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
# TABLE OF CONTENTS

Department of Athletics Mission Statement ................................................................. 3
Department Phone List ................................................................................................... 4
STUDENT-ATHLETE CODE OF CONDUCT ................................................................. 5
Academic Advisement and Eligibility ........................................................................... 6
Transferring .................................................................................................................... 7
College of Marin Mandatory Study Requirements ...................................................... 7
College of Marin Mandatory Study Requirements ...................................................... 8
Admissions and Records .............................................................................................. 10-12
Check List for Admission ............................................................................................ 12
Financial Aid ................................................................................................................ 13
Student-Athlete Academic Resources .................................................................... 14-15
Disabled Students Programs and Services ............................................................... 15
Participation .................................................................................................................. 16
Insurance, Forms, and Training Room ...................................................................... 17
Locker Room, Parking, and Equipment ................................................................. 18
Health Screening, Trainer, and Substance Abuse ................................................... 18
Team Travel .................................................................................................................. 19
Student-Athlete Contract ............................................................................................ 20
Felony Sentence Disclosure ....................................................................................... 21
Voluntary Transportation Agreement ...................................................................... 22
Marin Community College District Acknowledgment and Assumption of Potential Risk .................................................................................................................. 23
Athletic Emergency Card ........................................................................................... 24
Frequently Asked Questions ....................................................................................... 25
Forms to Complete ...................................................................................................... 25
College of Marin Athletic Math and English Policy ................................................... 26
COM Athletic Department Verification of Documents ............................................. 27
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 community 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
700 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

Lindsay Bacigalupi, Administrative Assistant
Lindsay.bacigalupi@marin.edu – (415) 485-9580

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

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

Bruce Furuya, Athletic Academic Coordinator
bruce.furuya@marin.edu – (415) 485-9309

Tannea Nelson, Head Women’s Basketball Coach
Tannea1500@msn.com – (415) 485-9586

Ben Studholme, Head Men’s Soccer Coach
benstudholme@hotmail.com – (415) 485-9584

Carlos Campos, Head Women’s Soccer Coach
cloxcampos@hotmail.com – (415) 883-2211 X 7758

Lindsay Bacigalupi, Head Women’s Volleyball Coach
Lindsay.bacigalupi@marin.edu – (415) 485-9580

Nina Richardson, Head Softball Coach
Nina.richardson@marin.edu – (415) 485-9585

George Adams, Head Track and Field Coach
George.adams@marin.edu – (415) 485-9669

Warren Lager, Head Swim and Dive Coach
lagersmith@comcast.net – (415) 883-2211 X 8258

Dave Granucci, Head Men’s Basketball Coach
Dave.granucci@marin.edu – (415) 883-2211 X 7760
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.

● 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 grade checks, 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 begins 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.”
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 STUDY REQUIREMENTS

Student-Athlete Requirements

- Student-Athletes are required to meet with Academic Counselor, Bruce Furuya, once per semester to plan out their academic education plan.
- Fall athletes are required to have an Ed Plan on file by October 15
- Spring athletes are required to have an Ed Plan on file by March 1
- Student-Athletes are required to meet with SAASP Coordinator, Jillian Ruppenstein, a minimum of two times per semester.
- More meetings may be required after the evaluation of grade checks/mid-term grades
- Student-Athletes are required to submit two grade checks per semester (due Friday, September 21 and Wednesday, November 21), as well as their mid-term grades (due Monday, October 29)

Community Service Program

- Student-Athletes are required to complete a minimum of 10 hours of community service per semester.
- The primary source of volunteer hours will take place at Kent Middle School
- This does not include team fundraising events.

Study Hall

- Study Hall is located in PE 11 (Athletic Office)
- Student-Athletes are not required to attend study hall.
- If an athlete does decide to attend study hall, the following rules are in place:
  - Students are allowed in the study hall room to study; there is NO "hanging out."
  - Students have access to computers for studying purposes ONLY.
  - There is NO food or drink (with the exception of water) in the study hall.
**Student-Athlete Committee (SAC)**

- One minimum of one member of each athletic team will comprise SAC.
- Members of the SAC will meet bi-weekly on a TBD day/time.
- Members of SAC will relay messages back to their teams regarding events, grade check due dates, etc.
- Members will develop ideas and plan events that promote camaraderie amongst COM’s athletes.

**Retention Group Students** as identified by athletic academic counselor will need to meet additional requirements. A gradual release from requirements in terms or 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).

**Penalty for Deficient Study Requirements**

- If a student-athlete fails to turn in a required grade check – they will be suspended from athletic practice or competition until the grade check is turned in.
- If a student-athlete fails to attend academic meetings with Bruce Furuya or Jillian Ruppenstein They will not be given Priority Registration for upcoming semester and be suspended from athletic practice or competition.
- If an athletic team does not participate in SAAC or Community Service – That team will no longer receive meal money or equipment money.

**College of Marin Athletic-Academic Philosophy**

- COM asks you to Communicate – Communicate - Communicate
- COM asks for a reasonable amount of Academic and Program Commitment.
- COM expects active learning.
- COM will not release students from any academic requirement.
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

![Online Credit Class Application]

This link will take you to the California Community Colleges Chancellor’s Office Online Application Center where you can apply for admission to College of Marin.

