In-District, Recruiting Area In-State, Out-of-State);
- e. the enrolled and completed units to ensure they meet the requirements of Bylaw 1 of the State Athletic Constitution and Bylaws;
- f. whether a Form 2, Student Athlete Transfer Form, from another college or university has been received and what impact that information has regarding eligibility;
- g. whether transcripts are available to certify the requirements of Bylaw 1 of the State Athletic Constitution and Bylaws; and,
- h. if the student has successfully completed all the participation requirements.

7. **Initial Evaluation**

After this initial evaluation, the athletic director and coach will sign the Form 1.

- a. Students who are deemed eligible by the athletic director and coach have their Form 1's and all supporting documentation forwarded to the designated assistant who enters their names on the Form 3, Team Eligibility Form, and into Banner as designated student athletes.
- b. Once finalized the Form 3 is:
 - i. sent electronically to the California Community College Athletic Association (CCCAA);
 - ii. copied along with the Form 1 and mailed to the conference commissioner;
 - iii. copied and given to the head coach, equipment technician and athletic trainer; and
 - iv. saved electronically and given to the athletic director.
- c. A random sampling of Form 1's will be reviewed by Admissions staff each semester to verify that the residency status of the student application matches the information provided on the Form 1.

Any student who is certified for eligibility after the initial submission of the Form 3 may be added at that time, provided they complete all the steps for participation and initial eligibility certification.

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8. **Continuing Eligibility Certification:**

Per CCCAA rules, weekly certification of all sports in season for compliance with Bylaw 1.3.1 is completed on Monday. The designated athletic administrator receives this eligibility report. For those students who do not meet the tenets of Bylaw 1.3.1, as discovered during this weekly check, the athletic administrator must determine if the student-athlete participated in any contests or dates, while under unit requirement standards. Students who did not participate in any contests or dates are ineligible to participate further until they meet unit standards. For those students who did participate in contests or dates while under required unit limits, they will be penalized as described under Bylaw 1.4.2, D. Continuing eligibility information is disseminated to the appropriate coach, student athlete, athletic trainer and equipment technician as deemed appropriate by the athletic administrator.

9. **Final Eligibility Certification**

At the end of the season, the coach and athletic administrator review the Form 3. The coach certifies that only students on the Form 3 have participated and notes which students have used a season of eligibility under CCCAA rules. The athletic director then forwards this participation record to the designated assistant who completes the Form 3 indicating those students who have and have not participated and submits it electronically to the conference commissioner. Once approved by the conference commissioner, copies are given to the head coach and placed with the original Form 1's and supporting documentation. A paper and electronic copy of the final Form 3 is kept on file by the athletic director.

10. **Form Location**

All information required for each student's eligibility is filed in program folders and kept in a lockable file cabinet in the division office during the season of sport. After the season, all records are cataloged and locked in the Athletic Director's office. Those cataloged files are kept for five years. Copies of the Form 3 are kept on file 15 years.

11. **Student Conduct**

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the colleges function as educational institutions. Students are subject to civil authority and to specific regulations established by each college in the district. Athletes are also responsible for abiding by the decorum standards established by the CCCAA related to their participation in athletics.

If students violate the Student Code of Conduct, they may be subject to the following disciplinary actions:

- a. Warning
- b. Temporary Exclusion
- c. Suspension
- d. Censure
- e. Cancellation of Registration
- f. Disciplinary Probation
- g. Expulsion

Student athletes who violate the Student Conduct Code are subject to disciplinary action as outlined in Board Policy 7.69 and Administrative Procedures 7.69.1 and 7.69.2.