

San Diego
Miramar College
Student-Athlete
Handbook



**A STATEMENT OF POLICY AND
GUIDELINES FOR PARTICIPANTS
IN THE INTERCOLLEGIATE
ATHLETICS PROGRAM**

2019 – 2020

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Introductions

Welcome to the 2019-20 school year, and San Diego Miramar College Intercollegiate Athletics. The coaching staffs and administration are very excited to offer an opportunity for our student-athletes to continue their competitive careers while in college, and we look forward to providing you with the assets you will need to be successful.

You are among the first of many who will attend San Diego Miramar. Intercollegiate Athletics is an important part of that experience, and the same dedication, diligence, and work ethic you will display in the classroom will be expected while competing on behalf of the College.

You will also note that you are in a unique situation as a student-athlete; you will likely be one of the few students that will wear the school's name, logos, and colors around and outside the campus. You will represent the "The Jets" in ways, which your fellow non-student-athletes cannot imagine, and you will be held strictly accountable for your conduct as part of this program.

With great opportunity also comes great responsibility. This is why we have assembled this Student-Athlete Handbook. We want to ensure you are fully aware of the rights and obligations with which you are associated as a participating member of the College's intercollegiate teams. Such communication is required to uphold the values and traditions of the College, and for your protection as a student-athlete.

A comprehensive reading of the entire Handbook is required. The more familiar you are with the contents, the more you will take advantage of your unique position at the College. Please know that we will keep the most updated version online for your use over the course of the year as a handy reference tool.

Please feel free to raise any questions or issues you may have once you have read these materials.

Best of Luck this Season!



Dr. Patricia Hsieh
President

Dear Student-Athlete:

On behalf of the entire staff and faculty, welcome to San Diego Miramar College. Congratulations on your selection to attend Miramar to continue your academic and athletic careers. We are sure that you will soon feel the sense of pride we share in belonging to Miramar College. We hope that you will take advantage of the many benefits that come with our academic and athletic programs and that you will excel in these areas.

While you are here, your education will focus on the fulfillment of your educational plan which upon completion will help you transfer to many institutions. Miramar College has developed many new programs on campus. Please take advantage of these programs and services as they will help your matriculation process.

We are very proud to offer intercollegiate athletics to our student-athletes. With the addition of several new academic, exercise science, and athletic facilities, Miramar College offers some of the best facilities in all of California.

I look forward to meeting each and every one of you, and I wish you a very successful Academic and Athletic Career here at Miramar College.

Sincerely,

Patricia Hsieh, Ed.D.

President

San Diego Miramar College



Nick Gehler
Athletic Director

Dear Student-Athlete:

I am pleased to welcome you to San Diego Miramar College. The administrators, faculty, staff, and coaches are excited that you have chosen to pursue your academic and athletic goals at San Diego Miramar College. Please take advantage of the exciting opportunities we have to offer through a wide range of campus clubs and events, academic programs and services, and athletic programs.

As a student-athlete you have the responsibility of developing and working toward an educational goal, as well as training hard in your respective sport. It is essential for student-athletes to be organized, have good study skills, and proper time management, as these are essential ingredients to being successful now and in your future. We want to help you develop and achieve your educational, athletic, and personal goals.

The staff at San Diego Miramar College is dedicated to helping each of you attain academic and athletic success.

GO JETS!

Nick Gehler
Department Chair Exercise Science, Health, Nutrition
Director of Athletics

Affiliations

California Community College Athletic Association (CCCAA)

The CCCAA is the governing body responsible for the oversight of intercollegiate athletics within the community colleges in California. The purpose of the CCCAA is to establish and oversee the enforcement of all the rules and regulations and to help guide the administration of athletics.

The values guiding the CCCAA are first and foremost the health and welfare of the student which is followed by academic success, ethical conduct by all the participants, the promotion of amateurism for student-athletes, equitable competition for all, and the recognition of excellence, gender equity, and non-discrimination towards any person.

Playing Rules

The basic playing rules of each sport are governed by a different sanction, which varies depending on the sport itself. Additional playing rules may be implemented by individual conferences with the approval of the CCCAA. Below is a list of each sport with their governing rule book:

Fall Sports

Soccer (NCAA)

Women's Volleyball (NCAA)

Men's Water Polo (NCAA)

Water Polo (NCAA)

Basketball (NCAA)

Spring Sports

Men's Volleyball (USAV (DCR))

Directory

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STUDENT – ATHLETE HANDBOOK

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~members of the pacific coast conference~

Athletic Department Philosophy

Mission Statement

Consistent with the mission of San Diego Miramar College, Miramar Jets Intercollegiate Athletics will strive for academic and athletic excellence by offering model programs that fit the needs, interests, and abilities of our male and female student-athletes. In this context, excellence is focused on the physical, emotional, and intellectual well-being to develop meaningful standards of character, respect, responsibility, integrity, leadership, and sportsmanship with the educational and social environment, through highly qualified educators, coaches, and state-of-the-art facilities.

Miramar is a member of the California Community College Athletic Association (CCCAA), the governing body for community college athletics in California, and the Pacific Coast Athletic Conference (PCAC), one of the top and most well respected 2-year athletic conferences in the nation. As such, we will be guided by the philosophy that athletics are an integral part of the overall educational experience of the student-athlete. Miramar Athletics recognizes that participation at this level requires a significant commitment but seeks to ensure minimal interference with the Student-Athlete's academic schedule.

Additionally, Miramar College Athletics promotes amateurism and participant-oriented events in which the best interest of the student-athletes is foremost.

JETS Athletics also places priority on programs which are in their traditional season of competition.

JETS Athletics is committed to providing an environment and resources that allow Student-Athletes and their teams to achieve success on a conference, regional, and national level. While in pursuit of excellence Miramar also emphasizes sportsmanship and personal integrity and expects Student-Athletes, coaches, and other departmental personnel to act accordingly. Miramar will strictly adhere to CCCAA and Conference bylaws and rules so that this generation of Student-Athlete will set an appropriate tone for those to follow and permit the College to continue offering exceptional athletic programming.

JETS Athletics is fully committed to the health and welfare of the student-athletes who participate on varsity athletic teams. To that end, the College will provide a safe environment by providing qualified sports medicine personnel, comprehensive athletic training services, peer education, and a support network that addresses the athletic, academic, and social concerns of student-athletes. The department also promotes a positive relationship between Student-Athletes and their coaches.

In accordance with Title IX of the Education Amendments Act of 1972, Miramar is fully committed to the principles and practice of equal opportunity for men and women. In addition, Miramar Athletics is dedicated to creating an environment that values cultural and gender diversity and does not discriminate on the basis of gender, gender identity, sexual orientation,

national origin, race, ethnicity, color, ancestry, marital status, age, religion, medical condition, physical or mental disability, or socioeconomic status.

Vision Statement

JETS Athletics offers a high caliber community college athletic program. This is offered through top notch teaching, coaching, and support through our intercollegiate department and by offering one of the best community college educations in the country.

Goals

The Athletic Department will enhance the overall Miramar College experience in the areas of enrollment, retention, outreach, publicity, alumni relations, and community relations.

Specifically, the department looks to pursue excellence through the following:

- Encourage student-athletes to succeed academically and graduate with strong GPAs.
- Provide a full range of services for student-athletes to achieve their potential by promoting their personal, athletic, and academic growth.
- Support teams so that they may be competitive among colleges of like size within Southern California and throughout the state. This occurs by providing resources that enable coaches to recruit talented student-athletes, supply appropriate and up-to-date equipment and facilities, and ensure safe, sufficient and comfortable travel, all equivalent to those at other top community college programs in California.
- Recruit and develop student-athletes who will contribute to the College community as well as compete at a high college level.
- Provide a challenging and rewarding professional environment for Athletic Department personnel.
- Continue to adjust to changes at the campus, in federal and state legislation, and the interests and abilities of our student-athletes.
- Maintaining and promoting an environment that values diversity and equity among student-athletes and departmental staff.

Academics and Eligibility

Academic Obligations

Miramar is committed to developing students who excel both academically and athletically. Class attendance is mandatory. Because class time is occasionally missed due to athletic travel, excessive non-attendance during the season will not be tolerated and can result in suspension from the team or other disciplinary action.

Student-athletes are responsible for notifying their professors in advance and arranging to make up missed work if compelled to miss a class due to regular and post-season contests. Please note that professors are not required to excuse you from class due to competition, but they are far more likely to work with you and provide assistance if you are pro-active about discussing your schedule with them at the beginning of the term. Practices, scrimmages, and non-traditional-season athletic events are not valid reasons for missing classes.

Eligibility

- 1.) To be eligible to participate in intercollegiate athletics a student-athlete must be enrolled and attending a minimum of 12 units during the semester of competition. Eligibility is checked weekly through the end of each academic term. 8-week courses in the second half of a semester do not “count” until the class’s first meeting.
- 2.) If at any point during the semester a student-athlete is enrolled in fewer than 12 units (usually by withdrawing from a class or being dropped by a professor for failure to attend regularly) the student-athlete immediately becomes ineligible to compete. The student-athlete is responsible for immediately notifying their coach if they are enrolled in fewer than 12 units.
- 3.) If a student-athlete is not academically eligible to compete in intercollegiate athletics, their intercollegiate athletics in-class assignments may differ from other students. This decision will be made by the coaching staff for that sport.
- 4.) A student-athlete may complete their two seasons of eligibility at any time but delays due to academic mistakes will jeopardize their potential for transfer and competition at NCAA institutions.
- 5.) A transfer student who did not participate in athletics prior to transferring to Miramar is immediately eligible.
- 6.) A transfer student-athlete who participated in athletics prior to transferring to Miramar, and comes directly from a 4- year college, is immediately eligible if they meet GPA and units-earned requirements (see #8 below).
- 7.) A transfer student-athlete who participated in athletics prior to transferring to Miramar, and comes directly from another 2-year college, must fulfill a residence requirement at Miramar. 12 units at Miramar must be completed prior to their season of sport, 9 units of which must apply towards a degree, a certificate, or remediation, with no more than 8 units of the required 12 units earned during summer terms (they must also meet the standards in #8 below).
- 8.) Continuing student-athletes must successfully complete a minimum of 24 units between seasons of competition and maintain a minimum of a 2.0 cumulative GPA in all courses taken at all colleges during this time. 6 units and a

2.0 GPA is required in the term immediately prior to the term in which you compete. 18 units of the required 24 units must also apply towards a degree, a certificate, or remediation at Miramar. See the CCCAA and bylaws at <http://www.cccaasports.org/services/constitution> and CCCAA Form 1.

