

College of Marin Athletic Department Student Athlete Handbook



PROGRAMS

Baseball

Men's and Women's Basketball

Men's and Women's Soccer

Softball

Men's and Women's Swimming and Diving

Men's and Women's Track & Field

Women's Volleyball

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Welcome to College of Marin.

You have taken the first step scholastically and athletically, now let us assist you with the next step of your collegiate career.

The transition to a new environment is often challenging. This handbook has been prepared to assist you with life at College of Marin, as a student and an athlete. You may use this book as a resource guide to the college, the athletic department, and your new surroundings.

This handbook provides information for your academic activities, athletic responsibilities, physical welfare, and for the college. Read through the entire handbook to familiarize yourself with College of Marin and Athletic Department rules and regulations.

“You won’t be judged by your college degrees, but by your character. You won’t be judged by what you earn, but what you contribute. You won’t be judged by who you know, but by who you are.”

- Donna Shalala, PSU Commencement, 1999

DEPARTMENT OF ATHLETICS MISSION STATEMENT

The Mission of the Athletic Department at College of Marin is to provide a broad based intercollegiate athletics program that fosters the physical, intellectual, social, and emotional development of a diverse and highly skilled group of student-athletes. Intercollegiate athletics are an important part of the heritage and vitality of the college and provide an opportunity for students, faculty, staff, alumni, and friends to share experiences that will enhance the cohesiveness of campus life.

The athletic program at College of Marin is an integral part of the total college curricular experience. The program operates within the mission of the college. The goals of the program are to:

- Provide students the opportunity to pursue their educational goals.
- Provide students with the opportunity to experience the intellectual, emotional, and ethical growth in values gained from participation in athletics.
- Provide members of a diverse student body the opportunity to participate in a range of sport activities.
- Provide gender equity in the number of opportunities to participate, support for facilities, equipment, and travel.
- Provide students with the opportunity to experience and develop team spirit that results from participation in athletics.
- Provide students the opportunity to compete at the junior college level.
- Provide students, faculty, staff, alumni, and friends the opportunity to share in the common experiences of pride, vitality, and cohesiveness that result from a first-rate athletic program.

DEPARTMENT PHONE LIST

College of Marin
Athletic Department
835 College Avenue
Kentfield, Ca. 94904
Phone: (415) 485-9580
Fax: (415) 453-4187

Athletic Support Staff

Matt Markovich, Director of Athletics and Physical Education
matt.markovich@marin.edu – (415) 485-9591

Diane Kukahiko, Administrative Assistant
diane.kukahiko@marin.edu – (415) 485-9580

Joseph Scarcella, Athletic Trainer
joseph.scarcella@marin.edu – (415) 485-9588

Steve Berringer, Equipment Technician
steve.berringer@marin.edu – (415) 485-9589

Bruce Furuya, Athletic Academic Coordinator
bruce.furuya@marin.edu – (415) 485-9409

STUDENT-ATHLETE CODE OF CONDUCT

- **Classes:** Student-athletes at College of Marin are considered to be students first. **CLASS ATTENDANCE IS MANDATORY**
- Student-athletes are expected to maintain the highest possible standard of conduct and citizenship on and off campus. Conduct, which reflects negatively on the athlete, his/her teammates, coaches, and the college, will not be tolerated.
- All Student-Athletes will act with honesty and sportsmanship at all times so that they represent the honor and dignity of fair play and the generally recognized high standards associated with being a College of Marin student-athlete.
- Hazing is prohibited by any member of the College of Marin Athletic Program. Hazing includes any method of initiation or pre-initiation into a student organization (team) or any pastime or amusement with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.
- No member of the College of Marin Athletic Program in attendance at any college sponsored athletic contest or activity shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.
- Any student-athlete who is found to be using illegal drugs will be suspended from competition immediately and will be required to seek medical and/or psychological assistance. The same

holds true for anyone suffering from alcohol dependency. Any student-athlete who is found to be selling or supplying illegal drugs to others is breaking the law and he/she will be suspended from competition immediately, dropped from the team, and reported to the proper authorities.

