Student-Athlete Handbook
The faculty, staff and coaches of the Athletic Department would like to welcome you to the El Camino College Compton Center. We know you had many choices and we are pleased with your decision to become a Tartar. Decision to enroll in college and participate in a collegiate sports program is one of the most important decisions a young athlete will face in his or her career. The intercollegiate competition will provide an avenue that will play an important role in your educational, social and emotional development. Having made an excellent decision to attend our college, you are now entrusted with representing yourself, your institution, and your community with the utmost respect. You, the athlete, are an integral part of the process and you must take ownership of your future and your actions. Being involved in Athletics at the El Camino College Compton Center is a privilege and is offered to talented individuals in the pursuit of athletic and academic excellence. We demand nothing but the best and will give you nothing but our best.
El Camino College Compton Center Mission Statement

The El Camino College Compton Center offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.
Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value, is the recognition of the fact that the faculty and staff of the El Camino College Compton Center are the college’s stability, source of strength and driving force. With this in mind our five core values are:

**People** - We strive to balance the needs of our students, employees and community.

**Respect** - We work in a spirit of cooperation and collaboration.

**Integrity** - We act ethically and honestly toward our students, colleagues and community.

**Diversity** - We recognize and appreciate our similarities and differences.

**Excellence** - We aspire to deliver quality and excellence in all we do.
With this in mind, Guiding Principles used to direct the efforts of the District include the following:

El Camino College Compton Center must strive for distinction in everything the College does – in the classroom, in athletics, in service and in human relations. Respect of yourself, our students, our fellow employees and our community must be our underlying goal.

Cooperation among our many partners is vital to our success – whether they be other schools and colleges, businesses and industries or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community is always invited to campus events. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities and backgrounds.

The El Camino College Compton Center has taken its mission seriously since its founding more than Eighty years ago. Recognizing the ever changing population in Compton and its surrounding areas, along with the diversity of educational needs and advances in technology, the college continually refocuses its courses and programs to stay in the vanguard of American’s higher education.
The Student-Athlete Orientation

Our “Meet the Team” event occurs every year at the beginning of the fall and spring seasons and is intended to explain the many requirements of being a Tartar student-athlete. In attendance are fall and spring student athletes, coaches, administrators and other members of the college support team instrumental to the success of student-athletes on our campus. This meeting has a four-pronged purpose for student athletes:

To raise the level of appreciation and recognition of all areas within the college involved in the success of the student-athlete.

To understand the role of each of the areas introduced and the responsibility of student-athletes in assisting them to do their job as it relates to athletics.

To have a clear understanding of how student-athletes are to represent themselves, the athletic program and the college at all times.

To explain the purpose of the Student-Athlete Handbook.
Purpose
The purpose of the CCCAA is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California Community Colleges.

Values
In all activities, the California Community College Athletic Association (CCCAA) is governed by the following values:
  Academics Success
  Amateurism
  Ethical Conduct
  Equitable Competition
  Gender Equity
  Non-Discrimination
  Recognition of Excellence
  Student Health and Welfare
Student learning outcomes have become an important component to the success of our programs. What will students learn in their time at The El Camino College Compton Center? Athletics has come up with two main SLO for the program level to assist.

1. **Athletic Performance** – self evaluation through video analysis and trials and performance indicators throughout the school year by the student-athlete and coaching staff members.

2. **Sportsmanship and Decorum** – Indicating an understanding of campus, state, and national intercollegiate athletic values and decorum standards.
Student-athlete academic success is an important ingredient in the success of an athletic program. Student-athletes must show retention and progression in the classroom as well as on the athletic court or field. The requirements for graduation and transfer to a four-year college or university are included in the student handbook and it is the coaches’ responsibility to continually evaluate the academic success of athletes.

**Athletes’ Responsibilities:**

- **Attend classes.** Attendance is the number one predictor of student success. Call or inform your instructor if you are missing class for an emergency / valid reason.
- **Sit in the front,** and turn off your cell phone, and take out your class materials.
- **Compete** for good grades as you would for playing time.
- **Do not drop a class** until you have discussed it with the athletic counselor, athletic director, and your head coach.
- **Meet with a athletic counselor** at least once a semester.
- **Obtain two grade checks** during the semester.
- **Attend student-athlete study hall** or individualized tutoring sessions.
- **Apply** for work study, scholarships or other forms of aid if eligible.
- **Purchase** your books the first week of class.
- **Be a complete student** – scholar, athlete, role model, and leader.
The Compton Center offers a wide array of academic strategy and preparation classes that student-athletes are encouraged to enroll in if they have difficulty in any of the following areas:

**Individualized Academic Strategies:**

- Prewriting Workshop
- Vocabulary Building for College
- Student Preparation
- Spelling Techniques
- Test-Taking Strategies
- Study Techniques
- Memory Techniques
- Sentence errors and punctuations
- Math anxiety workshops
- Thinking skills
- Listening and note taking
- Human Development 15 course
- Student-athlete orientation to college
- Educational planning
1. Compete in the classroom
2. Sit in the front of the classroom
3. Read the syllabus
4. Get a notebook or folder for each course and keep all handouts
5. Schedule your time on a calendar
   - Due dates
   - Quizzes and exams
   - Traveling dates
daily.
   - Appointments
   - hours.
   - Holidays
   - enter.
   - Finals
   - academics,
   - Game schedules
6. Check on library references.
7. Take notes
8. Read your notes weekly.
9. Complete all assignments.
10. Study with others in class.
11. Start your term paper early.
12. Use completed exams as learning tools.
13. Try to predict questions.
14. Review the material a short time daily.
15. Visit with each teacher during office hours.
16. Go to the tutoring and counseling center.
17. Develop self-discipline in academics, as you do in athletics.
ACADEMIC GOALS/TUTORING RESPONSIBILITIES

**Semester and Yearly Goals**
Complete 15-18 units a semester
Earn recognition on the Wall of Fame (3.0 grade point average)
Enroll during winter and summer
Complete 30 transferable units (minimum)

**Where to go for Tutoring on Campus**
Learning Resources Center
Computer Assisted Lab

**Academic Advisement**
Students who are participating in athletic programs can receive advice and support from Student Services, whose goals are:
To encourage an environment that promotes academic achievement.
To thoroughly assess student abilities.
To assist students in selecting career and educational objectives.
To support student in acquiring the skills and attitudes to achieve educational objectives.
To advise students of the requirements affecting their objectives.

The Athletic Counselor will meet with students to discuss their experience and current concerns, such as: If you think you might have trouble learning or have had experience with learning disability programs, special education, advanced placement exams, high school classes for which you received college credit, and any other experience or demands that might influence the classes you will take.
ELIGIBILITY REQUIREMENTS

Amateur Standing – Required for the sport in which the student-athlete will participate.

SEP - Student Educational Plan – Must be made through an official appointment with the athletic counselor after your assessment tests or as early as possible during your first semester of attendance at CEC.

Units Carried – Continuously and actively enrolled in a minimum of 12 units. Count only those units currently enrolled in, or completed. Nine of the 12 minimum required units must be courses counting toward the associate degree, remediation, transfer, and/or certification and must be consistent with the student-athlete’s educational plan.

Season of Participation – Participation in any (even if only one) scheduled game, meet or match uses a season of eligibility.

Eligibility for a Second Season – The student-athlete must complete and pass 24 units between seasons of competition. Of the 24 units, 18 must be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student-athlete’s education plan. 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.

2.0 Requirement – In order to continue athletic participation in any sport, the athlete shall maintain a cumulative 2.0 GPA in accredited postsecondary course work. It must be cumulative since the start of the semester of the first participation in any sport.

Basketball Exception – Athletes participating in this sport must meet eligibility requirements for the fall and spring semesters.

Athletic Eligibility – College must certify eligibility clearance of enrollment in 12 active units to the conference commissioner prior to the first contest. The athletic office checks weekly to determine athletes who are not in 12 units. You are instantly ineligible to participate if you are not enrolled and attending 12 units at CEC.
**Transfers** - Student-athletes who have previously participated in collegiate athletics at another California Community College must complete 12 units in residence prior to the beginning of the semester of competition. Only 8 units may be used from summer school classes toward the residence requirement of 12.

**Participation** - a student who meets CCCAA Constitution eligibility requirements at the beginning of the semester / quarter of the sport season shall be eligible to participate during that season of sport.

**Eligibility Folder** - In order to be cleared to participate in athletics at CEC, the Eligibility packet which includes form 1, Insurance form, physical form, waiver forms and Clearance form be complete.

**Late Registration** - A student-athlete who registers later than four weeks after the first day of class instruction shall not be eligible to participate during that semester.
Recruiting – It is illegal to solicit an athlete who is a resident of a community college district, not in our recruitment area, another state, or of another country for the purpose of athletic participation. Such recruiting in any form on the part of any employee of the college and/or any other individual acting in behalf of the college is forbidden. A college may not initiate a visit, provide entertainment, employment, promise of employment, tryouts or workouts, athletic equipment or any other form of attendance inducement as long as that student’s residence is not included as part of the college’s district. No college or district representative may meet at a location outside district recruiting boundaries with an out-of-district student for the purpose of recruiting or soliciting that student-athlete. Exceptions: If a student/athlete personally makes first contact by filling out a form C, Out-of-District Student Contact Record form, a representative may then contact that student.