9.) Additional requirements may be needed to meet athletic eligibility for transfer per policies for the NCAA's Division I, II, or III, the NAIA, and/or athletic conference of each transfer institution. A discussion with the Head Coach and the Athletics Counselor about a student-athlete's goals is heavily recommended.

Priority Registration

Per District policy, Miramar student-athletes currently are not granted priority registration in each term for which they are eligible. SDCCD is currently working towards student-athlete priority registration.

Academic Advising

Marc Hollman has been assigned as the college's Academic Advisor for student-athletes. Marc has a long history with community college and four-year athletics and is a knowledgeable source for information on eligibility and transfer requirements. Marc can provide advice on how to attain your eligibility, graduation, and/or transfer goals, but note that student-athletes are ultimately responsible for their own academic plan and progress. To optimize your academic experience at Miramar please make appointments in each semester to see Marc as recommended.

Please also note that student-athletes may see any Miramar counselor to complete an annual Individual Education Plan (IEP). Counselors will offer honest opinions about your academic potential, usually based upon your English and Math placements or previous record of academic success. You will retain the option of how you structure your academic plan given their advice, and they will help you create a plan based on your decisions. This will also leave you and your coaching staff to strategize on how to use various other methods available to student-athletes, such as red-shirt or gray-shirt seasons, injury waivers, or other provisions outside of the academic arena.

STUDENT- ATHLETES SHOULD CONSULT WITH THEIR COACHING STAFF (AND SPORTS MEDICINE AS APPLICABLE) TO DISCUSS THESE STRATEGIES AS THEY PERTAIN TO THEIR INDIVIDUAL SITUATION PRIOR TO MEETING WITH A COUNSELOR.

1. Student-athletes must make and keep an appointment with an academic advisor, preferably with the Academic Advisor assigned to JETS Intercollegiate Athletics, prior to the CCCAA requirement in each season of competition.
2. An Individual Education Plan (IEP) must be completed during the Advising appointment. It is important that student-athletes understand their academic and athletic goals prior to this meeting – an honest discussion with your coaching staff about your athletic potential is required.
3. Any student-athlete who fails to keep their Advising appointment will be suspended from their team's next competition. Further, those who do not have an IEP on file will not be permitted to compete or practice beginning with the CCCAA completion date until the IEP is completed.
4. Student-athletes should plan on spending approximately 30 minutes with an Advisor for academic planning, transcript evaluation, transfer options, and/or career counseling. In this way they are assured of enough time to have their questions answered and to get to know a counselor on a one-

to-one basis.

5. To make an appointment to review your academic plan or for more information, please see the Counseling Office or call 619-388-7561.

For more information on the transfer process and bylaws affecting your eligibility, information for your situation is readily available online:

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

NCAA: www.ncaa.org

NCAA list of schools (by Sport, State or Division): <http://www.ncaa.org/about/who-we-are/search-school>

NCAA Eligibility Center, aka The Clearinghouse: web1.ncaa.org/eligibilitycenter/common/

NCAA Transfer Guide and D-I, D-II and D-III Manuals: www.ncaapublications.com

NAIA: <http://naia.org>

NAIA list of schools:

http://www.naia.org/ViewArticle.dbml?DB_OEM_ID=27900&ATCLID=205322922

Eligibility Center and Transfer Information: www.playnaia.org

NAIA Handbook:

http://www.naia.org/fls/27900/1NAIA/membership/NAIA_GuidefortheCollegeBoundStudent.pdf?DB_OEM_ID=27900

College Source Online: www.collegesource.org

Decorum and Conduct

Student-athletes will be held to the same standards of conduct, decorum, and integrity as all students at the College. There are also additional responsibilities required of student-athletes due to their status as a member of our teams, but the College and District's rules of behavior are always pre-eminent. Participants in the intercollegiate athletic program are to receive the same treatment as other students. They are to have no unique privileges in admissions, grading, living accommodations, or financial aid. Likewise, student-athletes are not denied the rights and opportunities that would be available to them as non-athletes.

Detailed information on regulations and policies is available at:

<http://www.sdccd.edu/index.asp>

http://static.psb.in.com/i/4/rsstygrprfrezq/D-Bylaw_4_2014-15.pdf –

CCCAA Regulations on Conduct

- 1) It is a privilege, not a right, to be a member of an intercollegiate athletic team at Miramar. Membership on an athletic team requires accepting the responsibility of representing the College in the most positive manner possible. Student-athletes must remember that they are representatives of San Diego Miramar College and their teams at all times and must comport themselves in a manner befitting that role. Any behavior that is viewed unfavorably by other individuals may create an unacceptable impression of their team, the Athletic Department, and Miramar College.
- 2) Each student-athlete is expected to be courteous and respectful to others, exhibiting the highest degree of sportsmanship.
- 3) Any behavior exhibiting racial, ethnic, religious, or sexual harassment is strictly prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.), disruptive or disorderly conduct, or any offensive or anti-social behavior will not be tolerated and can result in suspension from the team or other disciplinary action.
- 4) Student-athletes are subject to CCCAA Bylaw 4 on decorum and conduct. Miramar student-athletes will sign an acknowledgement statement indicating a full understanding of the responsibilities and duties as applicable to all student-athletes statewide.
- 5) Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply from CCCAA Bylaw 4:
 - A) **PARTICIPANT**-is a player, coach, team member, team attendant, official, or college staff member.

- B) **DISQUALIFICATION**-is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc., and is not under the jurisdiction of this policy.
- C) **EJECTION**-is defined as the immediate removal from further participation in an event as a result of abusive verbal or physical behavior.
- D) **VERBAL OR ABUSIVE BEHAVIOR**-is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E) **PHYSICAL ABUSE**-is defined as any physical act that results in ejections.
- F) **EVENT**-is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

- 6) Hazing or Harassment– Athletics adheres to the highest principles of **health** and **safety** of student-athletes.

Harassment or **hazing** are never appropriate behaviors, and Miramar College has established guidelines in this area.

- a. **Harassment in general** - Verbal, physical or visual conduct of a racial, ethnic or other type, which, in the employee’s opinion is unwelcome, disruptive, interferes with his/her ability to perform his/her job, and/or which creates an intimidating, offensive or hostile environment.
- b. **Sexual Harassment** - Sexual harassment includes, but is not limited to, the commission of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature where:
 - i.) Submission to such conduct is made an explicit or implicit term or condition of employment;
 - ii.) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
 - iii.) Such conduct has the purpose or effect of substantially interfering with an individual’s work or school performance; and/or
 - iv.) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment

- 7) Examples of sexually harassing or offensive conduct include, but are not limited to, committing or encouraging the following:

- A) Sexual flirtation, touching, advances or propositions;
- B) Sexual comments including sexual gestures, jokes or comments made in the presence of any employee or student who has indicated, or it is reasonable to believe, that such conduct is unwelcome in his or her presence;
- C) Graphic or suggestive comments or gestures about an individual or his or her dress or body;
- D) The display of nude, sexually oriented or explicit pictures, posters, calendars, graffiti, objects or other materials... [other text omitted].

- 8) Actions that may be examples of hazing can be as simple as assigning activities directly related to the administration of practice or games such as the carrying of water, equipment, radios, or laundry. Other activities which may be defined as hazing include, but are not limited to, team parties, events or going out socially with teammates, where an atmosphere of humiliation, degradation, abuse, or danger arises.

Coaches are expected to understand this policy and to educate their athletes in the meaning and importance of the policy. Student-athletes will be required to sign a statement verifying their understanding of the College and District's codes of conduct and their voluntary intention to abide by these rules.

Note: **Any** violation of the above may result in suspension or dismissal from the team and/or other direct measures taken by the District, College and/or the Athletic Department.

- 9) Participants in the intercollegiate athletic program are to receive the same treatment as other students. They are to have no unique privileges in admissions, grading, living accommodations, or financial aid. Likewise, student-athletes are not denied the rights and opportunities that would be available to them as non-athletes.
- 10) The CCCAA is adopting a zero-tolerance policy on the use of profanity, in any context, as part of any CCCAA- regulated event. Such language need not be directed at another player, opponent or official to incur a major penalty, including multi-game suspensions. Be careful in your use of words and tone during practice and competition.
- 11) Per CCCAA Bylaw 4, student-athletes are held to a strict policy of non-use of any controlled substances as part of their participation in Intercollegiate Athletics. Therefore, the Department endorses specific guidelines for drug, alcohol and tobacco abuse as outlined further in this section.

In accordance with the laws of the State of California, and District and College policies, Miramar does not permit or condone under-age drinking or the use, sale or possession of illegal substances by its students. The College provides no sanctuary from the law and recognizes its responsibility to cooperate with law enforcement officials in matters pertaining to illegal use of drugs and/or alcohol.

These guidelines specifically prohibit consuming, possessing, or transporting these substances as part of practice, travel, contest or events associated with Miramar Athletics. Miramar Athletics is committed to a policy which specifically prohibits possession and/or consumption of alcoholic beverages, tobacco or other drugs by any student-athlete or college students at any time or place when they are under the charge of the Miramar coaching staff, or at any official team or departmental function. This includes banquets; public appearances, community service work, etc., or while staying off-campus as part of tournament or postseason competition.

These guidelines also apply to all aspects of travel related to Miramar Athletics, including

vans, buses, airplanes, or private automobiles to these events, as well as any accommodations arranged by Miramar, from the time the team leaves campus until its return.

It is a violation of departmental policy to provide alcohol or illegal drugs to a prospective student-athlete (regardless of whether a prospect or Miramar student-athlete has reached the legal drinking age). Miramar student-athletes who host prospective student-athletes during the year shall undergo a training session led by their Head Coach prior to hosting a prospect. Coaches are required to communicate and reiterate this policy to all student-athlete hosts throughout the year.