Step 2: Complete Orientation and Placement Testing

Educational Planning for Students New to College
All new, returning, or transfer students are required to participate in a Success Orientation unless they are exempted (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. The Success Orientation is established to help prepare you to be successful at College of Marin and to reach your educational goal. Matriculation has three components: orientation to college programs and services, taking the English and math placement tests, and scheduling a meeting with an academic counselor. These three components are called the Matriculation Steps. Make sure you file a College of Marin Admission Application form before you participate in any of these activities.

Note: You will need your Student ID beginning with M00 to register for a workshop and to take our placement tests. (You can find your Student ID by logging into the Mycom Portal,
clicking on the student tab, and clicking on any links under the registration tools channel. It is the nine digits beginning with M00 listed before your name.)

**Make an Appointment to Attend a Success Orientation.**

**Connect here for important information about the Success Orientation and Testing.**

You can reserve a place in the Credit ESL Orientation and Testing by calling 415-485.9642 or going in person to the College Skills Department in HC 101 or to Counseling Services, Student Services Bldg 212 at Kentfield.

**ONLINE Orientation** is available 24/7. Take the College of Marin placement tests (see Testing Center Schedule for times and dates of tests) before meeting with a counselor. **You will also need to submit the Certificate of Completion from the Online Orientation before making the counseling appointment.**

If you are planning to complete an ESL Orientation and Testing, please call the **College Skills Department** at (415) 485-9642 or go to Harlan Center, Room 101 at Kentfield.

**Where Do I Take the Placement Tests?**

Placement tests are given in the Testing Center located in the Student Services Building, Room SS 238 at the Kentfield Campus. Call (415) 485.9469 to reserve a place. If you are planning to complete an ESL Orientation and Testing, please call the College Skills Department at (415) 485.9642 or go to KTD Harlan Center, Room 101.

**Step 3: Meet with an Academic Counselor**

Make an appointment at the workshop or call (415) 485-9309 (Bruce Furuya). Discuss your academic goals, previous educational experience, and develop an educational plan for selecting your courses.

**Step 4: Register for Classes**

You can register

- Online through the MyCOM 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.

**Please note:** The College of Marin has an Automated Waitlist function. Please click on the Automated Waitlist link for important information.
The College of Marin enforces satisfactory completion of prerequisites at the time of registration. Please see Prerequisites for more information.

**Step 5: Pay Your Fees**

- Online through the MyCOM Portal
- Or in person with a MC/VISA credit card, MC/Visa debit card, personal check, cash, cashier’s check, or money order.
- COM tuition and fees

**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 before registering.

**Confirmation of Enrollment:** Print a receipt online or a receipt will be given to you if you register in person. You can log into the MyCOM Portal to see a list of your classes.

**Students who must register in person:** If you are a 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 your 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 - HTTP://WWW.MARIN.EDU/FINANCIAL_AID/INDEX.HTM

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 $2,775 per semester or $200 to $5,500 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.
• 10,000 Degrees formally know as 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.10000degrees.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.

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.

Please visit link for useful information - http://www.marin.edu/disabled/
• DSPS Staff
• Map -- Here We Are!
• Credit Classes (Spring 2007)
• Community Education Classes (Winter 2007)
• Counselors
• Adaptive Physical Education Program
• Learning Specialists
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 participate 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 participate in the Student-Athlete Academic Service Program

7) I agree to participate in the Student-Athlete Grade Check Program.

8) I agree to participate in the Student-Athlete Community Service Program.

9) I agree to contact the athletic academic counselor/coach if I’m having difficulty in my courses.

10) I agree to meet with the athletic academic counselor before dropping a class.

11) 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.

12) I agree when contacted by coach, counselor, or athletic department that I will immediately respond.

13) I agree to represent the College of Marin Athletic Department and the institution well on and off campus.

14) 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 assume 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

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

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
COLLEGE OF MARIN ATHLETICS - ACADEMIC POLICY STATEMENT

REGARDING ENGLISH AND MATH COURSEWORK

The College of Marin and the Intercollegiate Athletic Coaching Staff is committed to providing the academic support services necessary to facilitate the development of your academic skills for success. The following policy has been established to assist you in meeting your educational goals. PLEASE READ AND SIGN THIS POLICY.

I am a College of Marin Student Athlete and am committed to the academic and athletic standards of the College of Marin’s Intercollegiate Athletic Program,

I am expected to be proactive, responsible and knowledgeable of the appropriate English and Math requirements for graduation and or transfer.

My enrollment in the appropriate English and Math class is determined by my College of Marin assessment tests results or the last English and Math class successfully completed at an accredited institution

I am expected and responsible for enrolling in BOTH an English and Math course during each one of my terms of attendance at the College of Marin until I complete the appropriate requirements for transfer or graduation.

I understand that if I am not actively enrolled in an English and Math course during my spring and fall terms of attendance, I will immediately be suspended from any College of Marin Intercollegiate Athletic Program or designated activities.

I understand that I am responsible to follow any special requirements, academic process, procedure and progress reports as designated by the counselor or coach.

Print Name: ________________________________

Signed: ________________________________

Date _______________ Sport _______________
COM ATHLETIC DEPARTMENT

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 ___________________________________________________________________________________________