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**West Los Angeles Athletic Department**

**2017-2018**

**Coaches Manual**

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**TABLE OF CONTENTS**

Introduction ............................................................................................................................... 3

History ....................................................................................................................................... 4

Vision and Mission Statement .................................................................................................. 5

WLAC Athletics Mission Statement & Philosophy of Athletics ............................................. 6

Athletic Affiliations/Western State Conference Members on Athletics .................................. 7

Commission of Athletics (COA) Authority and Oversight ...................................................... 7

Constitution of The Western State Conference ........................................................................ 10

WSC Coaches Code of Ethics .................................................................................................. 12

General Duties and Responsibilities ........................................................................................ 13

Coaches Duties ........................................................................................................................ 14

Eligibility Procedures ....................................................................................................... 15

Scheduled Development .................................................................................................. 16

Pay Procedures ................................................................................................................ 17

Transportation Procedures ...................................................................................................... 18

Recruitment of Student Athletes ............................................................................................. 20

Out of District/State Recruitment ................................................................................... 21

Counseling and Guidance ....................................................................................................... 22

Personal Counseling ....................................................................................................... 23

Athletic Counselor .................................................................................................................. 24

Matriculation ........................................................................................................................... 25

Matriculation process ..................................................................................................... 26

Orientation ...................................................................................................................... 27

Matriculation Exemptions .............................................................................................. 28

Appendix A ............................................................................................................................. 29

Athletic Training Room Procedures ....................................................................... 30

Athletic Training Room Hours/Rules ..................................................................... 31

Substance Abuse Policy .......................................................................................... 31

Violation Procedures ................................................................................... 32

Appendix B

Sexual Harassment Policy ...................................................................................... 33

Appendix C

Athletic Department Forms .................................................................................... 34

**Introduction**

This handbook is provided to the West Los Angeles College athletic coaching staff to equip them with specific information as to the organization, philosophy, policies and procedures of the Athletic Department. It is intended to be a Constitution and Bylaw supplement to the Facility Handbook, the Athletic Policies and Procedures of the Western State Conference Constitution and to the Commission on Athletics (COA) Constitution.

Ignorance of the rules is not an excuse for violations, even for first year coaches. All coaches are expected to make themselves familiar with State, Conference, and College Rules and Regulations and use them in the performance of their duties and responsibilities. Head Coaches of each sport are responsible for the actions of the assistant coaches.

**WEST LOS ANGELES COLLEGE**

West Los Angeles College is situated in Culver City in the western part of Los

Angeles, a highly diverse set of neighborhoods, including Baldwin Hills, Crenshaw, West Los Angeles, and Westchester. The 2010 U.S. Census reported a population of for the college's extended service area, with the ethnic distribution as follows: 22.87% African-American, .20% American Indian, 7.8% Asian, 33.0% Latino/Hispanic, 33.2% White, and .33% two or more other ethnic groups. The average household income in the extended service area was $17,117. Although the college is located in a middle-class area, it draws a large enrollment from adjacent neighborhoods, which are relatively poor. Approximately 91% of the students live in the poorer communities to the east and south of the college, such as Crenshaw and Inglewood.

West LA College is one of eight sister colleges in the Los Angeles Community College District, serving one of the ten most diverse counties in the United States. West Los Angeles College emphasizes recruitment of under-represented minorities. In its stated philosophy, the college, together with the district, "affirms the principle that individuals should have opportunities to develop to their full potential." Accordingly, the college, together with the district, strives to provide programs that are accessible to all individuals who have the capacity and motivation to "profit from the programs offered".

**West Los Angeles College Vision and Mission Statement**

**WLAC Vision Statement**

Through excellence in instruction and services, West Los Angeles College empowers and enables students to succeed.

**WLAC — Mission Statement**

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West education enriches students with the knowledge and skills needed to earn certificates and undergraduate degrees, to transfer, to build careers, and to pursue life-long learning.

***Transfer Education*** to provide general education and major preparation for those students who plan to continue their studies at a four-year college or university.

***Career and Occupational Education*** providing certificate and associate degree programs to meet the needs of those students preparing for employment in a changing globally centered society, and those currently employed who wish to train themselves or update their skills to meet the growing demands of increasingly interdependent societies.

***General Education*** to introduce students to the humanities, the arts, the social and natural sciences allowing them the opportunity for personal, intellectual and cultural growth; while providing oral and written communication, mathematics and critical thinking skills, and international perspectives necessary to succeed in life.

***Foundation Skills Program*** to provide students with the necessary capabilities in mathematics, oral, reading and written language skills, and study skills to successfully complete a certificate, degree, or transfer program.

***Economic Development*** to develop educational partnerships with business, industry, labor and government to offer programs for the working adult or those preparing for work recognizing that the nature of work grows increasingly international in content and global in scope.

**West Los Angeles College Athletics Mission Statement**

Our mission and objective is to provide a competitive and invigorating experience that nurture both the student athlete and the coach within to provide a fair and equitable environment. Our #1 goal is to provide all our student-athletes the opportunity to participate in the full academic experience to prosper in all aspects of life. Our primary concern is for our student athletes to transfer to and successfully matriculate at four-year academic institutions. We also seek to assist our student-athletes in attaining their academic, career, and personal development goals. COMPETE! COMPLETE

Participation in the Western Athletic State Conference is a vital part of our mission. The competitive balance and local rivalries provide a solid foundation for our student-athletes to pursue both team and individual aspirations.

**West Los Angeles College Philosophy of Athletics**

West Los Angeles Community College Athletic Program shall be governed by the Athletic Constitution of the California Community College Commission on Athletics and the Athletic Constitution of the Western State Conference. In addition, the Athletic Program will:

1. Have a specific focus of the safety and welfare of the students.
2. Be recognized as an extension of the college's total educational program.
3. Be characterized by the highest levels of professional instruction and supervision.
4. Provide opportunities for individual growth and development.
5. Provide equal opportunity to all members of the College Community (Gender Equity).
6. Insure an opportunity to achieve excellence.
7. Maximum opportunities for participation by the maximum number of students.
8. Aspire to achieve and maintain high levels of athletic performance, within moral and ethical framework.
9. Have its many parts work cooperatively toward a single goal, while coaches and athletes from all sports support the efforts of their peers and colleagues.
10. Provide the best possible equipment and facilities.
11. Involve community, parents, facility, friends and other students, as well as the coaches' and athletes themselves.
12. Strive to make each student athlete's participation in a positive, healthful, and enjoyable part of his/her experience.
13. COMPETE! COMPLETE!