If a student-athlete is involved in an alcohol, tobacco or other drug-related incident, the Dean and Director of Athletics will determine whether the circumstances warrant suspension of the student-athlete from practice and/or game competition. Consequences may also include a referral to mandatory evaluation and counseling and/or drug testing as a condition of continued participation. The following are the minimum actions to be taken upon each offense. Please note that these are not seasonal offenses, but “carry-over” from year-to-year:

First Offense:

- A minimum suspension equal to 10% of the sport’s total number of contests.
- Mandatory counseling with Miramar Health Center personnel, to be determined at the Health Center’s discretion.

Second Offense:

- A minimum suspension of 1-year of competition.
- Mandatory counseling with Miramar Health Center personnel, to be determined at the Health Center’s discretion.
- Mandatory meeting with the Vice President of Student Services.

Third Offense:

- Permanent dismissal from all participation in Miramar Intercollegiate Athletics

12) You will be held responsible for adhering to team rules as provided by the Head Coach of each sport. Within the Intercollegiate Athletic program, all decisions directly related to individual and team performance (i.e., practices, playing time, positions, travel policies, squad limits, etc.) are at the sole discretion of the Head Coach, and these decisions are final. Additionally, Head Coaches may enforce rules pertaining to the conduct of that sport. In order to participate in Intercollegiate Athletics, student-athletes will comply with these directives.

13) Social Networking and Electronic Media are immensely popular, and Miramar Athletics uses these mechanisms to publicize student-athletes’ successes. This can be a distinct advantage in your recruitment and eventual transfer to a 4- year college or

university.

But please remember that the Internet can be accessed by anyone, and that as the College's most-public students you represent Miramar Athletics at all times. Thus, it is recommended that student-athletes not post information (including photographs), text, or join "groups" that do not promote positive behavior. Remember that the general public, including 4-year college coaches and news reporters, also have access to these websites (Twitter, Instagram, Snap Chat, Foursquare, Friendster, Facebook, etc.) and actively use these sites in gaining information about student-athletes. While the Athletic Department cannot ban your use of these websites, please exercise caution if you are a member. Please note that this can include your verbal conduct on college sites such as Blackboard and message boards used as part of an online course.

As an example, the following is what will be expected of you at a higher level of competition: "It is highly recommended that you not post any personal information, including your address or phone number, to any on-line site. As a Student-Athlete you are highly visible, and people are generally interested in you. Also, use discretion when posting pictures of yourself, your teammates and friends to your website. Do not allow yourself to be photographed in a compromising position. A photo of you could be "tagged", leaving you little control over the content or usage of the photograph. **Inappropriate language, behavior or on-line postings may result in suspension or dismissal from the Athletics program.**" (This text is used courtesy of LSU Intercollegiate Athletics [2009].)

And:

"Fans judge you as a player according to how you perform on the playing field. They (and university coaches) judge you as a person according to how you perform with the media. If fans develop a good impression of you through the media, especially when things are not going well on the field, the benefits to you can be significant." (Courtesy of the NFL Media Relations Handbook [2015].)

Student Athlete Services

Because of its commitment to the welfare of student-athletes, Athletics will offer its full support to the academic process and the specific academic, health, economic and social assistance mechanisms provided by the College. Due to the extra commitment necessary to participate as an intercollegiate athlete, Athletics will also provide in-house opportunities for the benefit of the student-athlete. They are unique in nature, as they address issues pertinent to student-athletes only and are offered exclusively to Miramar student-athletes.

- 1.) Post–season Evaluations and Exit Interviews - At the conclusion of each sport season, student-athletes may be asked for an oral or written evaluation of the sport program. Your input is valued. At the end of your competitive career, we may also ask for your feedback via an Exit Interview with a member of the athletic administration, in most cases a faculty representative. This information is critical in order to gain further insight toward improving our services and opportunities, and your voluntary participation is welcomed.
- 2.) For purposes of academic progress, Miramar student-athletes are regarded in exactly the same measure as all other students on campus. Fortunately, it also means that an extensive array of student services and assistance opportunities are at their disposal.

As part of your participation in Intercollegiate Athletics, student-athletes are encouraged to review the Miramar website for further details at <http://www.sdmiramar.edu/> as well as the balance of this Handbook.

Athletic Training, Sports Medicine & Insurance

The Miramar Athletic Training Staff is responsible for providing injury care, management, and rehabilitation of athletic injuries for student-athletes. This care consists of preventative measures prior to practices and games, first aid and critical care during practices and contests, and treatment and rehabilitation after activity and /or injury. Staff members work to serve student-athletes and shall be treated with the respect and courtesy they have earned during their years of service.

A student-athlete should notify their head coach and trainer immediately if they are injured. If possible, the head coach and trainer should be notified before a student-athlete goes to the hospital or doctor if injured as a result of practice, a game, or any other event directly related to Miramar Intercollegiate Athletic teams. This will be the only protocol that can ensure the student-athlete maximum institutional assistance as it applies to a standard of care and related to student health insurance.

1.) The Department of Athletics requires every student-athlete to obtain an annual pre-participation exam (PPE) prior to the beginning of their intercollegiate practices and competitions. This is facilitated by the Athletic Training staff in one of two ways:

- The student-athlete may choose to obtain a free pre-participation exam (PPE) as arranged by the Sports Medicine Staff. This opportunity will be offered by the College as part of a pre-season health screening in association with the Miramar Team Physicians. All paperwork related to the PPE will be handled at the time of the PPE. Any referrals for additional examination will be established at that time with the assistance of the Athletic Training staff. It should be noted that a student-athlete must be officially admitted to the College and enrolled in the appropriate Intercollegiate Athletics course in order to obtain services from the health center and the Athletic Training Room.
- A student-athlete may obtain a PPE from an off-campus source, although a Miramar PPE form available from the Athletic Training staff must be used. Should a student-athlete choose this option all costs will be the responsibility of the student-athlete. Once the student-athlete has received clearance from a Board-licensed MD or DO (NOT a Physician's Assistant, Chiropractor, Nurse, etc.), written verification, including the Miramar PPE form, must be presented to the Athletic Training staff.

All PPE's will be considered current for 12 months from the date of the exam. At that time, the student-athlete will be required to obtain an updated PPE prior to the next season of competition.

2.) Student-athletes will be provided with day-to-day care of Intercollegiate Athletics-related injuries and illnesses by the Athletic Training staff. Athletic Training personnel will work in conjunction with the College's Team Physician network and coaching staffs to ensure the most efficient and appropriate service. In order to meet this charge, the cooperation of student-athletes in the following areas will be required:

- All injuries should be reported immediately to the head coach and the Athletic Training

staff.

- If emergency treatment is required while the student-athlete is away from the campus and training or competing as part of an authorized Intercollegiate Athletics event, it is the responsibility of the accompanying sports medicine personnel, or head coach in the absence of such personnel, to contact EMS and ensure appropriate care is provided to the student-athlete.
- The Athletic Training staff may assist in referrals to the team physicians.
- Student-athletes must report to the Athletic Training Room on-time to ensure that they will not be late for practice.
- All student-athletes are required to shower prior to post-workout treatments. Dirty practice gear and shoes are not allowed in the Athletic Training Room.
- Practice equipment is to be left outside the Athletic Training Room.
- Tobacco use of any kind is not allowed.
- Rehabilitation treatments are by appointment only. (Failure to make or keep an appointment does not guarantee treatment at a later time.)
- Student-athletes should understand that medical confidentiality will be observed, but that their ability to participate safely in practice and games will be discussed with the head coach.
- Questions or problems concerning the Sports Medicine Program should be referred to the Director of Athletics and the Dean.

Athletic Training Room hours:

- For Rehabilitation - as posted at the Athletic Training Room.
- For Game and Practice Preparation – as posted at the Athletic Training Room.

3.) Insurance - It is highly recommended that every Student-Athlete provide his or her own insurance coverage as the primary source of payment for athletically-related injuries. Miramar Athletics provides medical injury insurance of a secondary nature for medical expenses of athletically-related injuries from practice, competition, or travel related to practice or competition. This applies to all athletic injuries, including but not limited to, orthopedic, dental, optical, gynecological, and others.

Seeing a medical professional outside of the coverage provided by the College may result in expenses to the student-athlete and their family not covered by the College's Student Insurance Plan.

4.) Nutritional Supplements and Banned Substances – Miramar does not advocate the use of nutritional supplements. Companies producing supplements are not strictly regulated, nor are their products strictly monitored by the FDA. Before using any supplement, review the product with Miramar Athletic Training personnel or the team doctor. Additionally, for those considering a transfer to an NCAA institution, Bylaw 31 of the NCAA Manual lists banned substances that may compromise your future eligibility.

Extra Benefits

In accordance with CCCAA rules and regulations, Miramar is responsible for the control and conduct of its intercollegiate athletic program. This responsibility includes accountability for the acts of all of its "athletic representatives" and their interaction with student-athletes. As student-athletes may be considering transfer to a four-year institution for future competition, it is important to note that NCAA and NAIA rules actually apply to athletes prior to enrollment at an NCAA school.

As such, please review the following list which includes some, but not all, of what are considered "extra benefits" by the NCAA and therefore are not permitted to be provided to student-athletes:

- A special discount, payment arrangement or credit on purchase (e.g., airline ticket, clothing) or services (e.g., laundry, dry cleaning, tailoring).
- A loan of money in any amount.
- A guarantee of bond.
- The use of an automobile.
- The purchase of a meal or service at commercial establishments.
- Transportation to or from a summer job.
- A benefit connected with off-campus housing (e.g., individual television sets or stereo equipment, specialized recreational facilities, room furnishings or appointments of extra quality or quantity) that is not available on the same basis in the housing provided to at least one-half of the other members of the student body living in on campus housing.
- Signing or co-signing a note with an outside agency to arrange a loan.
- Selling or giving tickets to athletic, college, or entertainment events.
- The use of personal properties (e.g., boats, summer homes, cars, stereos).
- Providing Christmas or birthday gifts.

In addition, NCAA rules stipulate that a student:

- may not make or bill long distance telephone calls utilizing College telephones,
- may not use copying machines or FAX machines at no cost, and
- may not knowingly provide information to assist individuals in organized gambling activities.

Student-athletes should also be aware that the NCAA reserves the right to drug test during post-season competition. All Miramar student-athletes may be subject to these regulations, as Miramar attempts to provide a comprehensive athletic experience designed to maximize all potential transfer and competition offerings following the end of athletics eligibility at Miramar.