STUDENT-ATHLETE CODE OF CONDUCT

- Tobacco and alcohol use is prohibited by all members of the College of Marin Athletic Department while traveling, representing their team in any community college sponsored activity, or promoting their team in any public fashion. All related alcohol or tobacco incidents will be immediately reported to the head coach, athletic trainer, and athletic director.
- The college will not tolerate any of the following behaviors: physically abusing an official, coach, athlete, opponent or spectator; throwing objects at an individual, spectator, or across a field or arena. Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's tradition; using obscene or inappropriate language or gestures to officials, opponents, team members, or spectators.
- Any student-athlete who knowingly participates in any violation of COA rules and regulations will be suspended from competition immediately and will be subject to loss of his/her athletic eligibility.
- The Department of Athletics has established procedures to deal with violations of rules or responsibilities. A student-athlete may be suspended by the coach or athletic director for violation of one or a combination of the following: missing classes, tardiness, failure to turn in assignments, missing study hall, missing practice or competition, breaking team rules, failure to attend rehabilitative sessions prescribed by the sports medicine staff, violation of any college policy or any other team or department related matter.
- In any other instance of misconduct on or off campus, student-athletes will be dealt with, as would any other student at College of Marin. For further details on student conduct at College of Marin, student-athletes should refer to "The Student Handbook: Rights and Responsibilities".

ACADEMIC ADVISEMENT AND ELIGIBILITY

- College of Marin's academic counselor is Bruce Furuya. He is available to assist student-athletes and can be reached at (415) 485-9309 or bruce.furuya@marin.edu. The academic counselor is responsible for the set-up and maintenance of the student-athletes' educational plan and for monitoring the progress and academic eligibility. Please contact the academic counselor with any questions regarding classes, schedules, etc.
- All student-athletes must have a comprehensive individual educational plan on file before they will be able to practice or compete in athletics at College of Marin.
- As a student-athlete you must be continuously and actively enrolled in a minimum of 12 units during your season of competition. Short-term class units count if you are attending that class or have completed it. They do not count as part of the 12 units if the class has not yet begun. Of the 12 units, 9 must be from academic, transfer, or degree courses.
- The athletic department will verify each week the number of units the student-athlete is enrolled in.
- A student-athlete must maintain a cumulative 2.0 GPA from their first participation in any sport to remain eligible for competition at College of Marin.

- Student Athletes must have completed and passed 24 units prior to competing in a second season of the same sport. Eighteen of the 24 units completed must be from academic, transfer, or degree courses. Also, you must have at least a 2.0 GPA in all units attempted between participations. Units are counted starting with the first semester of participation in that sport, and in all subsequent semesters. Units taken prior to the first season of sport do not count in the 24-unit rule.

TRANSFERRING

- NCAA Division I – by rule, all student-athletes begin their intercollegiate athletic career with an opportunity to participate in their sport of choice for four seasons over a five-year span. The NCAA's five-year eligibility clock officially starts when that student enrolls as a full –time student (12 or more semester units) for the first time, regardless of whether he/she participates on an athletic team.
- Should a question arise regarding academic eligibility rules or specific eligibility situations, student-athletes are encouraged to seek interpretation from the athletic academic counselor.
- All student-athletes who wish to transfer to a Division I institution must register with the National Collegiate Athletic Association (NCAA) initial-eligibility clearinghouse to determine qualifying status.
- Student-athletes wishing to transfer need to be aware of the 40-60-80 percent rule. The rule states: "If you are entering your third year of collegiate enrollment you must have successfully completed at least 40 percent of the course requirements in the specific degree program in which you are enrolled at the Division I school. If you are entering your fourth year of collegiate enrollment you must have successfully completed at least 60 percent of the course requirements in your degree program. Finally if you are entering your fifth year of collegiate enrollment, you must have successfully completed at least 80 percent of the course requirements in your degree program. Please note that these percentage requirements apply to the total credit-hour requirements for your degree, as opposed to the credit hours in your major." **(Insert reference)** It is critical that you have no more than five full time semesters at a community college before you transfer to a four-year institution.
- The 40-60-80 rule makes it extremely important to work closely with your athletic academic counselor in choosing the courses you are taking.
- Division II – student-athletes have ten full-time semesters to finish four seasons of eligibility.

You are encouraged to meet with the Athletic Counselor, Bruce Furuya, to clarify these rules. Call (415) 485-9309 to schedule an appointment.

COLLEGE OF MARIN MANDATORY STUDY REQUIREMENTS

Student-Athlete Requirements

- All student-athletes that have an academic GPA below 3.0 will have 4 hours of study hall per week. – This requirement will be re-evaluated ever semester.
- Students with an academic GPA below 2.00 will have 8 hours of study hall per week.

- Incoming First-Year Students will have 4 hours of study hall per week. – This requirement will be re-evaluated ever semester.
- Transfer Students will be evaluated on previous semester transcript.
- Students in remedial math and English will have 2 hours per week required tutoring per class.
- Students in remedial English will have required bi-weekly writing workshops.
- Students who required summer school attendance for eligibility due to non-completion of classes during the regular academic year will have requirements based on each individual situation.

College of Marin Student-Athletes	> 2.0 GPA	4 hours per week
Student-Athletes	< 2.00 GPA	8 hours per week

Retention Group Students as identified by athletic academic counselor will need to meet additional requirements. A gradual release from requirements in terms of hours and/or flex/scheduled will take effect after the student-athlete has completed an entire year in the program to establish a solid foundation. In extreme cases requirements may be increased after discussion with team advisor and head coach. The requirements may include mandatory tutoring and individual meeting(s).

COLLEGE OF MARIN MANDATORY STUDY REQUIREMENTS

Guidelines for Study Requirements

- Weekly totals begin on Monday and end on Fridays at 6 p.m.
- Students are not given credit for study hours unless they sign in AND sign out
- Head coaches/academic liaisons receive study hour reports each Monday for the previous week
- Teams are encouraged to hold organized study sessions during travel, especially on longer and/or mid-week trips
- Study time completed during team travel sessions and approved by academic liaison may be included in required hours if travel limits access to study hall hours
- Required study hours are not excused or reduced due to team travel
- Required study hours will be reduced for holidays and any other school closings
- Head coaches may establish more stringent study expectations for their team
- Only the athletic academic counselor has authority to excuse required study hours
- Required study hours include active study time, meeting tutors, completing assignments, etc.
- Students not actively participating in study will be asked to leave

Penalty for Deficient Study Requirements

- The first time a student-athlete is short by 30 minutes or more in a week, Bruce Furuya will request a meeting with the student and the head coach. Future occurrences will require that the student replace one day of practice time during the next week with study time in study hall. Makeup time will not count in the new week's time.

- Students more than 15 minutes late for a tutoring appointment will be reported as “no shows” unless they contact their athletic academic counselor at least 2 hours before their appointment
- “No shows” are reported on the study hours report.
- A third “no show” or short hours of the study requirements may result in suspension of participation in practice or competitions until a consultation is held involving the student, the athletic academic counselor, and the athletic director.

College of Marin Athletic-Academic Philosophy

- COM students cannot complete all needed study during study hall hours.
- COM asks for a reasonable amount of study time, with consistent and timely enforcement.
- COM expects active learning.
- COM will not release students from study requirements without demonstrated performance.

ADMISSIONS AND RECORDS

New and Readmit Student-Athletes

Enrolling at College of Marin is Easy If you have never enrolled for credit classes at the College of Marin (Kentfield or Indian Valley Campus), or if you are enrolling after an absence of a year or more, please follow the simple steps to enroll. [NOTE: High school students must also complete a CCP card and register in person at either campus.]

Step 1: Complete an Application for Admission

Click on the online credit application button at www.marin.edu



Fax your Credit Application to: (415) 460-0773

Or mail your Credit Application to: Office of Admissions & Records: College of Marin, 835 College Avenue, Kentfield, CA 94904

Student Identification Number: Your social security number will be utilized as your student identification number. If you do not wish to use your SSN, you will be assigned another number; your SSN will not be printed on your 1098T tax credit form or official academic transcript.

Step 2: Attend a Success Workshop

Orientation to College and Placement Testing

Make an appointment to attend a Success Workshop and subsequent counseling appointment. You can reserve a place by calling (415) 485-9309 (Bruce Furuya) or going in person to the Counseling Office in SS 212. If you cannot attend the Workshop, you must complete the orientation online and take the placement tests before meeting with a counselor. (Online orientation can be accessed through your Student Portal account after you've logged in.)

Step 3: Meet with an Academic Counselor

Make an appointment at the workshop or call (415) 485-9309 (Bruce Furuya).

Discuss you academic goals, previous educational experience, and develop an educational plan for selecting your courses.

Exemptions from Steps 2 and 3: You may be exempted from Steps 2 and 3 if you:

- Have an Associate Degree or higher.
- Have completed 15 units or more at COM or from another college/university; or
- Are not enrolling in English, ESL, Math, or any course that has these as a prerequisite.

Step 4: Register for Classes

You can register Online using the Student Portal or by fax at (415) 460-0773 or in person at the Office of Admissions at either the Kentfield Campus or Indian Valley Campus.

After your initial registration, you may add classes to your program without an instructor add authorization code until the first day of classes.

Step 5: Pay Your Fees

You may pay your fees online using the Student Portal or in person with a MC/Visa credit card, MC/Visa debit card, personal check, cash, cashier's check, or money order.

Note: Payments over \$500 must be paid by cash, cashier's check, or MC/Visa credit card.

Remember: You are responsible for the fees even if you do not attend, unless you officially drop and file a Refund Request Form by the published deadline. A \$10 per semester service fee will be charged for dropped classes unless the class is canceled by the college. This service fee also applies to dropped classes with unpaid fees. Students who have outstanding obligations at the college need to pay them off before registering.

CONFIRMATION OF ENROLLMENT

Print a receipt online or a receipt will be given to you if you register in person. If you do not receive your postcard, or if you experience any problems, please contact the Office of Admissions and Records immediately. If you lose your confirmation, you can log in to the Student Portal to see a list of your classes.

Continuing students who have enrolled in credit classes during the past year, fall and/or spring semesters (summer session is not taken into consideration) should watch for their priority registration appointment letter indicating the time and date of their early registration. Students may register online using the, by fax (415) 460-0773, or in person. Student Portal
After your initial registration, you may add classes to your program without an instructor add authorization code until the first day of classes.

Note: It is strongly recommended that you register on your priority registration date since you will have a better chance of enrolling in your first choice of classes. If you misplace your priority registration letter, or have not yet received it, you can obtain your date by logging in to the Student Portal.

STUDENTS WHO MUST REGISTER IN PERSON

If you are a nonresident, international student, concurrently enrolled high school student, dismissed student, or an encumbered student, you must register in person. Other students may also register in person.

CHECK LIST FOR ADMISSION

1. Have you completed the application for admission to College of Marin?
 - www.marin.edu
 - Go to REGISTER HERE
 - Go to drop down menu and click on APPLY AND REGISTER
 - Click on BLUE TAB – credit application

2. Have you set up your ASSESSMENT TESTING?
 - English and Math placement tests
 - Call (415) 485-9469

3. Have you made an appointment to see Bruce Furuya (415) 485-9309?
 - Bruce will help you set up your Individualized Educational Plan
 - This is the first step in setting up you classes for the semester – See Bruce

4. Have you looked into financial aid?
 - Contact the Financial Aid Office
 - Fill out your FAFSA. For more information go to <http://www.fafsa.edu.gov>
 - Find out if you are eligible for fee BOG Fee Waiver

5. Have you set up your student personal portal?
 - MyCOM PORTAL - www.mycom.edu

6. Any Questions?
 - Contact Athletic Academic Counselor Bruce Furuya at (415) 485-9309
 - E-mail bruce.furuya@marin.edu

FINANCIAL AID

Financial assistance is a resource designed to supplement the cost of education, and is not intended to be used as a student's sole means of income. The types of aid College of Marin awards or recommends are subject to availability of funds, enrollment status, and financial need.

FAFSA applications are available online at <http://www.fafsa.edu.gov>

Grants and Scholarships

- Board of Governors Fee Waivers (BOGW): Enrollment fees are waived for California state residents who qualify.
- Federal Pell Grants: Grants range from \$100 to \$2,155 per semester or \$200 to \$4,110 per year depending on eligibility.
- Federal Supplemental Education Opportunity Grants (SEOG): Grants range from \$300 to \$1,000 per year for students with the highest financial need who also qualify for Pell Grants.
- Cal Grants: The State of California provides grants ranging from \$776 to \$1,551 per year for eligible students. There are three types of Cal Grants; Cal Grant A, B, and C. Please visit the California Student Aid Commission for additional information.
- Marin Education Funds Grants (MEF): Marin Education Fund offers undergraduate, professional and technical training, childcare, and other scholarships to residents of Marin County. They also have a scholarship research center located in San Rafael. Contact MEF for deadlines and general information at (415) 459-4240 or www.marineducationfund.org.
- Extended Opportunity Program & Services Grants (EOPS): This program provides book grants and counseling services to students who qualify.
- College of Marin Foundation Scholarships: The College of Marin Foundation solicits funding from the community for scholarships that are awarded to students who meet need and academic criteria. Scholarships range from \$250 to \$1,000 per year and are available to students who are transferring to a 4-year institution or continuing at the college.

Work Programs

- Federal College Work-Study Program: Federal funds provide a limited number of part-time jobs on campus for students who qualify.
- Job Placement Office: The Job Placement Office provides students with information on a large number of jobs that are available throughout the community.
- Federal Student Loans (Student loans must be paid back)
- Before considering a student loan, it is important to develop a financing plan for your education that takes into account the total amount of debt that you will be able to afford to repay when you reach your final educational goal.
- Subsidized Stafford Student Loans: Students who qualify on the basis of financial need may borrow up to \$3,500 per year for freshman year and up to \$4,500 per year for sophomore year at a variable interest rate. Principle and interest are deferred until 6 months after last day of enrollment as at least a half-time student in an educational program.
- Unsubsidized Stafford Student Loans: Students who do not meet financial need criteria for a Subsidized Stafford Loan or need additional loan assistance may borrow all or part of that amount under the Unsubsidized Stafford Loan Program. Interest becomes due when the loan is borrowed. Principle is deferred until 6 months after the student ceases to be enrolled at least half time in an educational program.
- College of Marin Emergency Loans: ASCOM and the College of Marin Foundation have provided funds for the College's emergency loan program. Thirty-day loans are available for either \$50 or \$100.

STUDENT-ATHLETE ACADEMIC RESOURCES

Tutoring Center

The Tutoring Center at College of Marin offers free peer tutoring for currently enrolled students in a variety of subjects. All tutors are faculty recommended and have completed a course in tutor training.

Facilities

The Tutoring Center has designated areas for drop-in tutoring as well as areas where students can study privately. Several computers are available to registered students for tutor related activities and academic work. Schedules for drop-in tutoring are posted in the Tutoring Center.

Register

Applications for free tutoring must be completed each semester and are available in the Tutoring Center. Tutors are hired based on student need so apply early in the semester!

Study Skills, Counseling, and Library Courses

College of Marin offers a variety of courses designed to help students develop and refine study skills, research techniques, and career planning. Consider taking some of the courses in the following areas to insure your success in college.

- Computer Skills
- English as a Second Language (ESL)
- High School Degree
- Math
- Reading and Writing
- Science

Study Skills

To determine which courses might best support your success, make an appointment to see a counselor: General Counseling, SS212. Please call (415) 485-9432.

PLACEMENT TESTING: in English, math and chemistry; as well as English As a Second Language (ESL) placement testing; Ability to Benefit testing, and GED. Location: Kentfield Campus: Student Services, Room 238. Please call (415) 485-9469.

English Lab/Writing Center (415) 457-8811 x7609

Students can complete required lab hours for English courses in the English Lab/Writing Center, which is located in LC 110 across from the library. Students working on reading and writing projects in any other courses are also welcome. LC 110 is staffed by instructors and instructional assistants. Students can receive tutoring or work on computers at their own pace. Information regarding free online writing tutoring is also available.

English Skills Lab (415) 457-8811 x7363

The English Skills Lab offers a variety of one-unit classes in which you can learn select English skills at your own pace. Each course is built around its own textbook or computer program. Before you start a course, you must consult with an instructor to determine which class and text are best for you.

Math Lab (415) 457-8811 x7608, x8510 at IVC

A credentialed instructor, instructional specialists, and tutors provide math help for students in regular and self-paced courses. Click here to go to the Math Lab home page:
http://www.marin.edu/departments/mathematics/math_lab

English as a Second Language (ESL) Lab (415) 457-8811 x7741

The English as a Second Language (ESL) Lab is staffed by instructors and offers reading, writing, grammar, and pronunciation support for students enrolled in both credit and non-credit ESL courses.

DISABLED STUDENTS PROGRAMS AND SERVICES

College of Marin's Disabled Students Program (DSPS) offers many services and classes to ensure a successful and productive educational experience. Anyone with a physical, learning, psychological or communication disability who can profit from instruction is eligible for Disabled Students Programs and Services by enrolling at College of Marin. We would be happy to arrange an appointment for you to meet with a counselor, or to visit the campus to view our facilities and program. We are open from Monday through Friday; from 8:30 a.m. to 4:30 p.m. Call us at (415) 485-9406.

THIS IS ONLY PERTINENT IN THE ONLINE VERSION

[Dispatches Newsletter Visit Here](#)

Useful Information for Students

- DSPS Staff
- Map -- Here We Are!
- Credit Classes (Spring 2007)
- Community Education Classes (Winter 2007)
- Counselors
- Adaptive Physical Education Program
- Learning Specialists
- High Tech Computer Center
- In-class support
- Special equipment and learning aids
- Academic Adjustment Policy
- Academic Adjustment Procedures

PARTICIPATION

By rule, all student-athletes begin their intercollegiate NCAA Division I athletic career with an opportunity to participate in their sport of choice for four seasons over a five-year span. The

NCAA's five-year eligibility clock officially starts when the student enrolls as a full-time student (12 or more semester units) for the first time, regardless of whether he /she participates on an athletic team.

- **PARTICIPATION:** Should an athlete make an appearance for any length of time (i.e., an at-bat in baseball, a down in football, a serve in volleyball, etc.) in an intercollegiate competition (i.e., in a contest versus a scheduled opponent representing another institution of equal standing), he/she has participated for one season.
- **RED-SHIRT:** The term red-shirt means you choose to sit out an entire year of competition for academic or physical reasons. A red-shirt can practice and scrimmage but cannot participate in any games, meets, or matches. Participating for a second, play, or point in any scheduled athletic competition, prevents you from red-shirting.
- **MEDICAL RED-SHIRT:** No athlete shall be allowed more than two seasons of collegiate competition at the junior college level in any one sport. A student may qualify for a third season by gaining a medical red-shirt year, the following conditions must be met:
 - There must have been an incapacitating illness or injury that has caused the student-athlete to become unable to complete the season. Thus, the injury must be a season ending injury.
 - The incapacitating illness or injury must be specifically defined and validated by a licensed physician. The validation must confirm the athlete's inability to participate.
 - The incapacity must have occurred before the student-athlete participated in 20 percent of the scheduled games, meets, or matches.
 - The incapacity must have occurred in the first half of the season and resulted in the inability of the student-athlete to participate for the remainder of the season.
- **GRAY-SHIRT:** Like a red shirt, means you choose to sit out an entire year of competition for academic or physical reasons. The difference is a gray shirt makes a conscious decision to enroll in less than 12 units for each semester of attendance. Not registering in 12 units or more prevents your eligibility clock from starting.

INSURANCE, FORMS, AND TRAINING ROOM

College of Marin's insurance policy is **SECONDARY** to any other insurance policy covering the athlete. All medical bills must first be submitted to the athlete's or parents' insurance company. If the athlete is not covered under any plan, The College of Marin's insurance plan will provide **PRIMARY** coverage for him/her.

- To be covered by College of Marin's insurance, all injuries must be reported to the trainer, and the coach must fill out an Accident/Injury Report form. No bills will be paid without an accident report for that injury.
- Accident/Injury Reports must be filed within a 48-hour time period after the injury occurs. Failure to file a form in this period will void any coverage.
- Chronic injuries and injuries resulting from any training regimen (i.e., over-use injuries, stress fractures, Etc.) Are not covered by the College of Marin's insurance. Only injuries caused by or through an accident are covered.
- The Eligibility Form must be completed prior to the athlete's participation with the team. Be advised that a completed and signed form allows the college to release student transcripts and records to the athletic director, coach, and/or other colleges.
- The Emergency Form must be completed prior to participation. Insurance company and policy number must be supplied on this form.

- Supplemental forms must be filled out by out of district and transfer students. They will be provided at your initial orientation meeting or by your coach after first contact. Additionally, you will have to fill out medical insurance forms. All forms must be completed prior to participation.
- The training room is not a lounge. Get in, get your treatment and get out. You must follow all posted rules. Dress appropriately (shirts are required) and act accordingly.
- Get showered and cleaned up before seeking treatment for injuries (with the exception of emergencies).

LOCKER ROOM, PARKING, AND EQUIPMENT

All lockers must remain locked except when the athlete is in front of the locker. Theft can be a common locker room problem. Be observant and always make sure your locker is properly secured. Do not bring books, wallets/purses, money, or jewelry into the locker room. College of Marin is not responsible for any losses due to theft.

- The locker room is not a restaurant or lounge. No eating, drinking, chewing, rough housing or game playing is allowed. You must conduct yourself in a respectful manner at all times in the locker room. REMEMBER, use of the locker room is a privilege, and it will be revoked for inappropriate behavior.
- All student-athletes will park only in areas designated for student parking.
- Athletes are responsible for any and all tickets received on and off campus for illegal parking and moving violations.
- Issued equipment is the financial responsibility of the athlete. Athletes are expected to return all College of Marin gear immediately after concluding their participation. A charge will be made for damaged or missing uniform and equipment items. A hold will be placed on all student records until damaged or missing uniform and equipment items are returned and/or paid for.

HEALTH SCREENING, TRAINER, AND SUBSTANCE ABUSE

- Physical assessments are provided at no cost to eligible athletes as determined by the head coach and the athletic director.
- Physical assessments are given prior to sports seasons. You will be notified of your physical assessment date and time.
- All athletes must successfully pass a physical assessment prior to participation in the program.
- Once your physical assessment time and date are set, you must show up. If you miss your physical, you will be required to get an examination at your own expense.
- College of Marin will provide a certified athletic trainer. Check with your coach for the training room schedule.
- All injuries must be reported to the head coach and trainer immediately.
- Coaches are responsible for filling out an Accident/Injury form within 48 hours of any injury.
- After consulting with the trainer, serious injuries will be referred to a physician.
- The Health Center provides information, counseling, informal assessment, and referral services for athletes experiencing problems with alcohol and/or drugs.

- The use of any form of tobacco, alcohol and/or other controlled substances by any participant during community college sponsored activities is prohibited. This means no smokeless tobacco on the field, in the locker room, traveling to and from contests, or around the athletic facilities or classrooms. This also means no snuff tins or chewing tobacco in your pockets or alcohol consumption on campus.

TEAM TRAVEL

Student-athletes must travel to and from all contests on transportation provided by College of Marin. When traveling, student-athletes must be neatly dressed, clean, and well groomed. Student-athletes wishing to arrange their own transportation to away contests must do the following:

- 1) The head coach is to be notified 24 hours in advance with a signed permission statement by the student-athlete or guardian, depending on the student-athlete's age.
- 2) It is the coach's responsibility to make sure this policy is not violated. The coach is not to allow any student-athlete to travel on his or her own without signed permission.
- 3) This policy is not to be used at the students' discretion. Individual travel to and from a contest is only permitted with the consent of the head coach and when: a student must drive to or from work immediately preceding or following a contest; has to stay late or come home early due to a class conflict; lives in close proximity to a game site; or wishes to return home with a parent or guardian.
- 4) Students cannot stay overnight preceding or following any event unless the college sponsors such travel. Student-athletes must return with their team unless supervised by a parent or guardian.
- 5) Students are financially responsible for any damages or personal expenses incurred during district-sponsored travel. A hold will be placed on all student records until restitution is made for the expenses incurred.
- 6) NO EXCEPTIONS WILL BE MADE!



STUDENT-ATHLETE CONTRACT

- 1) I agree to attend and be on time for all of my classes. I know that missing more than three class sessions a semester is inexcusable.
- 2) I agree to attend and be on time for all practice sessions and games. I can only miss a practice session or game if I have received consent from the coach beforehand.
- 3) I agree to complete a Student Education Plan with the assistance of my academic counselor. I agree to take classes that will keep me on my academic track (transfer, degree, vocational, or certificate).
- 4) I agree to stay enrolled and pass at least 12 units for every semester I attend College of Marin.
- 5) I agree to take 12 units minimum and will enroll in at least three to four solid (non-activity) courses and achieve at least a 2.0 GPA in those courses.
- 6) I agree to contact the athletic academic counselor/coach if I'm having difficulty in my courses.
- 7) I agree to meet with the athletic academic counselor before dropping a class.
- 8) I understand that I must be enrolled in 12 units during my entire intercollegiate season. If I drop below 12 units, I will be ineligible for the rest of the season. I will only be reinstated if a class can be added which will give me 12 units.
- 9) I agree to represent the College of Marin Athletic Department and the institution well on and off campus.
- 10) I agree to be courteous and act with respect to the following: teammates, coaches, athletic staff, fellow students, instructors, and various campus personnel, administrators, the press, and fans.

I understand that failure to meet the provisions of this contract and/or follow the regulations in the student-athlete handbook may lead to disciplinary action, suspensions or dismissal from my team. I HAVE READ AND AGREE TO THE CONDITIONS STATED ABOVE

Student-Athlete Signature _____ Date _____

Coach Signature _____ Date _____



FELONY SENTENCE DISCLOSURE

Section 67362 of the California Education Code prohibits participation in intercollegiate athletics by a student-athlete "...if he or she, at any time after his or her enrollment as a college or university student, is prosecuted as an adult and is convicted of any several specified crimes." A student falling under the provisions set forth in Section 67362 of the California Education Code is eligible to participate only after he or she successfully completes the entire term of his or her probation or assigned prison term and parole period, if any.

Providing a false declaration may subject the student-athlete to disciplinary action, including, but not limited to, suspension, dismissal, or expulsion.

Please place your signature under the declaration that applies:

I have **NOT** been prosecuted **AND** convicted as an adult **AFTER** enrollment at a Collegiate institution of a **FELONY** violation of Section 187, 209, 210, 211, 220, 243.8, 245, 261, 262, 264.1, 286, 288, 288a, 288.5, 289, or 459 of, or attempted murder under Section 664 of the California Penal Code.

Signature of Student

I **HAVE** been prosecuted **AND** convicted as an adult **AFTER** enrollment at a Collegiate institution of a **FELONY** violation of Section 187, 209, 210, 211, 220, 243.8, 245, 261, 262, 264.1, 286, 288, 288a, 288.5, 289, or 459 of, or attempted murder under Section 664 of the California Penal Code and currently serving the completion of the assigned sentence.

Signature of Student



VOLUNTARY TRANSPORTATION AGREEMENT

STUDENT NAME (Print): _____

ACTIVITY (Sport): _____

I understand College of Marin may be providing transportation to and from the above activity. However, there may be occasions when I do not wish to avail myself of the transportation provided by the Marin Community College District.

If the above student does not use district sponsored transportation he/she hereby requests permission to provide his/her own expense.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT IS IN NO WAY RESPONSIBLE NOR DOES THE DISTRICT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM NON-DISTRICT SPONSORED TRANSPORTATION. ALTHOUGH THE DISTRICT MAY RECOMMEND TRAVEL TIMES AND SEVERAL ROUTES, I FULLY UNDERSTAND THAT SUCH RECOMMENDATIONS ARE NOT MANDATORY.

I ALSO UNDERSTAND THAT THE DRIVER IS NOT DRIVING AS AN AGENT OR ON THE BEHALF OF THE DISTRICT.

Student-Athlete Signature _____ Date _____

District Approval Signature _____ Date _____



MARIN COMMUNITY COLLEGE DISTRICT ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

- I wish to participate in the college sponsored activity (ies) of _____(Sport)
- I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/ illness to individuals who participate. I understand and acknowledge that some of the injuries/ illnesses which may result from participating in these activities, include but are not limited to the following:
 1. Sprains/strains
 2. Fractured bones
 3. Unconsciousness
 4. Head and/or back injuries
 5. Paralysis
 6. Loss of eyesight
 7. Communicable diseases/blood borne pathogens
 8. Death
- I understand and acknowledge that in order to participate in these activities; I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.
- I understand, acknowledge, and agree that the college, its employees, officers, agents, or volunteers shall not be liable for any injury/illness, suffered by me which is incident to and/or associated with preparing for an/or participating in the activity(ies).
- Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation. Although the college may assist in coordinating the transportation any assistance and/or recommendation provided is not mandatory.
- If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements and the college assumes no responsibility or liability of any kind.
- I have no known medical condition that may pose a risk to the health and safety of others or me by participating in the activity (ies).
- I acknowledge that I have carefully read the Acknowledgement & Assumption of Potential Risk form and that I understand and agree to its terms.

Student-Athlete Signature _____ Date _____

Print Name _____



ATHLETIC EMERGENCY CARD

Sport _____

Name _____ Age _____ Phone _____

Home Address _____ City _____ Zip _____

Social Security No _____ Date of Birth _____

Emergency Name & Address _____

Emergency Phone _____

Name of Insurance Company _____

Policy & Group Numbers _____



FREQUENTLY ASKED QUESTIONS

Question	Who to Ask
Dropping a class (mid-term)	Bruce Furuya (415) 485-9309
Repeating a class	Bruce Furuya (415) 485-9309
Degree Evaluation, Interpretations	Bruce Furuya (415) 485-9309
Enrolling in Summer School	Bruce Furuya (415) 485-9309
Eligibility	Bruce Furuya (415) 485-9309
Graduation Concerns	Bruce Furuya (415) 485-9309
NCAA/COA Rules Interpretation	Bruce Furuya (415) 485-9309
School Forms	Bruce Furuya (415) 485-9309
Grant-in-Aid Questions	(415) 485-9409
Equipment	Equipment Technician
Health Information & Injury Care	Athletic Trainer
Substance Abuse/Psychological Counsel	Athletic Trainer/Director of Athletics
Job Referral	Matt Markovich (415) 485-9591
Help in General	Matt Markovich (415) 485-9591

FORMS TO COMPLETE

- Student-Athlete Handbook Acknowledgement
- COA Form 1: Student Eligibility Report
- COA Form "C" Out-of-Recruitment Are Student Contact Form
- COA Form 2 Tracer
- Student-Athlete Contract
- Felony Sentence Disclosure
- Emergency Card
- Student & Athletic Accidental Injury Insurance
- Athletic Pre-Participation Screening Exam
- Voluntary Transportation Agreement
- Acknowledgment & Assumption of Potential Risk



COM ATHLETIC DEPARTMENT VERIFICATION OF DOCUMENTS

Student-Athlete Code of Conduct / Handbook

I realize and agree that the privileges of participating in athletics at College of Marin is dependent upon, but not limited to, adherence to the statements contained in the student-athlete code of conduct.

I understand that violation of this code of conduct may render my participation null and void.

I hereby certify that I have read, understand, and will observe the statements contained in the student-athlete code of conduct, as seen in the student-athlete handbook, for the entire period of time that I am a student-athlete at College of Marin. I have had the opportunity to ask questions and receive explanations for any statements that I do not understand.

I have read the student-athlete handbook and understand that it is a reference, which explains my obligation and responsibilities as a student-athlete at the College of Marin. I also understand that my head coach, athletic academic counselor and athletic director are available to answer any questions I may have.

Student-Athlete (Signature) _____ Date _____

Student-Athlete (Print) _____

Parent/Guardian Signature (if under 18) _____

Email _____

Sport _____



COLLEGE OF
MARIN

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Kentfield, California 9490

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Fax 415.453.4187
www.marin.edu