**Athletic Affiliations**

West Los Angeles College is a member of the California Community League of California. The Commission on Athletics (COA) sets the rules and regulations for all community college athletic programs in the State of California. Conferences and colleges may set up rules and regulations for themselves that are more stringent than those set up by the state. The State Athletic Commissioner is John Frierson.

West Los Angeles College is a member of the Western State Conference (WSC) and abides by all rules and regulations set forth by that body.

**Western State Conference Member**

Allan Hancock College

Bakersfield College

Citrus College

Cuesta College

Glendale College

Los Angeles Pierce College

West Los Angeles College

Oxnard College

Santa Barbara City college

Santa Monica College

Ventura College

Moorepark College

Los Angeles Valley College

The Western State Conference commissioner is Jerry White. The president of the WSC Board Dr. Gilbert Stork (2018) Cuesta College.

In our college's organizational structure, the Athletic Director reports to the Dean of Student Services. Head coaches, assistant coaches, trainers, men and women's physical education attendant, and the athletic secretary are responsible to the Athletic Director. Assistant Coaches are also responsible to their head coaches.

**Commission on Athletics (COA)**

**Authority and Oversight**

## The COA is authorized by the California Education Code to supervise the administration of the men and women's intercollegiate athletic programs. The State Athletic Constitution includes policies and procedures guiding the administration of California Community College Intercollegiate Athletic programs.

Amendments shall be made to the Constitution as described herein. Clarifications to the Constitution, including language changes that do not change the intent of the constitution, may be made by the COA Board and the Management Council by majority vote at any scheduled or special meeting of the Board and shall take effect upon majority vote at any scheduled or special meeting change the Constitution to bring it into compliance with State or Federal law/

The COA Board may adopt by laws as required to carry out the functions as described herein. Bylaws shall be adopted by the Board and may be amended by majority vote at any scheduled or special meeting of the Board and shall take effect upon passage.

In any matter not otherwise covered by the Constitution, or by resolution, Robefl's Rules of Order shall constitute the rules of order of all meetings of the Board.

Whenever in this Constitution the context so requires, the masculine gender includes the feminine and neuter genders, and the singular number includes the plural and vice versa.

The authority for oversight of the functioning of the COA rests with the COA Board and the Management Council.

*COA Responsibilities*

It is the responsibility of the COA Board to supervise the administration of the California community college intercollegiate athletic programs. The COA Board shall carry out its responsibilities through the development and implementation of policies and procedures to govern the administration of intercollegiate athletic programs.

*Institutional Responsibilities*

It is the responsibility of each member institution of the COA to administer the intercollegiate athletics program in compliance with Constitution and conference policies and procedures.

Each member institution shall monitor its athletic programs to ensure compliance with the Constitution.

*Conference Responsibilities*Athletic conferences shall have jurisdiction over all athletic relations within the representative conferences. Any conflicts that cannot be resolved within the conferences or between conferences shall be referred to the COA and the decision of the COA shall be final. Failure to comply may result in the invoking of penalties. Each conference shall have a commissioner.

**Fundamental Values**

*Student Health and Welfare:* The protection and enhancement of the physical health and educational welfare of student athletes are given preeminence in the administration and conduct of intercollegiate athletic programs.

*Sound Academic Progress:* Intercollegiate athletics are a vital part of the student's educational program. The athletic programs and their participants are integral parts of the student body. Student athletes are required to maintain satisfactory progress toward an educational goal and good academic standing, as directed by the Constitution and the institution, in accordance with approved policies and procedures applicable to the student body in general.

*Ethical Conduct:* College representatives are expected to conduct their participation with the highest degree of honesty, integrity, and good sportsmanship. Their behavior reflects a desire to achieve the positive goals that characterize wholesome competitive sports at the collegiate level.

*Amateurism:* Individuals participating in intercollegiate athletics are amateurs whose motivation is to engage in sport activities as a part of their academic program. Participation brings about improvement in physical, mental, and social well-being as derived from wholesome physical activity.

*Equitable Competition:* The opportunity for equitable competition is a basis for the rules that are written to govern the organization's programs.

*Athletic Achievement of Excellence:* Colleges with exceptional teams and individuals have the opportunity to demonstrate their excellence by competing for a championship title. Championship competition is administered to ensure equitable opportunities for all participants; prevent unjust use of participants, time and energies away from their academic program, and minimize the cost of participation.

*Gender Equity* in intercollegiate athletics describes an environment in which equitable athletic opportunities, benefits, and resources are available to all students.

In the athletic environment, student athletes and athletic personnel shall experience equitable treatment and fairness. The COA shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It is the policy of the COA to refrain from discrimination with respect to its governance policies, educational programs, activities, and employment policies.

Legislation governing the conduct of intercollegiate athletic programs shall apply to basic athletic issues such as eligibility, recruiting, participation, playing rules, due process, post conference competition, and financial aid. COA member institutions shall be obligated to apply and enforce the Constitution. Enforcement procedures shall be applied to the institution when it fails to fulfill its obligations.

### **Constitution of The Western State Conference**

**Article 1- Name and Purpose**

**SECTION 1 - NAME**

The name of this organization shall be:

WESTERN STATE CONFERENCE

**SECTION 2 - PURPOSE**

The purpose of this conference shall be:

1. To govern all branches of athletic sports in which a student represents a member of this conference in competition with any other institution, organizations, club or team.
2. To establish and maintain high standards of scholarship and sportsmanship in the institution, which are members of this conference, and in those coming under its influence?
3. To promote intercollegiate athletes and encourage the high ideals of amateur sports. To maintain such regulation and supervision of athletic sports governed by it as to keep athletic activities the incidental and not the principal feature of intercollegiate life.
4. To cultivate cordial and friendly relations among colleges through the observance of good standards of sportsmanship.

**SECTION 3 - PHILOSOPHY**

1. **SPORTS OFFERINGS TO CONFERENCE:**
2. Host conference for football. (Compton, L.A. Harbor, L.A. Southwest, East Los Angeles)
3. Basketball (men and women), baseball, crosses country (men and women), soccer (men and women), swimming (men and women), tennis (men and women), track (men and women), volleyball (men and women), water polo (men and women), and wrestling.
4. The conference will add sports as members add sport to their program. The conference is willing to add any sports at any given time as membership increases.
5. **THE RECRUITMENT AND USE OF OUT-OF-DISTRICT, OUT-OF-STATE, AND OUT-OF-COUNTRY ATHLETES**
6. The policy of this conference will be to recruit local district students. Out-of-district, out of-state, and out-of-country athletes will not be recruited. The conference will follow the first contact rule as per CCLC State Constitution, Article 10.

**THE CONFERENCE SETTING**

It is our intention to offer a variety of sports maintaining equitable competitive balance within a reasonable geographic area. Our goal will focus on having four teams for each representative sport originating out of our conference membership. However, we encourage affiliation with host conferences to accommodate sports not offered in our conference. We also encourage other colleagues to affiliate with our conference in any sport necessary to accommodate the State structure. In sum, our philosophy strongly adheres to the formation of a conference, which shall offer fair competition within a geographic matrix providing a cordial and friendly environment in which to compete.

**SECTION 4 - NON-PROFIT STATUS**

This association is organized exclusively for charitable purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provisions of these Articles the association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law or (b) by corporation contributions which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

Upon winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed back to the colleges that originally contributed the funds. These colleges are organized and operated exclusively for educational purposes and are established as tax-exempt status under section 501 (c) (3) of the Internal Revenue Code.

**Coaches Code of Ethics**

All Athletic Department Personnel; Athletic Director, head coaches, assistant coaches, and support staff is expected to conduct themselves with the highest level of professionalism and ethics. The actions of the athletic staff serve as models for our student athletes and reflect on the entire college athletic department and teams It is each coach's responsibility to know and abide by the state decorum rules, as well as, follows the decorum policies outlined in their specific sport's supplements. Coaches should become familiar with and follow the WSC's Code of Ethics.

**WESTERN STATE CONFERENCE COACHES CODE OF ETHICS**

It is the duty of the coach to be in control of his or her players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.

1. Coaches will comply wholeheartedly with the intent and spirit of the rules. Deliberately teaching players to violate the rules is indefensible.
2. Coaches will teach their players to respect the dignity of their sport, officials, opponents and the institutions that they represent.
3. Coaches will confine their discussion with the game officials to interpretation of the rules and not constantly challenge official decisions involving judgement.
4. Coaches will prohibit negative talk, “trash talk” or “bench jockeying” which would include persona, and malicious remarks, cursing and obscene language toward opponents, officials, or spectators.
5. Coaches will refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.
6. Coaches will expect from the officials a courteous and dignified attitude towards players and themselves.

**General Duties and Responsibilities**

**Responsibilities of the Athletic Department**

It is the responsibility of the Athletic Department to operate in a way that is consistent with the college's mission and goals.

***The Athletic Department will:***

1. Provide an atmosphere conducive to the academic success of the student athlete,
2. Provide quality coaching in all sports offered.
3. Create a competitive philosophy, which will fit within the guidelines of good sportsmanship and fair play.
4. Operate within the principles, objectives, rules and regulations of the Commission on Athletics (COA) and conference with which the college is affiliated.

**General Student Athlete Responsibilities**

The right to participate in athletics is derived from the college and its designated staff. Through his or her participation, each student athlete agrees to:

1. Meet all COA, conference and college rules pertaining to eligibility and conduct.
2. Comply with established team and department regulations.
3. Meet all academic and athletic appointments and obligations promptly and regularly.
4. Make progress toward educational or vocational goals.
5. Avoid the use of drugs, alcohol and steroids.
6. Conduct himself/herself in a positive manner both on and off the field.
7. Demonstrate loyalty to his/her teammates, teachers, and coaches, as well as to the college and community.’
8. Demonstrate respect for personnel, equipment, and facilities.

**Administrative Responsibilities**

The head coach is responsible for the organization and conduct of his or her program. It is the responsibility of each coach to run his or her program within the guidelines adopted by the College Athletic Department. This includes maintaining positive public relations with the community, the college, colleagues, parents, students, and staff. It should be remembered that all the coaches are a part of the college's total athletic department. The conduct of each individual reflects on everyone in the department as well as the college. It is expected that each coach will be professional, honest and ethical in their dealings with other individuals and that they always conduct themselves in a 'first class" way.

**COACHES DUTIES**

**Recruiting Responsibilities**

Each coach is expected to actively recruit athletes within the West Los Angeles College District. Coaches must adhere to the recruiting guidelines established by the COA, the Western State Conference, and the College's Administration. It is further expected that all coaches and representatives associated with West Los Angeles College will use ethical and professional techniques. Coaches are expected to attempt to establish good rapport with the high school coaches in the District and with parents of prospective athletes.

**Coaches Responsibility/Equipment and Supply Management**

It is the responsibility of the head coach to efficiently manage all supplies and equipment used in his/her program. Each coach must realize the financial restraints under which he/she must work and therefore care for, supervise supplies and equipment in a fiscally responsible way.

**Coach-Equipment Manager Relationship and Responsibilities:**

1. The coach and equipment manager must cooperate in the management and care of all equipment and supplies.
2. The coach has the ultimate responsibility for all supplies, uniforms and equipment that is used in his/her program.
3. The equipment manager's main responsibility is the proper maintenance; cleaning, repair, and inventory of all equipment and supplies. Additionally, the equipment manager must keep accurate, up-to-date records of all supplies, uniforms, and equipment issued to all athletes and coaches.
4. It is expected that an efficient checkout and check-in system be developed by the coach and equipment manager prior to the season. This system will be approved by the Athletic Director. The coach has the responsibility to inform all athletes of the established procedure and subsequent, adherence to that procedure.

It is the policy of the athletic department to purchase supplies and equipment, which will enable the athlete to compete to their maximum, and to allow them every chance for a safe and successful experience.

Because of the budget limitations, it is imperative that the entire staff (the coach, equipment manager, and athletic director) work to care for all supplies and equipment to maximize their use and longevity.

**Eligibility Procedures**

All student athletes must be declared eligible by the college before they compete in a contest each year in every sport. Eligibility is determined by a review of the student's academic and athletic background and status as they relate to the *Guidelines* determined by the State Athletic Constitution. Such eligibility shall be required for non-conference, conference, and play-off participation. Each coach must know and understand the State Constitution and the Conference Sport Supplement as it pertains to his/her sport. The main role of the coach is to be sure the eligibility review process is adhered to and only allowed participation of athletes that have been declared eligible and continue to be eligible during the sport season.

**The Eligibility Review process is as follows:**

*Form 1:* Each athlete is required to complete a Form 1 as the initial step in seeking eligibility. The coach must make sure the form is accurately and completely filled out prior to the beginning of the sport season. It must be signed and forwarded to the Athletic Director, who shall review it, sign, and pass it along to the Eligibility Clerk. Form 1 's must be processed early enough to allow sufficient time for an effective eligibility check to be done. Failure to comply could mean that the student athlete may miss contests.

*Form C:* All out-of-district and out-of-state athletes who have first contacted coaches must complete form C (Out-of District Contract Form) as soon as possible after initial contact has been made. This form must be kept on file with the coach until form 1's are turned in to the Athletic Director. Form C is then stapled to Form 1. Additionally, it is the responsibility of the coach to document all first contracts by students from out of the district. The coach should use, and keep up to date, the Out-of-District Student First Contact Log.

*Form 2:* *Tracer Report:* Form 2 must be sent, by the Eligibility Clerk, to the student's previous college(s) officials to check the participation status of that student. The Form must be returned to the Athletic Eligibility Clerk before participation is allowed.

*Form 3: The Athletic Eligibility Clerk*, under the direction of the College President's Athletic Representative will prepare a Form 3 (Athletic Eligibility List), which lists all eligible athletes in each sport. A copy of form 3 is sent to the Conference Commissioner, other conference colleges, with copies to the Athletic Director and to the coach. Only students whose names appear on this are eligible. At the end of the season a final Form 3 is prepared to indicate all students who have participated in a contest for that season. The final copy is sent to the Conference Commissioner's Office, and the other conference colleges. Copies of Form 3 are posted on the athletic bulletin boards in the gym. It is suggested that all students and coaches check the posted copy to ensure their athlete's eligibility.

A list will be provided to the Athletic Director from the Eligibility Clerk's office indication any student athlete who falls below 12 units. These athletes will immediately be ineligible for participation in any contest until they resume active enrollment in 12 units. It is the responsibility of the head coach to make sure that the athlete does not participate.

**Scheduled Development**

Each head coach is responsible to develop a proposed competitive schedule for the following season after his/her sports season. All schedule proposals are subject to the approval of the Athletic Director. Factors that must be considered when developing a proposed schedule are that:

Thy competitive schedule must meet all requirements set forth in Article 13 of the COA Constitution, especially 13.2.2 which lists the number of allowable contests in each sport and the allowable starting and ending dates to each sport season.

The schedule must include the approved conference scheduled of contests. Conference contest have priority over non-conference contests.

In developing the non-conference schedule, coaches must be aware of the requirements set forth in Article 13.3 of the COA Constitution concerning the counting of contest associated with tournaments, and scrimmages.

In developing the non-conference contest schedule, factors associated with cost containment should be considered.

**Practice and Competitive Event Responsibilities**

All head coaches are responsible for their own conduct, as well as the conduct of all assistant coaches and team members. Since they represent the College and the Athletic Department, it is expected that they meet, in both spirit and letter, all Decorum Standards of the COA, the WSC, the college and show proper sportsmanship at all times.

NOTE: Head Coaches must set a good example to his/her staff and team members. Sportsmanship starts with the head coach. It is also expected that when assistant coaches or team members violate standards of good sportsmanship, the head coach will deal firmly with each violation and insure that the violation is not repeated.

**Responsibilities for Student Athlete Conduct on Campus**

The Athletic Department's discipline policy is that there is a disciple process for student athletes who are disrespectful to other students, staff, or teachers, or who disrupt the peaceful campus atmosphere that we all expect. It is the head coach's responsibilities to make this policy perfectly clear for all their athletes, and to continually remind them of the importance. Student athletes who get into physical confrontations with anyone on campus, who are verbally abusive to anyone on campus, or whose conduct is otherwise disruptive will immediately be disciplined suspended from all athletic participation. Student athletes are subject to the College's Student Code of Conduct and its penalties when violated.

**Professional Responsibilities**

It is expected that all head coaches take an active part in WSC coaches meetings and state and professional organizations. When our coaches are active, our student athletes are better served. Failure to attend and/or participate in WSC coaches’ meetings will be considered as a failure to meet the obligations as a head coach.

**Pay Procedures**

Head and assistant coaches, who are on hourly assignment, are paid in two ways. The coach is paid for two hours per day of actual class time. This pay is distributed monthly and will include payment for any other classes the coach teaches. During the season, the coach will receive a stipend. This money represents any time that was spent during the competitive events and coaches meetings.

According to Board Policy, hourly instructors may not work more that 60% of a full-time workload. In the Physical Education Department, that equates to nine (9) lecture hours per week. The Athletic Director has up-to-date pay schedule.

**Missing Classes for Athletic Events**

Coaches are required to submit a request to the Athletic Director in writing as to how classes will be covered:

* Paid substitute.
* Cancelled classes.
* Exchange with other staff members.
* Outside assignments.
* It is suggested that this be done two weeks prior to the event.

**Keys**

Coaches are issued keys on a personal basis. These keys are not to be loaned out to anyone! Do not leave your keys unattended.

**Support Staff**

*Volunteer Coaches:*

All volunteer coaches must have a signed volunteer form on file so that they are covered by the college's insurance. Volunteers are paid out the trust account, must fill out papers in a timely manner.

**TRANSPORTATION PROCEDURES**

The purpose of these instructions is to define and clarify procedures to promote safe travel while using West Los Angeles College vehicles.

**Pre-Trip Procedures**

*Travel Request Form* — This form must be completed and approved by the proper West Los Angeles College authorities prior to the trip.

*Vehicle Orientation* — The West Los Angeles College employees must become familiar with the vehicle they will be driving and accept the responsibility of familiarizing any student driver in the same respect to the vehicle they will be driving. Maintenance Operations personnel will assist with the orientation. "Safety First Policy" must be the criteria used by the credentialed supervisor in the selection of designated drivers.

*Valid Driver’s License* — The employee requesting vehicles is responsible for making sure that each driver has an appropriate valid California driver's license in his/her possession.

*Vehicle Pick up* — Vehicles must be picked up and returned at the time designated on the travel request unless other arrangements have been made through Maintenance and Operations. Do not hold vehicles overnight unless you have made previous arrangements with the rental company.

*Written Itinerary* — For overnight trips involving students, a complete itinerary must be submitted to the Athletic Director prior to departure to include the following information:

* Departure time from West Los Angeles College
* Arrival time (post trip to West Los Angeles College)
* List of student making the trip (specify driver)
* Name/address/phone number of lodging/school
* Other typical information (scheduled event, times, places, etc.)

**Trip Requirements**

*Driving Requirements*

All laws, including speed limits, etc. must be observed. Every effort will be made to drive courteously, keeping in mind that you are representing West Los Angeles College.

#### *Trips involving Multiple Vehicles*

Use the caravan method (keep within sight). The head coach rides in the rear vehicle. Safety first not arrival time.

*Eating and drinking -* Consumption of food and beverages is not permitted in vehicles.

*Head Coach responsibility* — The certified staff in charge, should caution driver's not following safe driving practices. Everyone must wear a seat belt (driver’s responsibility).

*Overloading* — No vehicle shall be overloaded beyond its stated capacity or in such a fashion as to create a driving hazard.

*Destination Route Selection* — The shortest and safest route shall be selected and designated to those driving. Side trips for personal reasons are not permitted.

*Supervisor/Student Personal Use* — Upon arrival at destination, vehicles shall be used for business only. Students on official business must be accompanied or authorized by a certificated staff member.

*Extra Vehicles* — Personal vehicles not owned by the district are not the responsibility of the college and fall under the responsibility of its private owner.

In case of accident or mechanical failure that prohibits mobility, telephone the following offices:

**West Los Angeles College's Athletic Director**

**Dr. Ricardo Hooper - (310) 287-4577**

**Rental Company –**

**Recruitment of Student Athletes**

West Los Angeles College follows the constitution and by-laws of the COA which states that Athletic Recruiting is defined as any solicitation of an individual, a member of their family, legal guardian, coach by a college staff member or by a representative of the college's interest to encourage enrollment in that institution for athletic participation. The following are allowable activities for recruiting within a college's recruiting area:

West Los Angeles College attracts majority of their Student Athletes from Culver City surrounding area. Ninety-one percent of the college students come from the immediate area south and west of the college. Our coaches recruit the primary feeder schools in the Los Angeles area.

Without the lure of Athletic Scholarships and affordable Housing WLAC Student Athletes are nearly all products of local High Schools. Our coaches do an outstanding job of working with the High School Coaches in the area, providing a valuable resource for the latest coaching strategies and techniques.

***Steps in Recruiting Athletes to WLAC:***

1. Initiate or arrange first contact with a prospect, family member, legal guardian, or coach in person, by telephone, or by correspondence.
2. Provide transportation to the campus.
3. Visit a prospect, family member or legal guardian.
4. Provide information regarding employment opportunities, matriculation, housing, financial aid, etc.
5. Correspond with a prospective student athlete, family member, or legal guardian via e-mail, letters, memos, news releases, or newspaper articles.
6. Arrange or provide for a meal or meals during a campus visit.

**Representatives and Agents**

All things prohibited by the Constitution to colleges, facility, staff, and representatives are also prohibited to anyone acting as a representative or agent of the college; i.e., non-employees, volunteers, alumni, boosters, relatives, friends, students, and any other speaking for or in behalf of the college and its programs.

West Los Angeles College is responsible for the actions of any person(s)acting as an agent of the college

**The Recruitment and Use of Out-Of-District, Out-Of-State, and Out of-Country Athletes**

Only out-of-recruiting area student athlete can make first contact with WLAC. This must be documented at the time of first contact by the community college staff member contacted.

The college provides copies of the COA constitution and by-laws of the COA and WSC. The policy of this conference will be to recruit local district students. Out-of-district, out-of-state, and out-of-country athletes will not be recruited. The conference will follow the first contact rule as per CCLC State Constitution, Article 10. As the athletic council committee, will continue to meet on a regular basis to assure compliance and institutionalization of the recruitment rules and regulations.

**Counseling and Guidance**

A variety of counseling services is available on a day and evening basis to West Los Angeles College students. Through a coordinated guidance program, counselors assist students with their academic planning and also in career and personal matters. An outgrowth of these services in the group of counselor-taught Personal Growth 2 courses.

1. Counselors representing major areas of study perform four principle functions:
2. Assistance in planning academic programs for transfer.
3. Assistance in ensuring progress toward the A.A./A.S. degree.
4. Assistance in the selection of courses which meet the requirements of a specific major.
5. Assistance in interpreting assessment tests related to career development.

The Personal Growth classes conducted by members of the counseling staff are designed to fulfill two primary purposes; (1) to aid students in academic, personal and social adjustment, (2) to provide guidance in the matter of career development. Call (310) 287-4527.

**Academic Counseling**

Accurate information about program requirements and course prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping select appropriate classes. It is their concern to keep abreast of any changes that may affect completion of majors, general education and/or transfer requirements.

If a student has not selected a major field of study, the student is encouraged to meet with a counselor to develop an educational plan and to identify a major.

Students interested in transferring to four-year colleges and universities are assisted in selecting appropriate courses and majors that fulfill lower division transfer requirements.

Students may arrange for academic advising through the Counseling Center in the Admissions Building (A-13). It is advisable to call for a counseling appointment. For students who may drop by for help with an academic problem, there is usually a counselor available at the counter in the Counseling Center. Please call (310) 287-4527 for the drop by schedule.

**Career Counseling**

The Career Development program offers a variety of services and resources designed to aid students in the process of choosing, changing or confirming career goals.

A series of occupational interest and personality assessments are available at a nominal cost through the Personal Growth 2 courses.

Students are encouraged to use the career resources in the college library in researching chosen or tentative career goals. These materials, written as well as audio visual, represent the local, state and national job markets and are constantly updated in order to provide current and relevant planning aids. Additional career information is available in the Career Transfer Center, building (A—13

**Personal Counseling**

West Los Angeles College, consistent with its stated philosophy of providing a comprehensive education, and backed by supportive services, offers its students a unique opportunity to explore concerns and life situations which affect learning and personal growth with a professional counselor. A pleasant, confidential, and unhurried environment is provided.

Getting the maximum benefit out of going to college sometimes involves complications that influence direction. Students are encouraged to come to the counseling area where a concerned, professional counselor will be there to assist with non-academic concerns. The services of a licensed psychologist are available to students on a limited basis. Contact the Health Center for further information at (310) 287-4527.

**Transfer Center**

West Los Angeles college offers assistance to those students who wish to transfer to four year colleges and universities, or who need to identify a major.

* Activities of the Transfer Center include:
* Workshops offered throughout the year on a variety of topics related to transfer, careers, and college success.
* Publication of a monthly calendar, distributed throughout the campus, indicating Center activities, university representatives’ visits, and important deadlines.
* Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information.
* Assistance with university admissions and financial aid.
* Scheduling and coordination of all four-year representatives' visits including Transfer Days. Call (310) 287-4353.

**Athletic Counselor**

***Athletic Counselor for Student Athletes:*** 

* One full time athletic counselors are provided for all student athletes.
* **Lily Mozafari** is the assigned counselor.
* Office is in the Student Services Building, A-13.
* **Lily Mozafari** phone number is (310) 287-4273

***Daily Management of Academic Program for Athletes:***

* Serves as liaison between intercollegiate athletic program and Counseling services, Learning Center, Tutorial Center, Transfer Center, Career Center, Financial Aid, EOPS, and other campus services.
* Advise all athletes relative to student educational plans (SEP), graduation requirements, COA eligibility rules and NCAA/NAIA transfer rules.
* Develops individual educational plan for each student athlete.
* Provide orientation meetings occur the beginning of each semester to ensure that all athletes are introduced to the college matriculation procedures and student services.
* Offers orientation meetings are provided for incoming freshman during the summer.
* Coordinates progress reports with all the athletes, head coaches and instructor.
* Provides student/athlete handbook for all athletes.

**Matriculation**

The primary goal of Matriculation is to help each student achieve academic success. To accomplish this goal, the college and the student must work together to generate a Student Educational Plan and to define the various processes and activities that will lead to  academic success. This basic agreement includes responsibilities for both the college and the individual student.



**College Responsibilities Include:**

1. Providing an admissions and records process that will enable the college to collect state required information on students. This information will be used as a basis for providing services to students.
2. Providing an assessment process using multiple measures to determine academic readiness in English, Reading, and Math. The college to assist students in the selection of academic courses will use these assessment results. Additional assessments are available in areas of study/learning skills and vocational interest.
3. Providing an orientation process designed to acquaint students with college programs,  services, facilities and grounds, academic expectations, and college policies and procedures.
4. Providing counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared an educational goal, are enrolled in basic skill courses, are academic  probation/dismissal, or have been identified as high-risk students.
5. Establishing a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
6. Providing students with or directing them to written district procedures for challenging matriculation regulatory provisions.

**Student Responsibilities**

1. Submitting official transcripts from high schools and colleges attended.
2. Acquiring and reading the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicating at least a broad educational goal upon admissions.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attending classes and completing all course assignments.
7. Completing courses and maintaining progress toward stated educational goals.

**Matriculation Process**

The Matriculation Process provides Admissions, Assessment, Orientation, Counseling, and Follow-up to all students enrolled in community colleges. This process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both West Los Angeles College (W. L.A.C.) and the student to attain those objectives.

*West Los Angeles College agrees to provide:*

1. An Admission Application process.
2. Assessment of the student's Math and English skills.
3. Counseling and Advisement to develop a Student Educational Plan (S.E.P).
4. Follow-up evaluation of each student's progress in achieving the goals of the Student's Educational Plan.

*The student agrees to:*

1. Express an educational intent upon admission.
2. Declare an educational goal (e.g. A.A. Degree, transfer, Vocational Certificate) by the time 15 units are completed.
3. Provide high school and/or college transcripts and other supporting documentation to assist the Counselor in making the best possible course recommendations.
4. Participate in Counseling/Advisement.
5. Gather information and seek support services as needed.

**STEP 1 ADMISSIONS (A-13)**

Complete and return the W.L.A.C. Admission Application to station one. Submit official high school transcripts and any previous official college transcripts of work you have completed. Submit proof of residency. Make sure to indicate your goal on question —22 of the Admissions Application. Before you leave station #1 be certain that you have scheduled an appointment for Assessment and Orientation.

**STEP 2 -ASSESSMENT (A-12)**

All students planning to enroll in Math, English, ESL (English as a Second Language), Reading courses and planning to earn a Certificate, A.A. Degree or higher, need to participate in the Assessment Placement Process.

Participation in the Assessment Placement Process is limited to one time per testing series (roughly on time per semester). Placement results must indicate Assessment was completed within the last two years at W.L.A.C., or any other college in order to be accepted.

The testing schedule is available at the Admissions Office (A-13). For more information call (310) 287-4266. Any student with a verified disability may arrange an appointment for alternative administration of the Assessment Test (English and Mathematics) by contacting the Disabled Student Program and Services. Alternative administration may include extended time, larger print, or readers. These lists are advisory. They are designed to help indicate your strengths in certain areas and they are used along with other tools to help us advise and direct you appropriately. After Assessment please keep your results and plan to go to the College Orientation.

**STEP 3 -ORIENTATION (room to be arranged)**

Orientation and Assessment appointments are given at the same time (A-12). As a college student, you will be given information on a variety of academic programs, student support programs and services, college policies and procedures, and program planning. You will also receive assistance in selecting and scheduling classes.

**STEP 4- COUNSELING AND ADVISEMENT (A-13)**

All students are encouraged to see a Counselor for course approval prior to registration. Students who are on academic or progress probation are required to complete a contract with a Counselor prior to registration. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a Counselor to develop a Student Education Plan (S.E.P.). All students are encouraged to meet with a Counselor every semester to ensure that their (S.E.P.) accurately reflects their educational goal. For more information, visit the Counseling Department located in the Administration Building (A-13) for an appointment.

**STEP 5- REGISTRATION (A-13)**

If you take advantage of steps one through four, you will be eligible for priority registration (Student Telephone Enrollment Program A-13, Admissions Office).

During the second semester, you can meet with a Counselor to review completed classes and to update your Student Educational Plan. To stay on target, continue meeting with a Counselor at least once each semester. Counseling and teaching faculty provide a number of Follow-up services to Matriculated Students. These services are designed to provide information regarding the student's academic progress. Special services are provided to students on academic or progress probation, students in basic skills courses, and students who are undecided about their educational goals. Referrals to students are made to both on and off campus services when appropriate.

**Matriculation Exemptions**

Students are expected to participate in the Matriculation Process of filing the college Admission Application, participating in the Assessment Placement Process, obtaining an S.E.P., registering for courses, and participating in Follow-up. However, some students may be exempted from the Assessment Placement Process if one or more of the following apply:

The student already possesses an A.A. Degree or higher from an accredited college or university in the United States.

The student has participated in the Assessment Placement Process or course equivalency at another California Community College and presents interpreted test results from the respective college.

Students who are taking "Physical Education Courses only", are exempted from the Assessment Process.

**Student Rights and Responsibilities**

*In accordance with the Matriculation Agreement:*

* All students have the right to challenge or appeal any step in the Matriculation Process. If a student feels that the Assessment, Orientation, Counseling, or any other component of the matriculation process is applied in a discriminatory manner, please see the Matriculation Coordinator.
* All students have the right to challenge any pre-requisite / co-requisite. Student Pre-requisite or Co-Requisite Challenge Petition Forms are available in the Admissions and Counseling Area.
* All students have the right to an efficient Matriculation Process and are allowed to submit recently taken (within the last 2 years) interpreting placement results from another colleges to avoid additional testing.
* All students have the right to refuse any parts of the Matriculation Process. Please request a Matriculation Refusal Form at the time of admissions in the Enrollment Center.

Athletic Training Policies

Appendix A

Insurance, Injury, Physical Exam Form

**ATHLETIC TRAINING ROOM PROCEDURES**

**Pre-Participation Health Screens**

1. The Athletic Trainer will coordinate athletic physicals given at W.L.A.C. under the supervision of the team physician
2. All athletes must have an “annual” exam performed and completed by a M.D. or P.A. under supervision of an M.D. only
3. W.L.A.C. provides free physical exams for all athletes semi-annually
4. The athlete has the option of completing his/her physical exam b their personal physician
5. When a physician findings require an interpretation or follow-up care, the Athletic Trainer will follow-up with said physician and relay findings to the Athletic Director and Coaches
6. No athlete will be allowed to play in an athletic event/game until successful completion of a current “pre-participation” health exam is done

**Athletic Training Policies and Procedures**

1. **General**
   1. Athletic Trainer is responsible to see that all athletes have completed and passed a pre-participation health exam by a doctor before they can begin practice.
   2. All athletic injuries must be reported to the Athletic Trainer who will, in turn, evaluate or refer athlete to the medical doctor for a follow-up.
   3. All treatment of injuries must be prescribed and supervised by the Athletic Trainer.
   4. A daily record will be kept by the Athletic Trainer as to what athletes were treated. All injured athletes are expected to report to practice and will not be excused from practice just because he/she is injured.
   5. Any athletes not reporting for their treatment session will be considered well, and will go to that day’s practice.
   6. Each coach will receive a daily written status report from the Athletic Trainer as to the condition of their injured athlete.
   7. The Athletic Trainer will make all doctor appointments for those under the medical coverage of student insurance provided by W.L.A.C. Failure to comply with this requirement may result in the athlete paying for the entire medical bill, etc.
   8. An athlete cannot return to competition without clearance from the Athletic Trainer. If a physician has been seen, the physicians release must be obtained in writing.
   9. The Athletic Department is only responsible for injuries that occur while participating in a W.L.A.C. athletic event (e.g. practice or game).
   10. Every team must have an orientation to our athletic training policies before the first practice session.
   11. The Athletic Trainer will provide a traveling first-aid kit to the traveling teams before their trip and the coaches will return the kit to the Athletic Trainer immediately after their first trip. The Athletic Trainer will assume the responsibility of maintaining the traveling first-aid kit.

1. **Insurance**
   1. The Athletic Trainer will be responsible for the complete filling out of all District Insurance Forms.
   2. I fan injury happens to an athlete while the Athletic Trainer is not present, the Coach will be responsible to fill out the proper forms, but the Athletic Trainer will follow-up.
   3. Verification of each of the athletes’ private insurance MUST be given to the Athletic Trainer prior to an athlete obtaining his equipment and practicing (if the athlete has private insurance).
   4. Kaiser, Roos-Loos, etc. Type insurance coverage requires that those athletes receive treatment by their physicians. If the athlete is severely injured and needs immediate aide at a location that is unreasonably far from one of their facilities, would be the only exception.
   5. The district insurance is a secondary insurance coverage if the athlete has their own medical insurance. If the athlete has no insurance, the athlete must state such on the districts insurance form. The athlete would then be covered under the School District.
   6. Separate insurance forms are needed for: (a) each doctor seen, (b) hospitals, (c) ambulances, (d) anesthesiologists, (e) therapists, and (f) for each separate and different injury of a reoccurrence of the same injury after prior release by the doctor.
2. **Athletic Training Room Policies**
   1. An injured athlete should be referred to the Athletic Trainer by the coach
   2. Shorts will be worm during treatment (ATR is co-ed)
   3. The Athletic Trainer is in complete charge of the Athletic Training Room and its equipment
   4. Athletes should shower before treatments (exception: emergency situations only)
   5. All athletes must act professionally – no swearing of any kind will be tolerated
   6. No eating allowed in the Athletic Training Room
   7. No horseplay of loitering allowed
   8. No use of modalities by Coaches or Athletes, unless permission is given by the Athletic Trainer
   9. Coaches shall not borrow any Athletic Training equipment or supplies unless given permission by the Athletic Trainer
3. **Game/Meet Days**
   1. The Athletic Trainer will be present for all football games (includes home and away)
   2. The Athletic Trainer will attend all home games/meets of subsequent sports when practical (men’s and women’s games)
   3. Pre-game taping and wrapping with be done by the Athletic Trainer(s)
   4. Report all (even minor) injuries that happened during the game/meet to the Athletic Trainer before leaving the locker room or at their earliest convenience
4. **Practice**
5. Since football is sports with the highest possibility for injury, the Athletic Trainer will be present (on the field) during all contact practices
6. Subsequent sports will send for the Athletic Trainer when needed

**PREPARATION OF THE TRAINING ROOM:**

* 1. **Arrive before the athletes, and be sure the following are in order:**
     1. Prepare the Daily Treatment Journal for the day
     2. Fill the hot whirlpool (110 degrees) and cold whirlpool (55-60 degrees), add in cleaner (Thursdays Only)
     3. Hydrocollator units must be turned on and hav sufficient water
     4. All clean ankle wraps and ace wraps are rolled up and in place for use, clean towels are folded
     5. All container and applicators for various liquids, dressings, and bandages are full and ready for use (e.g. ultrasound gel tubes)
     6. Field kit has its complete compliment of items and is ready to be taken to the field
     7. Taping table is stocked
     8. All tables have been wiped down and disinfected
     9. Bottles have been washed
     10. AED is tested for full functionality and daily log sheet is initialed that it is working properly
  2. **Pre-practice Procedures:**
     1. Make sure that all athletes who receive treatment or get evaluated are recorded on the Daily Treatment Journal
     2. Apply all the wraps, dressings, bandages, protective pads and taping that you are qualified to apply
     3. A general rule to follow is that of caring first for those athletes whose season is in progress
     4. Under the direction of the Head Athletic Trainer and if qualified, apply the application of: Ultrasound, Muscle Stimulation, Hot Paks, and Whirlpool
  3. **Procedures for Athletic Training Students:**
     1. Put the room in order
     2. Provide treatment when directed by the Preceptor
     3. Supervise Athletic Training Room
     4. If Athletic Training room has no athletes, use down time to complete administrative tasks in this order: **1)** Follow-up with insurance claims **2)** Follow-up with doctor appointments and athlete statuses 3**)** Supply order updates 4**)** Quick inventory check **5)** Work on Likerts with Preceptor
     5. Perform given assignments
  4. **Post-Practice Procedures**
     1. Document all injuries that occur during practice on the Daily Treatment Journal
     2. Return all equipment to its proper location
     3. Clean and dry all water containers
     4. Clean treatment tables
     5. Wipe off exercise equipment
     6. Sweep floor
     7. Drain whirlpools and clean
     8. Rinse whirlpool floor
     9. Lock all cabinets
     10. Replace soiled towels with clean towels
     11. Put away any leftover tape
     12. Empty all trash bins
     13. Turn off lights
     14. Turn off the radio
     15. Lock up

**TRAIINING ROOM HOURS:**

Routine daily (approximate) hours 11:30 am to 7:30 pm Monday thru Friday. Arrangements may be made with the Head Trainer for weekend coverage or appointments not during regular working hours.

Team physician, will be available on a "at need basis" when called upon.

Student Health Center is located in the Administration building A 9. Services include: Family Practice Clinic, GYN Clinic, Dermatology Clinic, and Mental Health Clinic. A physician and nurse practitioner are available by appointment. The phone number is (310) 287-4478

**TRAINING ROOM RULES:**

1. Treatment will cease 1/2 hour prior to practice.
2. Treatment should be received in the mornings or prior to taping.
3. Shower before treatments.
4. Shorts must be worn for treatment.
5. Keep all gear and equipment out.
6. No profanity.
7. Avoid all self-treatment; all taping, bandages, etc. will be applied by the trainer.
8. Do not use training room equipment or supplies without permission of the trainer.
9. No cleated shoes.
10. Do not remove equipment or supplies from the training room without permission from the trainer.
11. No tobacco allowed in any form.
12. No phone use without trainer's permission.

**Substance Abuse Policy**

Athletic Policy

1. The Athletic Department at West Los Angeles College believes that abuse of any drug by an athlete jeopardizes their health, safety, and performance, both on the field and in the classroom. Therefore, the policy of the Athletic Department is as follows:
2. The use of any illegal substance is not permitted or compatible with athletic participation. Those who choose to use and abuse their bodies and minds with illegal drugs will not be allowed to participate in any program.
3. Overuse or abuse of alcohol is not tolerated at any time.
4. The use of alcohol is not permitted the day preceding an athletic event: alcohol is not permitted during any school-sponsored event or athletic contest.
5. Regarding tobacco use, the policy of our department is to enforce the State Constitution, Article 9.2.1. "The use of any form of tobacco, alcohol, and or other controlled substances by any participant (student, faculty, staff, or official) during a California Community College sponsored athletic activity is prohibited."

**Violation Procedures**

1. It is the general policy of the Athletic Department to handle violations of our substance abuse policy in the following way:
2. Isolated individual violations or isolated team violations concerning alcohol or tobacco are subject to appropriate disciplinary action from the coach and Athletic Director. If chronic abuse problems exist in these areas or evidence of illegal drug use and/or abuse exist, then the following punitive guidelines will be enforced.
3. Self-referral for a substance abuse problem. No punitive action — but athlete must actively be involved in a re-habilitation program.
4. Suspension from competition for a determined amount of time. Possible suspension from practice and in some cases suspension from participating in any West Los Angeles College sport.

**Coaches' Responsibility**

*All coaches at West Los Angeles College Shall:*

1. Enforce all policies.
2. Abstain from the use of illegal substance and use of alcohol in a responsible way and never and never during or before a college-sponsored event.
3. Follow the State Constitution prohibiting tobacco use.
4. Serve as a model and guide in the area of personal conduct and use of alcohol.
5. Report to Athletic Director all confirmed substance abuse problems.

Sexual Harassment

# Policy

(Additional Copies of Los Angeles

Community College District Policy and

Procedures are available in the Physical Education/Athletics Division office)

Appendix B

## Summary of Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational; employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees. students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy, which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from

Glenn Schenk

WLAC,Title IX College Coordinator

(310) 287-4275

SchenkGA@wlac.edu

Dr. Cristy Passman

District Title IX Coordinators:

P: (310) 287-4426

F: (310) 287-4412

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or has experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer.

Potential complaints are advised that administrative and civil law remedies including but not limited to injunctions, restraining orders or other orders may be made available.

Athletic Department

Forms

Appendix C

# Forms

(Used by the Athletic Department)

1. Travel Budget
2. Entry Fee Request
3. Entry Fee Receipt
4. Statement of Travel Expenditures
5. Signature Sheet for Money Received
6. Athlete Award Sheet
7. Trust Account Deposit Sheet
8. Requisition Form
9. Transportation
10. Mileage Reimbursement
11. In House Facility Use Form
12. Facility Use Form