For more information on four-year universities bylaws and their impact on community college student-athletes, please visit the NCAA and NAIA websites at www.ncaa.org and www.naia.org.

Equipment

It shall be the policy of the Miramar Athletics to issue equipment to members of intercollegiate teams. Each student-athlete will be issued uniforms, and when appropriate, practice gear, outerwear, locks, and other equipment prescribed by the coach. Student-athletes are responsible for the care of all equipment issued to them and returning it at the end of the season or when terminating their participation on an intercollegiate team.

Each individual using clothing or equipment must:

1. Sign-out all items to be used for the season and read and sign the policy on clothing and equipment distribution.
2. Assume responsibility for returning each item in the same condition in which it was signed-out (taking into consideration normal wear due to use).
3. Return all items as directed. Items that are lost or stolen are the responsibility of the student-athlete.

Lost or stolen equipment - Each student-athlete is responsible for his/her own athletic uniform and corresponding equipment (bags, sweats, etc.). At the end of each season student-athletes must return all assets to the Equipment Manager. Each team will be assigned a date and time for the return of all assigned gear. If a student-athlete fails to return their gear by that date, they are subject to the following financial actions:

- If the missing items are not returned, or are declared lost by the student, the items will be considered permanently lost. At that point the student will be charged per item (Actual Cost) fee and the replacement cost of the items lost. Please note that single items will be much more expensive to replace than the original purchase price.
- If a student-athlete is to be charged for lost gear, a financial “Hold” will be placed on that student’s record. Registration, transfer, transcripts, graduation checks and other college services will not be available to a student until the student’s account is made current by paying the handling fees and/or replacement costs.

Laundry - Laundry for practice gear and warm-ups will be the responsibility of the student-athlete unless otherwise instructed. Uniforms may be cleaned by Miramar personnel at the direction of the Head Coach. Coaches will collect uniforms at the end of each contest; re-issue will be made prior to the next competition.

Media Relations

The Athletics Department provides a variety of support roles for Miramar student-athletes and the media who cover JETS Athletics. Athletics produces publications, press releases, websites, social media content, and publicizes Miramar student-athletes, coaches, and sports programs. Athletics personnel also record results, statistics, and handles media needs. If you have questions pertaining to the media, please see the Director of Athletics or the Dean.

There are three simple rules in dealing with the media as a student-athlete at Miramar:

- All media interviews are to be arranged through the Intercollegiate Athletic Office.
- Do not release your telephone number to members of the media without permission from the Director of Athletics, your coach, or the Dean.
- No exchange with a member of the media should ever be considered “off the record.”

We encourage your interaction with the media, as it provides an avenue for the entire College to show the quality of our student-athletes, and academic and athletic programs. If you are unsure of yourself in such a setting, you may always request that the Director of Athletics or your coach “sit-in” during the interview. Please let your coach know of your needs.

Social Networking and electronic media are immensely popular. But please be aware that digital media and the Internet can be accessed by anyone, and that as the College’s most-public students you represent Miramar Athletics at all times. Thus, it is recommended that student-athletes not post information including photographs, text, or join "groups" that do not promote positive behavior. Remember that the general public, including 4-year college coaches and news reporters, also have access to these websites (Facebook, Twitter, Instagram, Vines, Foursquare, Friendster, etc.) and actively use these sites in gaining information about Student-Athletes. While the Athletic Department cannot ban your use of these technologies, please exercise caution if you are a member.

As an example, the following is what can be expected at the next level of competition:

“It is highly recommended that you not post any personal information including your address or phone number to any on-line site. As a student-athlete you are highly visible, and people are generally interested in you. Also, use discretion when posting pictures of yourself, your teammates and friends to your website. Do not allow yourself to be photographed in a compromising position. A photo could be "tagged" to you leaving you little control over the content or usage of the photograph. **Inappropriate language, behavior or online postings may result in suspension or dismissal from the Athletics program.** (Language courtesy of LSU Intercollegiate Athletics [2009].)

Miscellaneous Issues

- 1.) Student-athletes are expected to attend and be on-time for every practice. JETS teams are also part of an academic unit, and practices are class time. Student-athletes must notify their coach **prior** to practice if they cannot attend. Missing practice on more than one occasion shall be cause for suspension or removal from the team,
- 2.) All student-athletes are expected to follow coaches' instructions regarding practice, discipline and team matters. Each student-athlete and/or coach has the right to appeal unfavorable decisions to the Dean after first attempting to resolve the issue with the parties involved.
- 3.) Coaches and student-athletes are to be dressed in an appropriate manner at all times when representing their team and Miramar. During trips away from campus, student-athletes are expected to wear appropriate attire. Coaches may have specific requirements of their own, and student-athletes will abide by those policies.
- 4.) The Department of Athletics has adopted a policy encouraging community service from student-athletes. This is for the mutual benefit of a student-athlete's biography and resume, as well as for the continued marketing of the College. Throughout the year you will hear about various opportunities to interact with these community entities, or to provide support to their work. Teams often participate in other activities providing service to others in the community.

Appendices

San Diego Miramar College
Student Voluntary Transportation Agreement
San Diego Miramar College Athletics

Student Name _____ Student ID# _____

Activity/Sport _____

I understand that the SDCCD may be providing transportation to and from Miramar College as part of competition and or practice for the above activity/sport. However, I may not wish to avail myself of the transportation provided by the District.

I hereby request permission to provide for any own transportation and at my own expense.

By signing below, I fully understand and agree that the District is in no way responsible, nor does the District assume liability, for any injuries, losses or death resulting from this non-District sponsored transportation, although the District may suggest travel time, routes or “caravanning” to or from this activity/sport. I fully understand that such suggestions are not mandatory.

Student Signature

Date

Parent Legal Guardian (if under 18 years of age)

Date

Appendix A – Miramar Pre-Season Student-Athlete Checklist

San Diego Miramar College Athletics, Pre-Season Student-Athlete Checklist

Per College, District and State Policy, student-athletes must complete the following assignments:

1. Attend, and complete the documents, at your team's pre-season eligibility meeting.
2. Read the San Diego Miramar College Student-Athlete Handbook within one week of the completion of your team's pre-season eligibility meeting.
3. Attend, and complete all documents at your team's pre-participation physical exam OR complete the required documents with a Miramar pre-approved physician.
4. Schedule and attend a meeting with a Miramar College Athletic Counselor to complete an Individual Education Plan prior to your first contest.
5. Purchase a student ID.
6. Purchase a parking pass if applicable.
7. Review CCCAA Bylaw 1 at www.cccaasports.org/services/constitution for initial continuing eligibility.
8. Review CCCAA Bylaw 4.4 at www.cccaasports.org/services/constitution pertaining to Decorum and Conduct...
9. Maintain enrollment in a minimum of 12 units 9 of which are academic and be enrolled in the intercollegiate athletic class.
10. Review detailed information on the transfer process and bylaws affecting your eligibility in "The NCAA Transfer Guide" available at www.ncaapublications.com and for the NAIA at www.playnaia.org/.
11. Review the detailed information from the student code of conduct at <http://www.sdccd.edu/index.asp>.
12. Maintain all equipment and apparel during the season as instructed by your coaching staff and return those items by the end of the first week after your season ends.

Appendix B – CCCAA Form 1

(7/1/19)



STUDENT ELIGIBILITY REPORT

FORM 1
SIDE 1

Please type or print neatly

Your Present College	Your Present Conference	Sport This Season	Previous Seasons of Competition Used in This Sport 0 <input type="checkbox"/> or 1 <input type="checkbox"/>
Last Name, First, MI	<input type="checkbox"/> Male <input type="checkbox"/> Female	Student ID#	Today's Date
Present Address, Street, City, State, Zip Code		Telephone #	Date of Birth
High School Last Attended, City, State, Zip Code			Last Date Attended

Accurately account for all your time between **high school graduation and the present**. Beginning with the year you left high school, list employment dates, periods of unemployment, armed forces service, and all educational institutions in which you have registered, including your present college. **Do** include summer school. **Do not** include summer **jobs**.

From		To		Colleges Attended or Jobs Held, City, State
Mo	Yr	Mo	Yr	

Including this college and this season, list all of the colleges and sports in which you have **practiced, scrimmaged, or competed**, including **club sports, JV, and varsity contests** since high school: (If you only practiced or scrimmaged in a sport, please state.)

Sport	College	Varsity/JV/Club	Semester	Yr

My signature certifies that the information I have given is true.	Student-Athlete's Signature	Date
---	-----------------------------	------

For Official Use Only

	Yes	No	N/A	<i>The signatures below verify this student's eligibility to participate at this college</i>
First Competition in any sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coach's Signature _____ Date _____
Enrolled in 12 units (Bylaw 1.3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transcripts received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Athletic Director's Signature _____ Date _____
Educational Plan on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Passed 24/36 semester/quarter units (Bylaw 1.6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registrar/Administrative Rep's Signature _____ Date _____
Has a 2.0 GPA from first participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets the 6-unit requirement* (Bylaw 1.3.3 or 1.6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracers
Satisfies the transfer rule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets the 6-unit requirement for 2 nd term of season*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Sent Date(s) _____ Received Date(s) _____

High School Recruitment Information (Check only one)	<input type="checkbox"/> In-District	<input type="checkbox"/> Recruiting Area	<input type="checkbox"/> In-State	<input type="checkbox"/> Out-of-State
--	--------------------------------------	--	-----------------------------------	---------------------------------------

*For those student-athletes whose first competition occurs Fall 2015 and later

Student Eligibility Report

STUDENT ELIGIBILITY REPORT

FORM 1

SIDE 2

Student-Athlete - Please read the following prior to signing this form. If you have questions, please ask!

1. I understand that in order to be eligible for intercollegiate competition, I must be continuously and actively enrolled and attending class in a minimum of 12 units at my community college during the season of sport, notwithstanding other articles/bylaws of the *CCCAA Constitution and Bylaws*. (Bylaw 1.3.1)
 - * Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. The college shall certify that I have an individual educational plan on file. (Bylaw 1.3.1.B)
2. I understand that actual competition in a scheduled game, meet, or match (except scrimmages for CCCAA purposes) during a sports season shall be recorded as one season of competition in that sport. (Bylaw 1.5)
3. In order to be eligible for the **second season of sport**, I must successfully complete and pass 24-semester/36-quarter units at an accredited postsecondary institution and complete a minimum 6 units during my last full-time term*. The 24-semester/36-quarter unit count begins with and includes the units taken during the first semester/quarter of competition for that sport and must be completed **prior to the beginning of the semester/quarter** of the second season of sport. Units from a course repeated to raise a grade of "D" or better **shall not be counted** to satisfy this second-season-of-sport unit eligibility rule. (Bylaw 1.6)
 - * Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. (Bylaw 1.6.1.2)
4. I understand that once I have competed in a CCCAA-sanctioned sport, I must maintain a minimum cumulative 2.0 GPA and complete a minimum of 6 units during my last full-time term* to continue to be eligible for any sport.
5. I understand that I may not and have not: participated or competed at another college during this season of sport and have not attended an intercollegiate athletic class. I also understand that as a member of a team sport, I may not compete/practice with any outside team in that sport during the season of that sport (See sports listed in Bylaw 3.7).
6. I have never been paid for athletic competition, have never signed a professional contract and I am an amateur in this sport.
7. I understand that I may **NOT** receive financial assistance (housing, jobs, transportation, etc.) or other special privileges for my participation in athletics.
8. I understand that to be eligible to transfer and compete at an NCAA college I may need to register with the NCAA Eligibility Center and meet specific transfer requirements.
9. **STATE DECORUM POLICY**—I understand the following offenses will result in the stated discipline plus any other sanctions deemed appropriate:
 - A. Ejection from a contest for language or unsportsmanlike conduct will result in suspension from the next scheduled contest.
 - B. Second ejection from a contest in the same season will result in a suspension from all remaining contests.
 - C. Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be suspended from participation in any CCCAA event for a period of sixty (60) months.
 - D. Physically assaulting or attempting to assault anyone (other than an official) during an event will result in ejection from that contest and suspension from the next two contests.
 - E. Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved will result in ejection from that contest and suspension from the next scheduled contest.
 - F. The use or possession of any drugs, alcohol or tobacco will result in ejection from that contest and suspension from the next two contests.
10. I authorize college authorities to release information about my athletic and academic records for the sole purpose of determining athletic eligibility, as well as my height, weight, and year in college.
11. **My initials authorize the use and publication of my likeness by the CCCAA and its member institutions:** _____
12. I understand that there are special rules for student-athletes. I understand and will abide by the above statements and all rules of athletic eligibility. Information falsely given or concealed by me will cause my college's forfeitures of all games, meets, and/or matches in which I competed, and that I may be designated ineligible for further competition. If I do not agree with any item above, my explanation is attached to this form.
13. My signature on the front of this form certifies that I have read and understand the above. □

Appendix C – CCCAA Form 2



CCCAA STUDENT-ATHLETE FORM 2 TRANSFER FORM

To

Return To

Name _____	Name _____
Title _____	Title _____
Institution _____	Institution _____
Email _____	Email _____
Fax _____	Fax _____

The California Community College Athletic Association (CCCAA), member Conferences and institutions review the eligibility record of all students who transfer to member institutions from other colleges and universities. We are asking for your cooperation in securing the following information for a student indicating previous attendance at your institution.

Name of Student-Athlete: (First Name, Middle Initial, Last Name): _____

Date of Birth: (mm/dd/yy): _____

Was the student enrolled and attending class? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, dates _____	From _____ To _____
Was the student enrolled in and attending an intercollegiate athletics class? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, dates _____	From _____ To _____
Did the student transfer to your institution? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

If yes, please list the student's previous institution(s) below

Did the student participate in intercollegiate athletics practice at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the student enroll and participate in an intercollegiate athletics class at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the student compete in intercollegiate athletics at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please indicate the sport and year(s) of participation (including non-championship season scrimmages):

Sport _____	YR/s _____
Sport _____	YR/s _____
Sport _____	YR/s _____
Sport _____	YR/s _____

Did the student use a "redshirt" year at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, sport and academic year _____
Did the student receive a medical hardship at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, sport and academic year _____
Would this student have been academically eligible had he/she remained at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
Would this student have been athletically eligible had he/she remained at your institution? Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of Person Completing Form _____

Name and Title of Person Completing Form _____

Date _____

Contact Number _____

(7/1/19)

Appendix D – CCCAA Form C



OUT-OF-STATE STUDENT CONTACT RECORD

FORM C

This form shall be completed by all student-athletes who are from outside the State of California.

DIRECTIONS:

- A. Have each out-of-state student complete this form on the first person-to-person visit to the host college's campus. **Exception: Colleges with out-of-state recruiting waivers are exempt from this policy.**
- B. When the student enrolls at your college, attach this FORM C to the college's copy of the eligibility FORM 1 for first-contact verification.

TO BE COMPLETED BY THE STUDENT-ATHLETE:

(Please type or print)

Name	Phone Number	Date of Birth	Today's Date
------	--------------	---------------	--------------

Your Current Address: Street, City, State, Zip Code

High School of Last Attendance

Date of Last Attendance

High School Address: Street, City, State, Zip Code

List your sport (s)

List the community college(s) you would normally attend

I hereby certify that I made the first contact with:

_____ **College**

and that I have chosen this college without prior contact by members of the staff or persons representing the college. I understand that any misinformation will result in loss of eligibility and forfeiture of contests.

Signature

Date

ATHLETIC DIRECTOR: PLEASE KEEP ON FILE AT YOUR CAMPUS

(7/1/19)

Appendix E – District Forms

FIGURE 1 - ARTICLE 7.4.11 - INFRACTIONS CHART	
<i>(Adopted 4/3/15 effective 7/1/15) (Revised & effective 6/14/18)</i>	
Level I - Lack of Institutional Control	
<ul style="list-style-type: none"> • Any breaches of conduct and integrity that undermine the Constitution and Bylaws • Multiple level II/III violations • Not cooperating with an investigation • Subsidization of student-athletes • Multiple impermissible benefits • Any violation of the Constitution that was intentional i.e., falsifying or withholding information on any official document • Not performing R-1/R-2 training • Academic fraud 	<p>At a minimum, the college shall be placed on probation for a minimum of two years, and the loss of postseason for two years for the offending program(s). Additionally, the following may occur: reduction of regular season contests, loss of in state recruiting (Bylaw 2.5.B.7, 8, 9, 10, 11 and 12), suspension of one or more programs, plus any other sanctions deemed appropriate.</p>
Level II - Violations of Commission	
<ul style="list-style-type: none"> • Recruiting violations • Not reporting own/other violations • Multiple level III violations 	<p>At a minimum, the college shall be placed on probation for at least one year, and the loss of in state recruiting (Bylaw 2.5.B.7, 8, 9, 10, 11 and 12), plus any other sanctions deemed appropriate.</p>
Level III - Violations of Omission	
<ul style="list-style-type: none"> • Incidental first contact/out of recruiting area • Schedule contest issues/non-traditional or regular season • Violations that do not result in a competitive advantage • Lack of oversight for home contests • Disregard for CCCAA requirements for home contests, i.e. athletic trainers 	<p>At a minimum, the college shall be placed on probation for at least one year, the offending program(s) may have regular season contests reduced, plus any other sanctions deemed appropriate.</p>
Level IV - Administrative Violations	
<ul style="list-style-type: none"> • Faulty/inadequate eligibility systems • Ineffective communication of important materials with staff and students • Not meeting deadlines • Responsibility for actions of coaches, students and support staff 	<p>At a minimum, a letter of notification sent to CEO, plus any other sanctions deemed appropriate.</p>
Mandatory Statewide	
<ul style="list-style-type: none"> • Reporting deadlines violations - Initial form 3, R-4, EADA, R-1/R-2, final form 3, statewide statistics, or any other same or similar violations that are occurring in all or the majority of the conferences during the same time period. 	<p>Determined by the CCCAA Board upon recommendation of the CCCAA Executive Director.</p>

DECORUM INFRACTIONS CHART	
<i>(Adopted 4/3/15 effective 7/1/15)</i>	
Level I	
<ul style="list-style-type: none"> • Assault or attempted assault of a sports official 	At a minimum, ejection and suspension from participation in any CCCAA event for 60 months, plus any other sanctions deemed appropriate.
Level II	
<ul style="list-style-type: none"> • Second ejection in a season 	At a minimum, ejection from that contest and suspension from all remaining contests that season, plus any other sanctions deemed appropriate.
Level III	
<ul style="list-style-type: none"> • Racial or gender slurs/gestures/disrespect • Drugs, alcohol, or tobacco • Serious and continuous unsportsmanlike conduct • Physically assaulting or attempting to assault anyone (other than an official) during an event • Flashing gang signs • Bench/sideline involved fights 	At a minimum, ejection from that contest and suspension from the next two contests, plus any other sanctions deemed appropriate.
Level IV	
<ul style="list-style-type: none"> • Ejection from a contest (Coach/Student) for language or unsportsmanlike conduct • Rulebook infractions • Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved or verbally confrontational <p>◇ If, in the judgment of the official(s), coach entering the field of play was helpful in the effort to control participants, the sanctions against the coach may be waived by the conference commissioner. Otherwise, sanctions are mandatory.</p>	At a minimum, ejection from that contest, and suspension from the next scheduled contest, plus any other sanctions deemed appropriate.



SAN DIEGO MIRAMAR COLLEGE

PUBLICITY RELEASE FORM

San Diego Miramar College Sports Information and Marketing Office publicizes and promotes the accomplishments of its athletes and athletic teams through various means. The information provided on this form will be used for promotion of JETS ATHLETICS. By completing and signing this form, you agree that your information and photo may be released locally and nationally by the Sports Information and Marketing Office without further compensation.

Name: _____ Sport: _____

Current Address: _____ Phone: _____

_____ City/State/Zip: _____

Parents' Names: _____ Parents' Phone: _____

Parents' Address: _____ City/State/Zip: _____

Parents' Occupation: Mother: _____ Father: _____

High School You Attended: _____

City/State: _____ Graduation Date: _____

Sport(s) Lettered in High School: _____

Height: _____ Weight: _____ Year of Eligibility: Freshman Sophomore

Age: _____ Birthday: _____ Major (if declared): _____

Hometown Newspaper: _____

High School Accomplishments: _____

Other Colleges Attended: _____ Used
Eligibility(Y/N): ____

College Awards and Accomplishments:

Position: _____ Desired Uniform # (Pick Three):
____/____/____

Relatives who are/were professional or college athletes:

Anything else you would like us to know/interesting facts about you:

Full Name (print)

Signature

Date



San Diego Community College District

City College

Mesa College

Miramar College

ATHLETIC ELIGIBILITY CONFIDENTIAL DECLARATION

Education Code, 67362 prohibits any student athlete at a California public college or university from participating as a member of any intercollegiate athletic event (except in a manner available to the general public) if, at any time after his or her enrollment he or she is prosecuted as an adult and convicted of any felony involving violence, threat of violence, sexual assault or burglary. (See a complete list of penal code sections below).

A student who is convicted of any of these penal code sections may be eligible to participate as a member of an intercollegiate athletic team only after he or she has successfully completed the entire term of his or her probation, assigned prison term and parole period.

Name of Athlete: _____

Date of Birth: _____ College: _____

Sport: _____ Season: _____

I certify that I have **NOT** been prosecuted or convicted of any crime that would preclude my participation in intercollegiate athletics.

I certify that I **HAVE** been prosecuted or convicted as an adult **AFTER** enrollment.

I understand that presenting any false information to the college on this declaration is subject to disciplinary action up to and including expulsion, pursuant to District *Procedure 3100.2, Student Disciplinary Procedures*. I further understand that the College and district reserve the right to seek confirmation of the information provided on this declaration at any time.

Athlete Signature: _____

Date: _____

**If you are uncertain of your status in any way, please consult with the Athletic Director prior to submitting your declaration.*

Applicable Penal Coded: 187, 209, 210, 211, 220, 243.8, 245, 261, 262, 264.1, 286, 288, 288a, 288.5, 289, 459, 664

<g/data/stuserv/forms/athleticeligibilityconfidentialdeclaration>

1.4 VISION, MISSION, AND VALUES

- 1.4.1 Vision – The CCCAA shall be a student-centered organization focused on academic and athletic excellence. *(Adopted 4/5/12 effective 7/1/12)*
- 1.4.2 Mission – The mission of the CCCAA is to advocate for the overall well-being of student-athletes through the governance, promotion, and support of inter-collegiate athletic programs. *(Adopted 4/5/12 effective 7/1/12)*
- 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. *(Adopted 4/5/12 effective 7/1/12)*
- A. Equity and Inclusion Statement – The CCCAA is committed to diversity, inclusion, and equity among student-athletes, coaches, staff, and administrators. The CCCAA seeks to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for staff, coaches, and administrators from diverse backgrounds, experience, and perspectives. The CCCAA believes that diversity and inclusion improve the learning environment for all participants. *(Adopted 3/28/19 effective 7/1/19)*

ATHLETIC SIGN OFF SHEET

NAME _____

SPORT _____

YEAR _____

I UNDERSTAND THE FOLLOWING:

1. I must pass a physical exam before practicing.
2. I must turn in an Athletic Insurance Form before practicing.
3. I must read and sign an Athletic Risk Agreement before practicing.
4. I must read, complete and sign a state Form I before practicing.
5. I must be enrolled in the intercollegiate sports classes for my sport before practicing.
6. I must complete an Education Plan by the end of my first semester at San Diego Miramar College and schedule an additional appointment with an Academic Counselor when appropriate and needed.
7. I must purchase a student ID card before the first contest.
8. I authorize the release of my unofficial transcripts to any four-year college for recruiting purposes.
9. I must return at the end of the sports season all San Diego Miramar College supplies and equipment that has been issued to me or a hold will be placed on my student records.
10. I understand that I must use College transportation, to and from the event, for all practice and game sessions and or contests away from the college.
11. I fully understand the eligibility rules as explained by the Athletic Director and must be cleared for eligibility before participating in a contest.

SIGNED: _____

DATE: _____

Appendix F –Athletic Training & Sports Medicine Documents



San Diego Miramar College: Athletic Training

Dear (NEW) Student-Athletes:

The Sports Medicine Dept. would like to welcome you to San Diego Miramar College Athletics. We hope you had a wonderful summer and ready as we are for another wonderful athletic year. We are dedicated to making sure your athletic health and welfare needs are met, so you can successful perform in your respective sport.

To be medically cleared for sports participation, there are several Sports Medicine Pre-participation forms that will need to be **fully completed and signed**. If you are a minor, all forms must be signed by you and a parent or legal guardian. Please take your time to carefully read through all the forms and answer all questions as thoroughly as possible. Attached to this letter are the following pre-participation forms:

Sport Participation Health History Questionnaire: 3-page form. All questions must be answered and explained if answered “yes”. Sign at the bottom.

SDCCD Athletic Participation Waiver: carefully read and sign.

Disclosure of Private Health Info form: carefully read and sign.

PPE/TXc onsent/Risk/Ins coverage form: carefully read and sign.

Emergency Contact and Insurance info form: must be fully completed.

ATR policies form: carefully read and signed. Make a copy for yourself.

Concussion Waiver form: carefully read and sign.

Concussion fact sheet: read and keep for your reference.

Please fully complete and sign all forms and submit to your coach or Athletic Trainer. Failure to do so will affect your medical clearance for your sport. Once you have completed and turned in your forms, and it has been reviewed by Miramar College Sports Medicine team, you will be required to complete a sport physical.

We are offering a **Pre-participation Physical Exam by our Team Physicians here at Miramar College in August 2019 (communicate with your coach for specific date and time)**. You will not be able to attend our physical until all your PPE forms are completed and reviewed by the Sports Medicine staff. If you are not able to attend our physical, then you are responsible for getting a sports physical using a Miramar College physical form on your own, which must be completed by an MD or DO. A physical completed by any other practitioner (i.e. nurse, PA, Chiropractor, etc.) is not valid.

If you have any question regarding the attached Pre-participation Sports Medicine forms or the Physical Exam, feel free to contact me in the Athletic Training Room at (619) 388-7758 or tteprase@sdccd.edu.

Tosh Tepraseuth, MS ATC, CES
Athletic Trainer
Athletics Department
San Diego Miramar College



**MIRAMAR COLLEGE SPORTS PARTICIPATION
HEALTH HISTORY QUESTIONNAIRE**

Date: _____

Name: _____

Sport: _____

Address: _____

Year in School: _____

City/St/Zip: _____

Date of Birth: _____

Phone #: _____

Sex: M or F

Date of last physical exam by a doctor: _____

Date of last tetanus booster: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. GIVE DETAILS AT THE EXPLAIN AREAS TO ALL YES ANSWERS:

a. Have you been under a doctor’s care YES NO
in the past 12 months? () ()

b. Have you been in the hospital in
the past 12 months? () ()

c. Have you had any type of surgery? () ()

d. Do you wish to talk to a doctor about a
health problem or injury? () ()

Explain all “yes” answers. _____

e. Has anyone in your immediate family ever
Diabetes (high blood sugar) () ()

Hives or rashes () ()

Stroke () ()

Heart Trouble () ()

High blood pressure () ()

High Cholesterol () ()

Epilepsy () ()

Sickle cell anemia (trait) () ()

Osteoporosis () ()

Explain all “yes” answers. _____

f. Has anyone in your family, YES NO
under age 50, died suddenly? () ()
Explain. _____

g. Have you ever had a problem with
drugs or alcohol? () ()
Explain. _____

h. Have you ever had a heat illness? () ()
Explain. _____

i. Have you ever had or now have:
Concussion (head injury) () ()
Skull fracture () ()
Convulsion or epilepsy () ()
Neck injury () ()
Stinger, burner, pinched nerve () ()
Explain all “yes” answers.

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j. Have you had or do you now have:

	YES	NO
To wear glasses or contacts	()	()
Impaired vision in one eye	()	()
Temporary loss of vision	()	()
Hearing loss	()	()
Perforated eardrum	()	()
Recurrent ear infections	()	()

k. Have you had or do you now have:

Broken nose	()	()
Sinus infections	()	()
Nose bleeds	()	()
Dental plate or dentures	()	()
Orthodontia (braces)	()	()

Explain all "yes" answers. _____

l. Have you had or do you now have:

Diabetes	()	()
Tendency to bruise easily	()	()
Anemia	()	()
Thyroid trouble	()	()
Mononucleosis	()	()
Hepatitis	()	()
Tuberculosis	()	()
Gonorrhea or Syphilis	()	()

Explain all "yes" answers. _____

m. Have you had or do you now have:

Hernia	()	()
Kidney problems	()	()
Loss of a kidney	()	()
Loss of function or absence of a testicle (men only)	()	()
Stomach or peptic ulcer	()	()
Migraine headaches	()	()

n. Have you had or do you now have:

Weight problems	()	()
Disordered eating	()	()
Dieting problems	()	()

Explain all "yes" answers. _____

o. Have you had or do you now have:

Hay fever	()	()
Exercised induced asthma	()	()
Asthma	()	()
Allergies to bites/stings	()	()
Do you need an Epi pen	()	()
Do you need an inhaler	()	()

p. Are you allergic to:

	YES	NO
Penicillin	()	()
Other medications	()	()
Any food	()	()
Other substances	()	()

Explain all "yes" answers. _____

q. Do you:

Smoke	()	()
Take any medication regularly	()	()
Take any medication for emergency use	()	()

if YES, name of medication _____

r. Have you had or do you now have:

High blood pressure	()	()
Heart trouble or murmur	()	()
Persistent cough	()	()
Tendency to faint	()	()
Dizziness/faintness with exercise	()	()
Chest pain/discomfort with exercise	()	()

s. Have you had or do you now have:

Recurrent rash	()	()
Fungus infection	()	()
Athlete's foot	()	()
Recurrent boils (skin infections)	()	()

Explain all "yes" answers. _____

t. Have you ever had an
electrocardiogram (EKG)?

	()	()
--	-----	-----

Explain. _____

u. Do you wish to discuss an emotional
problem with the doctor?

	()	()
--	-----	-----

Explain. _____

v. Do you have a loss of a paired organ

	()	()
--	-----	-----

Explain. _____

w. Have you ever been told to give up
sports because of a health problem?

	()	()
--	-----	-----

Explain. _____

x. Do you use any special equipment (pads,
braces, neck rolls, mouth guards, eye guards,
etc)?

	()	()
--	-----	-----

y. Do you take any vitamins?