Subsidizing - Furnishing of financial assistance to amateur athletes in return for their athletic services is strictly forbidden.

Seasons of Sport – An athlete will be allowed only two (2) seasons of collegiate competition in any one sport. No college or district resources, i.e., funds, equipment, transportation, supplies, college name, etc. may be used in supporting athletic teams which engage in competition that is either out-of-season or beyond the number of allowable contests.

Disciplinary Action – The college or conference shall impose appropriate penalties against any athlete, athletic administrator or athletic coach who violates any section of the CCCAA Constitution.
Participation in athletics is a privilege that the student-athlete must take ownership in. Competition comes with requirements that the student-athlete must adhere to throughout the season and career.
4.2 Conditions for Contests

4.2.1 The use of any form of tobacco, alcohol, and/or other controlled substances by any participant (student, faculty, staff, or official) during California community college-sponsored athletic activities is prohibited. Enforcement is the responsibility of the individual college. (See Bylaw 4.3 & 4.6.)

4.3 Decorum

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

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, but are covered by the rules of the sport.

C. EJECTION - is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.

1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a “strike” and covered by this policy.
2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the conference commissioner.
3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including post conference competition.
4. Determination of whether or not an ejection is a “strike” may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
**D. VERBAL OR ABUSIVE BEHAVIOR** - is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, 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 ejection.

**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.

**G. FOR WATER POLO**: Game disqualification - The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

(Adopted: April 6, 2007; Effective: July 1, 2007)

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

4.4 Punishment for Physically Assaulting Officials

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California Community College athletic activities for a period of sixty (60) months (5 years)

4.5 Punishment for Leaving Bench Area

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California Community College-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaws.
Students must conduct themselves in a responsible and appropriate manner for a college environment. All students are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures, which are listed within the El Camino College catalog.
A. General Policy
B. Misconduct

Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the college.

Forgery, alteration, or misuse of college documents, records or identification.

Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.

Possession or use of alcoholic beverages on college property or at any college-sponsored event except where allowed as noted in Section 25608 of the Business and Professions Code.

Possession or use of any weapon, firearms or explosives.

The use, sale or possession on campus of, or presence on campus under the influence of any controlled substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority and/or abuse of, college personnel or to anyone on campus.

Willful misconduct which results in injury or death to a student or college personnel.

Assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.
Sexual harassment which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Participation in hazing or commitment of any act that tends to injure, degrade or disgrace a student or college personnel.

Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to use of skateboards, bicycles, radios and roller skates.

Unauthorized entry to or use of college facilities, equipment or supplies.

Theft or deliberate damage to property of a college staff member, a student, or a visitor of the college including but not limited to the Library, Bookstore, and Food Service areas.

Defacing or damaging any college real or personal property.

Failure to comply with the directions of a member of the college certificated personnel, college management or supervisor personnel, or campus police acting within the scope of his or her duties.

Smoking in any area where prohibited by law or by regulation of the Governing Board.

The commission of any act constituting a crime under California law, on the campus or at a college-sponsored event.

Persistent, serious misconduct not listed in items 1-18 above.

Any violation of COA code of conduct or governing policies.
Disciplinary Action

A. Notify Campus Police
B. Discipline

Warning
Reprimand
Restitution
Disciplinary Probation
Removal by Instructor
Suspension
Immediate Suspension
Expulsion
Student Insurance Coverage

The El Camino College Compton Center athletic insurance is a secondary insurance. All athletes must present proof of any type of insurance prior to athletic participation of any kind. All students and athletes at the El Camino College Compton Center are covered under an insurance policy that assists in the payment of expenses for injuries occurring during practice or competition. Please note that general illness and pre-existing conditions are not covered.

Athletes will be referred to their authorized physician in cases of a primary insurance. All proper documentation must be filed prior to any referral.
In-Season Student Athletes

The El Camino College Compton Center is a California Community College and due to the restricted staffing at our level, the importance of quality of care, and the insurance requirements of the college, the athletic medical staff is designed to fit the needs of the in-season physically eligible student-athlete. The following parameters have been set up by the California Community College Commission on Athletics (CCCAA) for length of season:

**Athletic Physicals / Training Room Use**

The athletic training room and the athletic training staff are an integral component to your team’s health and your program’s success. The athletic trainer(s) is the individual who will evaluate and implement his/her recommendations on the health and welfare of any intercollegiate student athlete.