	()	()
--	-----	-----

If yes, please list them here: _____

z. Do you take any supplements or herbs? () ()

If yes, please list them here: _____

WOMEN ATHLETES ONLY

Age at the onset of menstruation: _____

Have you ever had or do you now have:
 Amenorrhea (loss of menses) yes no
 Dysmenorrhea (very painful menses) yes no
 Oligomenorrhea (irregular menses) yes no
 Endometriosis yes no

Do you currently use:

Birth control pills yes no
 Implanted uterine device yes no

Date of last menstrual period _____

Date of last women’s health exam _____

FOR THE FOLLOWING QUESTIONS, BE AS SPECIFIC AS POSSIBLE. DETAIL WHAT HAPPENED, WHEN IT HAPPENED, RIGHT OR LEFT, CASTED OR IMMOBILIZED, HOW LONG, ANY REHABILITATION, DOCTOR’S NAME AND CITY.

- Yes No 1. Have you had a finger, hand or wrist injury?

- Yes No 2. Have you had a sprain, dislocation, fracture, or other injury to the forearm or elbow?

- Yes No 3. Have you had a shoulder dislocation, separation, or other injury?

- Yes No 4. Have you had an injury to your hip or pelvis area?

- Yes No 5. Have you had knee surgery? What other injuries have you had to your knees?

- Yes No 6. Have you experienced a severe ankle sprain or injury to your foot or ankle?

- Yes No 7. Have you had an injury to your upper or lower back?

- Yes No 8. Do you experience pain in your back?

- Yes No 9. Do you wear orthotics in your shoes? Why? Who prescribed them and when?

- Yes No 10. Have you had any problems with muscles strains or pulls?

- Yes No 11. Have you had any other significant injuries?

- Yes No 12. Have you had any other operations in the past five years? Explain in detail:

- Yes No 13. Are you currently on prescribed medication? Indicate drug prescribed and dosage.

- Yes No 14. Are you currently under the care of a physician? Reason for care?

I HAVE READ AND ANSWERED ALL OF THE ABOVE QUESTIONS COMPLETELY AND TRUTHFULLY TO THE BEST OF MY KNOWLEDGE.

STUDENT-ATHLETE SIGNATURE _____

Date _____

ATC Reviewed _____

Date _____

SANDIEGO COMMUNITY COLLEGE DISTRICT: ATHLETIC PARTICIPATION

WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

For and in consideration of permitting the undersigned participant,
 (Participant's Name) _____ to participate in any way in the _____ (the
 "ACTIVITY") or in any athletic activities sponsored by
 _____ (the "COLLEGE"), one of the colleges of the SAN DIEGO COMMUNITY COLLEGE DISTRICT (the
 "DISTRICT"), the undersigned agrees as follows:

1. ASSUMPTION OF RISK

1.1. The undersigned has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of (Type of Activity) _____ (the "ACTIVITY "). The undersigned has also read and understands the attached section, "Risks of Athletic Participation" (on reverse). The undersigned fully understands that there is the risk of serious injury or death while participating in athletic activities (whether or not on the property of the COLLEGE).

1.2. Because of the dangers of participating in athletic activities whether or not on the property of the COLLEGE, the undersigned acknowledges the importance of following instructions from any staff regarding ACTIVITY techniques, training, equipment, and rules.

1.3. The undersigned hereby asserts his/her participation in athletic activities is voluntary and he/she knowingly assumes any and all such risks of athletic participation, INCLUDING any risk created by the active negligence of other co-participants, observers or faculty personnel.

2. WAIVER OF LIABILITY

2.1. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby voluntarily release, discharge, waive, relinquish, and covenant not to sue for any and all claims, including any negligence by the DISTRICT 's or COLLEGE's board of trustees , officers, employees, agents, representatives, coaches , volunteers, athletic directors, athletic trainers, student managers, or student trainers for personal injury, property damage, death, or loss of any kind whatsoever to the fullest extent by law, whether the same shall arise from instruction or participation in the ACTIVITY, or otherwise.

3. INDEMNIFICATION AND HOLD HARMLESS

3.1. The undersigned for him/herself, his/her heirs, executors, administrators, and assigns agrees that in the event any claim for personal injury, property damage, death or loss of any kind whatsoever shall be prosecuted against the COLLEGE's or DISTRICT's board of trustees, officers, employees, agents , representatives , coaches, volunteers, athletic directors , athletic trainers, student managers, or student trainers , the undersigned shall hold harmless and indemnify for any and all claims, including any negligence by the DISTRICT's or COLLEGE's board of trustees, officers, employees, agents , representatives, coaches , volunteers, athletic directors, athletic trainers , student managers, or student trainers from any and all claims or causes of action by whomever or wherever made or presented for personal injury, property damage, death, or loss of any kind whatsoever as a result of the undersigned's involvement in the ACTIVITY, or otherwise.

4. ACKNOWLEDGMENT

4.1. The undersigned has read this assumption of risk, waiver of liability, indemnification and hold harmless agreement, fully understands its contents, and understands that he/she is giving up substantial rights, including the right to sue. The undersigned acknowledges that he/she had the option to seek review by an independently retained attorney and is signing the agreement freely and voluntarily.

4.2. The undersigned acknowledges that this release contains the ENTIRE AGR EEMENT between the parties here to, and the terms of this waiver are contractual.

4.3. The undersigned acknowledges that he/she intends this document to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Participant

Age

Date

STUDENT – ATHLETE HANDBOOK

Signature of Parent/Guardian, if participant is under 18 years of age

Date

RISKS OF ATHLETIC PARTICIPATION

1. There is the inherent risk of injury in all athletic activities. The risk of serious injury affecting your life choices or life is relatively small.
 - 1.1. To reduce the risks, you, the athlete, must listen to your coaches and learn to use the correct techniques and equipment required for your sport or athletic activity. Injuries must be reported immediately to the coach or athletic trainer and treatment instructions followed.
 - 1.2. If you elect not to follow the coach's instructions, not use the correct techniques or equipment, or ignore medical treatment instructions, you alone are responsible for the results of this action.
2. The number and types of injuries differ for all sports but fall into the following general categories:
 - 2.1. Lacerations and abrasions (e.g., cuts and scrapes): The long-term result of these is usually minor if cared for correctly. The most common risk may result in a scar, which may be a cosmetic deformity. IF THE CUT IS DEEP ENOUGH IT MIGHT AFFECT YOUR MUSCLES, NERVES, BONES OR CIRCULATION. The result of this might be the permanent loss of the use of that muscle, paralysis, or use of the injured area.
 - 2.2. Sprains and strains (e.g., injuries to your joints or muscles): Most of these are minor and require only therapy to recover from them. The more serious of these may require surgery and/or casting to restore the muscle or joint. There will also be the cosmetic result of a scar. THE FORCES THAT CAUSE THESE TYPES OF INJURIES MAY ALSO, INJURE OTHER BODY STRUCTURES AT THE SAME TIME SUCH AS NERVES AND BLOOD VESSELS. The therapy is much longer. Because of this type of injury, you may not be able to return to the same skill level that you had before the injury. You may also have an increased chance of later problems, such as arthritis, with the joint or muscle. In the most serious cases you may not be able to run, walk, get jobs requiring physical strength or skill (e.g., police or firefighting work) or perform fine motor functions (e.g., playing the piano). You may also have difficulty in performing daily activities such as bending or walking.
 - 2.3. Fractures (e.g., broken bones): If even minor fractures are ignored the result may be the loss of some physical capabilities. The more serious of these may require surgery and/or casting to restore the broken bones. There may also be the cosmetic result of a scar. THE FORCES THAT CAUSE THESE TYPES OF INJURIES MAY ALSO INJURE OTHER BODY STRUCTURES AT THE SAME TIME SUCH AS NERVES AND BLOOD VESSELS. Because of this type of injury, you may not be able to return to the same skill level that you had before the injury. You may also have an increased chance of later problems, such as arthritis, with the joint or muscle. In the most serious cases you may not be able to run, walk, get jobs requiring physical strength or skill (e.g., police or firefighting work) or perform fine motor functions. You may also have difficulty in performing day-to-day activities such as bending or walking.
 - 2.4. Catastrophic injuries: These types of injuries are rare but do happen. They are injuries to your nerves, blood vessels, heart, brain, internal organs, sexual organs, eyes, ears and nose. The long-term risk of these is much more serious. You may even die from these injuries. You may lose the function of a joint or limb. You may be permanently paralyzed, not be able to move your arms or legs on your own and be confined to a wheelchair. Assistance may be required for you to perform the most basic of bodily functions, such as a bowel movement. You could be blinded or lose your hearing. Your access to the job market may be severely restricted, and your family and social life may also be very limited.

Signature of Participant

Age

Date

Signature of Parent/Guardian, if participant is under 18 years of age

Date



PPE/TX CONSENT/RISK/INSURANCE COVERAGE FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. IF YOU HAVE ANY QUESTION OR DO NOT UNDERSTAND ANY OF THE INFORMATION, PLEASE ASK THE ATHLETIC TRAINER BEFORE SIGNING IT.

EXPLANATION OF PRE-PARTICIPATION SCREENING PHYSICAL

I realize that the physical examination being done is ONLY a screening type examination to evaluate general health, to disclose existing defects/conditions, and to determine the athlete’s dynamic ability to participate in a given sport, so that obvious conditions, which might be damaged or become aggravated by competitive sports, can be determined and evaluated to prevent injury.

TREATMENT CONSENT

I hereby grant permission the team physicians of the San Diego Community College District (SDCCD), and those professional personnel designated by them to treat me. This permission includes emergency surgery and admission to the hospital as deemed necessary, in addition to medications, injections, and physical therapy used as part of the treatment. I/We hereby release the above-named district institutions, its employees and Athletic Trainers, together with all persons assisting with any phase of medical services, from all liability and responsibility in connection with such activities. I/We further agree to indemnify and hold harmless said parties from all claims hereafter made and asserted by or on behalf of the below-named student-athlete, their parents, guardian(s), heirs, executors or assigns.

AWARENESS OF RISK

The responsibility for sport safety must be shared by all, included in this group should be the administrators, coaches, physicians, athletic trainers and student-athletes as well. I, the undersigned am aware that there is a certain risk of injury involved in my participation in Intercollegiate Athletics. I - and the San Diego Community College District Colleges - understand that my signature does, in no way relieve the District of its responsibilities towards my welfare. It is intended to make me aware of the responsibility being shared and that there is a risk of injury. I understand that this includes the risk of spinal cord and brain injury that may result in paralysis and the possibility of other permanent injury or death.

STATEMENT OF ATHLETIC INJURY INSURANCE COVERAGE

I understand that ANY COST for medical expenses incurred as a result of accidental injury while participating in a scheduled intercollegiate activity WILL NOT be paid under the accident insurance policy carried by SDCCD until ALL PAYMENTS UNDER ANY EXISTING POLICY COVERING SAID EXPENSES ARE EXHAUSTED. If no existing insurance policy is in effect, payment will be made according to the schedule of benefits of the SDCCD athletic accident policy. I further understand that FAILURE TO REPORT INJURIES TO THE SAN DEIGO COMMUNITY COLLEGE DISTRICT ATHLETIC MEDICINE PERSONNEL OR TO MEET SCHEDULED PHYSICIAN’S APPOINTMENTS may VOID SDCCD’s responsibility and that coverage by SDCCD’s insurance will cover injuries for 52 weeks from the date of original injury only.

I hereby authorize any hospital, trust fund, employer, insurance company, or other person(s) who has attended to me or any dependent, to disclose, when requested to do so by SDCCD’s insurance carrier or team physicians, any or all information with respect to any illness or injury, including, but not necessarily limited to, medical history, consultation, prescriptions, treatments, and copies of all hospital or medical records.

I have read all of the above and fully understand its meaning.

Athlete’s Signature

DATE

Parent/Legal Guardian Signature (if athlete is under 18)

DATE



MIRAMAR COLLEGE

Authorization/Consent for Disclosure of Protected Health Information

I hereby authorize Miramar College, its physicians, athletic trainers, and health care personnel to disclose my protected health information and any related information regarding any injury or illness during my training for and participation in intercollegiate athletics to the Miramar College Intercollegiate Athletic Department, Miramar College Medical Staff, Legal Guardian, and its employees or agents.

I understand that my protected health information will be used by the afore mentioned for the purpose of continuity of care.

I understand that my injury/illness information is protected by federal regulations under the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and may not be disclosed without my consent under the Buckley Amendment. I understand that my signing of this authorization/consent is voluntary and that my institution will not condition any health care treatment or payment, enrollment in a health plan or receipt of any benefits (if applicable) on whether I provide the consent or authorization requested for this disclosure. I also understand that I am not required to sign this authorization/consent in order to be eligible for participation in California Community College Athletic Association or conference events.

This authorization/consent expires 365 days from the date of my signature below, but I have the right to revoke it in writing at any time by sending written notification to the athletic director at my institution. I understand that a revocation is not effective to the extent action has already been taken in reliance on this authorization/consent.

ATHLETE’S SIGNATURE

DATE

PARENT/LEGAL GUARDIAN SIGNATURE (If athlete is under 18)

DATE



EMERGENCY MEDICAL CONTACT FORM

San Diego Miramar Community College Athletic Department
 10440 Black Mountain Rd, San Diego, CA 92126
 Athletic Training Room (619) 388-7758; Fax (619) 388-7765

Form must be fully completely and in ink. Failure to complete any sections of this form can result in the student athlete not being allowed to participate in their sport.

Please attach a copy of the front and back of the insurance card with this sheet.

Student- Athlete:

Name of Athlete: _____
 Date of Birth: _____
 Home Address: _____
 City, St, Zip: _____
 Cell Phone: _____
 College Address: _____
 City, St, Zip: _____

Emergency Contact:

Name: _____
 Contact Phone: _____
 Relation to Athlete: _____

Parental Contact Information:

Name of Father/Guardian/Spouse: _____
 Address: _____
 City, St, Zip: _____
 Home Phone: _____
 Cell Phone: _____
 Work Phone: _____

Athlete's Primary Insurance Coverage:

Name of Individual Responsible for Policy: _____
 Insurance Co Name: _____
 Ins Address: _____
 City, St, Zip: _____
 Ins Phone: _____
 Group #: _____
 Policy #: _____
 Member #: _____
 Effective Date: _____
 Is Plan (circle): HMO PPO Other
 Other (please specify): _____
 Name of PCP: _____
 PCP Phone: _____
 Deductible amount: _____

Sport: _____
Season (Fall/Winter/Spring) & Year: _____

allergies, diabetes, etc): _____

Please list all current medications (OTC or prescription) and supplements you are taking: _____

Parental Contact Information:

Name of Mother/Guardian/Spouse: _____
 Address: _____
 City, St, Zip: _____
 Home Phone: _____
 Cell Phone: _____
 Work Phone: _____

Athlete's Secondary Insurance Coverage: (if applicable)

Name of Individual Responsible for Policy: _____
 Insurance Co Name: _____
 Ins Address: _____
 City, St, Zip: _____
 Ins Phone: _____
 Group #: _____
 Policy #: _____
 Member #: _____
 Effective Date: _____
 Is Plan (circle): HMO PPO Other
 Other (please specify) _____
 Name of PCP: _____
 PCP Phone: _____
 Deductible amount: _____

Please list any medical conditions and explain (ie asthma,



ATHLETIC TRAINING ROOM POLICIES

Please read the following rules and guidelines. Failure to comply may result in the loss of the Athletic Training facility privileges. Please sign at the bottom of the page.

- All injuries must be reported to an ATC immediately! Any delay can result in delay of your treatment and the delay of you being able to be seen by the appropriate medical parties.
- All athletes must be showered and clean, prior to being treated or use any ATR equipment. (Exceptions are those injured at practice or game and must be seen immediately)
- All athletes must sign in prior being seen or use ATR equipment.
- ATR will be appointment based outside of pre-practice or pre-game timeframes. Those with appointments will have priority over walk-ins.
- NO food, beverages, tobacco, chewing gum, or any other substances into the ATR.
- NO cell phone use in the ATR. Individuals will need to leave ATR to use cell phones.
- The ATR is a place of business and considered a medical facility:
 - Please keep conversation at an appropriate volume.
 - Inappropriate behavior or language will not be tolerated.
 - No loitering or “hanging out”.
 - Appropriate attire must be worn at all time. This includes shirts and shorts.
 - Proper shoes must be worn. No cleats, athletic shoes for rehab.
 - No shoes on tables.
- Any personal belongings or athletic equipment needs to be left outside of the ATR by the front door.
- No items are to be removed from the Athletic Training Room without prior permission. This includes water bottles, ice chests, heat packs, etc.
- Athletic Training items such as Ace wraps, crutches, ankle braces, etc. will be signed out to you by an ATC. You are responsible for them until returned. Any items not returned will be billed to you immediately.
- Return all equipment to their appropriate areas when finished.
- Prior to meetings, practices, and games; plan to have all taping and treatments completed at least ten minutes before report time. Make sure to take in to account other teams and your teammates when coming in.
- Injured players must report to each practice and game session unless otherwise arranged with your coach.
- Following treatment for an injury that causes limited/missed practice you must be cleared for increased participation by an ATC or from the treating physician. Coaches will be given notice of each player’s level of participation.
- If anyone other than the onsite ATC refers you; or if you seek care for any outside medical treatment without the approval of the Head ATC, you will be held financially responsible for all charges. This includes injuries that were sustained during San Diego Miramar sponsored activities.
- Injuries not sustained during sponsored San Diego Miramar athletic functions will not be the responsibility of the College for management, treatment, or financial obligations.
- All Athletic Training Staff, have authority over all conduct and use of equipment, and may remove an athlete from the ATR for failure to follow these policies.

Athlete’s signature

Date

Athlete’s name (print)



MIRAMAR COLLEGE CONCUSSION WAIVER

I, _____, understand that there is a possibility that participation in my sport may result in a head injury and/or concussion. I have read the **NCAA Concussion Fact Sheet** and understand the importance of immediately reporting symptoms of a head injury/concussion to the Miramar College sports medicine staff.

After reading the NCAA Concussion Fact Sheet, I am aware of the following information:

_____ A concussion is a brain injury, which I am responsible for reporting to my team physician
Initial or athletic trainer.

_____ A concussion can affect my ability to perform everyday activities, and affect reaction
Initial time, balance, sleep, and classroom performance.

_____ You cannot see a concussion, but you might notice some of the symptoms right away.
Initial Other symptoms can show up hours or days after the injury.

_____ If I suspect a teammate has a concussion, I am responsible for reporting the injury to my
Initial team physician or athletic trainer.

_____ I will not return to play in a game or practice if I have received a blow to the head or
Initial body that results in concussion-related symptoms.

_____ Following concussion, the brain needs time to heal. You are much more likely to have a
Initial repeat concussion if you return to play before your symptoms resolve.

_____ In rare cases, repeat concussions can cause permanent brain damage and even death.
Initial

By signing below, I acknowledge that my institution has provided me with specific educational materials on what a concussion is and given me an opportunity to ask questions about areas and issues that are not clear to me relating to concussions. I also acknowledge that I have a responsibility to immediately report concussion related injuries and illnesses to the sports medicine staff at Miramar College.

In addition, I acknowledge that I have to be an active participant in my own healthcare. As such, I have the direct responsibility for reporting all of my injuries and illnesses to the sports medicine staff at Miramar College. I recognize that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing any prior medical conditions and will also disclose any future conditions to the sports medicine staff at Miramar College.

Athlete's Signature Date

Printed name of Athlete Sport

Appendix G – Concussion Facts

CONCUSSION

A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?**A concussion is a brain injury that:**

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- **Can happen even if you do not lose consciousness.**

HOW CAN I PREVENT A CONCUSSION?**Basic steps you can take to protect yourself from concussion:**

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.**

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



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Appendix H – Privacy FAQ

Frequently Asked Questions About FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How am I informed about my rights under FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on the Web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent?

There are several exceptions to FERPA’s general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of “directory information” if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

What is “Directory Information”?

FERPA defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, “directory information” includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the “directory information” notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37)

If I am a parent of a college student, do I have the right to see my child’s education records, especially if I pay the bill?

As noted previously, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student,

(34 CFR § 99.31(a)(8).)

Can a postsecondary institution disclose financial records of an eligible student with the student's parents?

If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student's parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

What if my child is a minor and he or she is taking classes at a local college while still in high school – do I have rights?

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.