Athletic Training room hours of operation are as follows:

Monday – Friday  TBA

Events: Certified Athletic Trainer in Attendance, or near by
Events: Set up one hour prior to start time
ATHLETIC TRAINING GUIDELINES (Cont.)

Athletic Injury information

HIPPA Privacy Rule
The HIPPA privacy rule, which is in place to safeguard certain health information, is now in effect. With this law in place, the athletic office will no longer be able to communicate, on behalf of our athletes, with any doctors, hospitals, etc. without the consent of the athlete. There is now a form in the athletic training room that must be filled out and signed by all of our student-athletes.

Injury Policy
If an athlete must leave an athletic contest after sustaining an injury, determination to re-enter the contest will rest with the college-approved licensed physician (if present). If the licensed physician is not present, approval will rest with the certified athletic trainer in attendance.

An athlete who is injured in a Compton Center College related activity, but outside their season of sport, shall be referred to the Student Life Center for evaluation and referral if necessary. A Staff Person on record must accompany the injured athlete to fill out an incident report.

After receiving authorization to see the team physician, the injured athlete must fill out the insurance claim form, provided by the certified athletic trainers, prior to the doctor’s visit. If a student-athlete sees any doctor, other than our team physician, they must be cleared by the Compton Center athletic trainer before they will be allowed to resume practice or play.

Any student-athlete who wears a piercing does so at their own risk. Students are required to remove any body piercing prior to participation or competition. Liability falls on the student for any injuries suffered from non-compliance.
Pre-Participation Physical Examinations

Each student-athlete must complete a full pre-participation physical examination and all appropriate forms prior to any athletic practice or competition. All student-athletes must be cleared by the athletic training staff before ANY practice and/or competition occurs. If student-athletes miss the regularly scheduled physicals, they may be required to complete a physical on their own. The physical must be completed by a licensed physician and a certified athletic trainer prior to approval.

*All physicals must be signed by a licensed physician – an M.D.
Out of Season Student Athletes

The following policies have been adopted for the out of season athlete:

The certified athletic trainer will respond to emergency medical situations along with campus police.
Initial injury assessment will be conducted by the primary physician or the Student Health Center.
Out-of-season athletes without a physical or treating physician may not seek medical care.
Daily treatment / rehabilitation is available upon the following parameters:
  - Current physical or clearance from a licensed physician
  - Appropriate appointment has been set up by head coach
  - Athlete has been referred to the Student Health Center if an acute injury
  - Time of appointment is prior to the set-up time for In-Season Athletics
Any evaluation of out-of-season athletes will be set up by appointment only, no walk-in care available.
Out-of-season athletes will be able to receive treatments for their athletic injuries one month prior to the start
date of their season with appropriate paperwork on file.
The injured athlete must present a clearance note from the treating physician prior to any therapy.
Compton Center athletic training will not inherit pre-existing injuries.
Taping, strapping and padding of any type will be done on out-of-season athletes only if they provide their
own tape.

Basic first aid and care for out-of-season athletes will be by the trainer on duty.
Out-of-season athletes are allowed to receive ice packs for maintenance purposes.
Equipment / Uniform Use

Equipment and uniforms issued for sport use are the property of the El Camino College Compton Center and are to be returned in good condition. Equipment or uniforms, which are not returned, or are returned with extraordinary wear, will be charged to the student-athlete. The equipment attendant must give the name of the student-athlete who owes the program money, along with a detailed list of missing / damaged items and cost, to the Athletic Director. A “hold” will be placed on that student’s records, preventing him/her from receiving CEC services. Student-athletes must pay the debt for missing / damaged items at the El Camino College Compton Center Bursars Office in order to have the “hold” removed from their record. The equipment attendant can also authorize a release if the missing equipment is returned.

El Camino College Compton Center coaches or student-athletes shall not loan any equipment or uniforms without express written consent from the division office.

BEFORE ATHLETES MAY PRATICE OR RECEIVE GEAR, THEY MUST:
Be enrolled in the appropriate Health Science and Athletics class at El Camino College
Submit insurance information as part of the eligibility folder
Complete health screening process with the certified athletic trainer
Have completed health screen signed by a licensed physician
Possess a CEC college picture ID with ASB sticker.
Final clearance by division

The El Camino/Compton Educational Center is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation.