

Student-Athlete Handbook

MiraCosta College Spartans

2008-2009

ATHLETIC DIRECTOR'S MESSAGE

Dear Prospective MiraCosta College Student Athlete,

Welcome to MiraCosta College. I am glad you decided to begin your collegiate education and continue your athletic career here. The issuance of this publication signals a new academic year and a new season of intercollegiate athletics at MiraCosta College. The entire athletic staff wish you the very best of success in your athletic and academic experience.

Remember that although the athletic staff, your instructors, and the rest of the college community are ready to assist you in your athletic and academic pursuits, your level of success is ultimately your responsibility. There are many resources which will support you in this pursuit, please learn to use them and be willing to ask for assistance when it is necessary.

The staff wants you to be aware of the rights and obligations associated with being a Spartan athlete. Therefore this handbook is a guideline for your athletic career at MiraCosta. It explains what is expected of you as a representative of one of our intercollegiate teams and the institution as a whole. It also outlines your academic responsibilities in association with intercollegiate athletics participation. You will be held responsible for its contents, so read through it carefully and keep it as a reference.

As a student athlete you are a representative of MiraCosta College in a manner that other students are not, please take this opportunity and responsibility seriously and represent yourself, your team, and the college in general in the best light possible.

Best wishes for your success,

Marty Spring

Athletic Director

Directory

MiraCosta College
Athletics, #8B
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I. ABOUT MIRACOSTA COLLEGE ATHLETICS

MiraCosta College's Men's and Women's Basketball and Men's and Women's Soccer teams compete in the Pacific Coast Conference. MiraCosta also has a surf team that competes in the college division of the National Scholastic Surfing Association (NSSA).

Nickname: Spartans
Colors: Red & White

Contacts:

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Equipment Attendant: Donjay Hardaway, phone: (760) 757-2121 x6425, email:
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II. ELIGIBILITY STANDARDS

ATHLETIC PARTICIPATION:

No prospect for a MiraCosta College intercollegiate athletic team may participate in an official practice or competition, nor be issued equipment from the office of sports equipment management without departmental verification of the following items:

1. Verification of current enrollment in good standing at MiraCosta
2. Qualification of COA academic eligibility standards.
3. Physical examination by an MCC approved physician.
4. Health insurance evaluation by MCC athletic training staff.

ADMISSION PROCEDURE FOR FIRST-TIME STUDENT ATHLETES

Students who are enrolling for the first time at MiraCosta or returning after an absence of one semester must complete and submit an Application for Admission Form to the Office of Admissions and Records.

The Admission Form may be obtained by contacting the Admissions and Records office in person, in writing or by phone. Admission forms are also available in the Schedule of Classes or online at www.miracosta.edu/schedules.htm. Admission forms are accepted year round and may be submitted at the time of registration.

To prevent delays in registration processing, all new, continuing and returning students are encouraged to have transcripts submitted before enrolling for their first semester. The intercollegiate athletic program requires a student to file all high school and college transcripts in order to verify eligibility.

Transcripts or grade reports are required for validation or proof that course prerequisites have been met before a student may be allowed to register for a particular course. Students should consult the college catalogue for course prerequisites. Transcripts should be directed to:

Admissions and Records Office, MiraCosta College, One Barnard Drive, Oceanside CA 92054

The matriculation process (orientation, testing, and advisement) starts you on the right path and keeps you going with information you need to arrive at your educational destination.

Before registration for classes, prospective student athletes will need to complete orientation, testing, and advisement if they have not already done so at another institution.

SIMPLIFIED ELIGIBILITY REQUIREMENTS:

To gain athletic eligibility at MiraCosta, a student must meet the following criteria, based upon the denoted situation:

First Time Participation

1. You are an amateur athlete in the sport in which you intend to compete.
2. You are a first-time participant in intercollegiate athletics at any post-secondary institution.
3. You are currently enrolled in a minimum of 12 semester units, nine (9) of which must be academic; a standard that must be maintained throughout the season of sport.

Second Season (Continuing) Eligibility

1. You have maintained a minimum 2.0 cumulative grade point average.
2. You have completed a minimum of 24 units from the beginning of your first season of competition and ending prior to the semester of your second season, of which 18 must be academic.
3. You must be currently enrolled in a minimum of 12 units, nine (9) of which must be academic.

Transfer from another California Community College

1. You must honestly and accurately provide notification of previous post-secondary institution(s) attended. Failure to do so would be grounds for immediate dismissal from intercollegiate athletic participation at MCC.
2. You must be currently enrolled in a minimum of 12 units, nine (9) of which must be academic.
3. You must have completed a minimum of 12 units at MiraCosta College prior to participation on an MCC team.
4. A tracer (written verification request) will be sent to your prior institution to determine the extent of your participation at that college.
5. A transcript from the transferring college (prior institution) will be required to determine academic eligibility requirements (grades and units passed).
6. If you have previously participated in a sport at another California community college, in addition to the minimum of 12 units you have passed at MCC, you must have passed 24

units, 18 of which must be academic, with a minimum 2.0 grade point average from first participation to be granted eligibility at MCC.

Transfer from a Four-Year College or any Out-of-State College

1. You must honestly and accurately provide notification of previous post-secondary institution(s) attended. Failure to do so would be grounds for immediate dismissal from intercollegiate athletic participation at MCC.
2. You must be currently enrolled in a minimum of 12 units, nine (9) of which must be academic.
3. You must have completed 24 units, 18 of which must be academic, from the last season played.
4. You must have a cumulative 2.0 grade point average from first participation.

III. COA ELIGIBILITY RULES

AMATEURISM:

An amateur athlete is one who engages in a particular sport for the educational, physical, mental and social benefits derived there from, and to whom participation in that sport is an avocation. An amateur athlete may be involved in professional sports activities under the following conditions:

An athlete may be a professional in one (1) sport and an amateur in all other sports, but shall be ineligible only in that sport in which the athlete has been deemed to be a professional. Professional athletes who have their amateur status restored shall still be considered professional in that sport according to the COA Constitution. Athletes shall be eligible if they have, prior to enrollment in a college institution, tried out at their own expense with a professional sports organization or received not more than one (1) expense-paid visit, and provided the visit did not exceed 48 hours.

A student athlete shall not try out for a professional team while participating in a California Community College season of sport.

An athlete may participate in a contest as an individual or as member of a team against professional athletes, as long as all other sections of the COA Constitution are observed.

An athlete may participate in a sport competition with individuals who are competing for cash or comparable prizes, provided the athlete does not receive payment for participation.

Athletes who try out or compete against professional teams or individuals may receive reimbursement for their actual cost of food, lodging and transportation as verified in writing by the event sponsors.

Attending a school or clinic sponsored by a professional sports organization is not interpreted as "trying out" or "playing" for a team, provided no scheduled games are played.

Athletes may officiate and/or teach as a part of private or public instructional programs.

Students shall not represent a college in any athletic competition unless they are an amateur athlete in the sport(s) in which they compete. Students shall be deemed professional and ineligible to participate in that sport if any one (1) of the following exists—if the student:

Takes or has taken pay in any form for sport participation.

Has ever played on a professional team, unless the student meets the criteria as listed in COA Bylaw 1.1.2 (2.1.3 in this publication).

Has agreed to be represented by an agent of an organization in the marketing of his/her ability.

Subsequent to becoming an athlete at the collegiate level has accepted any remuneration for or permitted use of his/her name or likeness to advertise or endorse a product or service of any kind.

Is an international student and has his/her educational costs partially or fully paid by the student's national sports body or sport club.

Athletes cannot be paid to coach while competing in that sport during the sport season.

RESIDENCE

A student who has been admitted to any California community college shall be eligible to compete in the college athletic program, provided the student athlete is eligible under all other provisions of the COA Constitution.

ACADEMIC ELIGIBILITY

In order to be eligible for non-conference, conference and post-season competition, a student athlete must be continuously and actively enrolled and attending class in a minimum of 12 units at his/her California community college during the season of sport. Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units.

If the season of sport spans two (2) semesters, a student athlete who was not enrolled in 12 units at the end of the first semester cannot become eligible until the second semester has begun and the student is actively enrolled in at least 12 units. Students becoming ineligible during a season

of sport which carries over two (2) terms and who do not reestablish eligibility (i.e., 12-unit requirement) during the first term may not become eligible in that sport until the first day of instruction of the second term.

Of the 12 units, at least nine (9) shall be attempted in courses counting toward the associate degree, remediation, transfer and/or certification as defined by the college catalogue and are consistent with the student athlete's educational plan.

For eligibility purposes (with exception of the transfer rule), multi-college district students may count units from any of the colleges in that district.

Mini-course (less than semester/quarter in length) units shall be counted if the student is enrolled and attending classes or has completed the mini-course during the semester or quarter of the season of sport. Mini-course units in which the student expects to enroll and attend shall not be counted for purposes of athletic eligibility.

Units from a course repeated to raise a grade of "D" or better may be used to satisfy Bylaw 1.3.1 in the COA Constitution.

By the start of the second season of competition, the college shall certify that the student athlete has a comprehensive individual education plan on file.

A student must be registered, enrolled and attending class no later than four (4) weeks after the first day of class instruction in order to represent that California community college in athletic competition during that season.

TRANSFER ELIGIBILITY

A student transferring to MCC for athletic participation purposes whose last competition in COA sanctioned intercollegiate athletics was at another California community college must complete 12 units in residence prior to the beginning of the semester of competition at MCC. Transfer status is determined by where the athlete last competed, not necessarily where the student last attended.

In addition to meeting the residence requirement of the transfer rule, the student athlete must also satisfy applicable unit and grade point average requirements. If the student wishes to compete in a different COA-sanctioned sport for the first time, he/she must have a cumulative 2.0 grade point average in course work completed for credit at accredited postsecondary institutions. This grade point average must include all courses taken since the start of the term of the first competition in any COA-sanctioned sport. If the competition is the second in that particular sport, then in addition to the grade point average requirements stated above, the student must also have completed 24-semester units since the term of the first competition in that sport.

Student athletes who are participating in a sport shall not earn units at a second college to satisfy the transfer rule until that season of sport has ended.

A student athlete who has competed at a California community college and who wishes to compete in a sport not offered by that community college/district must meet the requirements of the transfer rule.

When satisfying the 12-unit residence transfer requirement, a maximum of eight (8) units may be from courses completed during the summer session(s) or winter intersession(s) immediately preceding the completion of the transfer.

If five (5) or more years have passed since last competing at a postsecondary institution, the 12-unit residency rule shall be waived.

A transfer student who has competed in a COA-sanctioned sport at a four-year institution or non-California community college before competing at MCC is required to have a cumulative 2.0 grade point average as described in COA Bylaw 1.10.2. A student participating in a second season of a sport must also meet the required 24-semester unit rule.

ELIGIBILITY CERTIFICATION

Conferences shall require each college to certify athletic eligibility by submitting Form 1, Student Eligibility and Form 3, Team Eligibility to the Conference Commissioner's office postmarked prior to the first contest. Addendums to Form 3 may be submitted at a later date, but the athletes listed on addendums are not eligible until the postmarked date. Colleges are also required to verify weekly that all participating student athletes are in compliance with the 12-hour rule (Bylaw 1.3.1).

The Director of Athletics shall work in concert with the Athletic Secretary to check the eligibility status of each student athlete on a *weekly basis* during each season of sport.

Should any student athlete be found to be ineligible at any point during the season of sport, his or her participation in all activities (including competition, practice and travel) related to the sport program shall cease immediately. The suspension from activities shall remain in force until the ineligibility issue is confirmed as resolved by official college records (note Eligibility Infraction Penalty at the end of this section).

An eligibility check for all student athletes, in regard to continuing eligibility status, shall be conducted at the close of each semester grading period. Results of this evaluation shall be made in writing to the head coach of each sport program.

Within 10 working days after the end of the competitive season, all California community colleges are required to send to the conference commissioner the final Form 3 for each sport, indicating which students competed in a game, meet or match.

SEASON OF COMPETITION

Playing in a scheduled game, meet or match shall be recorded as a season of competition, even if the student competed in a non-scoring position (i.e., No. 8 golfer). For student athletes

competing on behalf of the college in any game, meet or match during a season that shall be recorded as a season of competition in that sport.

When the start of a college's semester or quarter is after the starting date for a sport, the college will certify all athletes eligible and able to compete in that sport. The athletes must be registered in 12 units, even though they cannot attend classes until the college starting date. The athletes must meet all other eligibility rules.

When a sport season spans two (2) semesters (i.e., basketball), continuing students who meet the requirement of COA Bylaw 1.3.1 (12-hour rule) may compete until the next new semester or quarter has begun.

A student athlete, regardless of whether a member of a varsity, junior varsity, reserve team or any combination thereof, may not participate in more than the number of games, meets or matches as authorized for a sport as listed in Bylaw 3 of the COA Constitution.

ELIGIBILITY FOR CONTINUING COMPETITION

(This section applies to rising sophomores) Once a student athlete competes in any scheduled game, meet or match, as defined in Bylaw 1.15 of the COA Constitution, that student athlete must complete and pass 24-semester units to be eligible for a second season of competition in that sport.

The 24-semester units must be completed at an accredited postsecondary institution(s). The 24-semester unit count begins with and includes the units taken during the first semester of competition for that sport and must be completed *prior to the beginning* of the semester of the second season of sport.

Units from a course repeated to raise a grade of "D" or better shall not be counted to satisfy the 24-semester unit requirement for second season of sport eligibility.

Incomplete grades are part of the academic work of that semester. The units may not be used for eligibility purposes until the course work is made up and the grade is officially changed and recorded to be above an "F".

Of the 24-semester units to be completed, 18 semester units shall be in course work counting toward an associate degree, remediation, transfer and/or certification as defined by the college catalogue and consistent with the student's educational plan (SEP).

In addition to the 24-unit requirement, the student must also have a cumulative 2.0 grade point average in course work completed for credit at accredited postsecondary institutions. This grade point average must include all courses taken since the start of the term of the first competition in any COA-sanctioned sport.

In order to continue athletic competition in the same COA-sanctioned sport or to begin competition in a different COA-sanctioned sport after previously participating in another COA-

sanctioned sport, the student athlete shall maintain a cumulative 2.0 grade point average (GPA) in course work completed for credit at accredited postsecondary institutions, computed since the start of the semester of the first competition in any COA-sanctioned sport. If participation in a different sport is the athlete's first participation in that particular sport, there is no 24-semester unit requirement.

In sports that carry over two (2) terms (i.e., basketball), a student who is certified eligible at the beginning of the sport season maintains that eligibility for the entire sport season, so long as he or she remains enrolled in 12 or more units.

In order to use course units for eligibility purposes, the student athlete's name shall be recorded on the official roster for that course prior to the end of that semester or summer session.

Only a student who meets the COA Constitution academic eligibility requirements at the beginning of the first semester of that sport season shall be eligible to compete during that season of sport, provided the athlete is enrolled in 12 or more units during the season of competition. Units earned in an intersession (winter or summer) offered outside of the 175-day academic calendar may be used to meet academic requirements, provided they are completed prior to the start of the semester of that sport season. NUMBER OF SEASONS OF COMPETITION

No athlete shall be allowed more than two (2) seasons of collegiate competition in any one sport at a California Community College.

PERIOD OF ELIGIBILITY DEFINITIONS

NCAA "Eligibility Clock"

By rule, all student athletes begin their intercollegiate athletic career with an opportunity to participate in their sport of choice for four seasons over a five-year span. The NCAA's five-year "eligibility clock" officially starts when that student enrolls as a full-time student (12 or more semester units) for the first time, regardless of whether he/she participates on an athletic team.

Season of Competition

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) 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.

"Grayshirt"

An incoming freshman who intends to participate on an athletic team in the future and enrolls in less than 12 units upon entering a post-secondary institution is considered a "grayshirt". Since the student is enrolled in less than 12 units, he/she is not considered a "full-time" student and therefore is ineligible for athletic competition. This option gives the incoming freshman a chance to hold off on an official beginning to his/her athletic career, in effect providing an opportunity

to participate in four seasons over a six-year span. A gray- shirt may be enrolled in the intercollegiate athletic team course and participate in practices and workouts; but may not be included on the team travel roster, nor receive any benefits provided to regular participants in the program.

"Redshirt"

A student with any class standing (Fr., So., Jr., Sr.) who maintains status as a "full-time" student (enrolled in 12-or-more units) but takes a year off from competition for any purpose (i.e., injury, academic deficiency, competitive rank on team). In effect, the red-shirt year provides a student athlete with the opportunity to participate in four seasons over a five-year span. A redshirt may be enrolled in the intercollegiate athletic team course and participate in practices and workouts; but may not be included on the team travel roster, nor receive any benefits provided to regular participants in the program.

"Medical Redshirt "

A student athlete who begins a season of sport as a participant and has not had a redshirt year may, if suffering a *verifiable season-ending injury*, petition for appeal to have the season considered a medical redshirt year (reinstated in his/her four-year count) provided the following provisions are met: 1) the injury occurs prior to the mid-point of the season based upon the total number of intercollegiate contests conducted; and 2) the student-athlete has participated in 20% or less than those contests. Written evidence of the injury and confirmation of participation levels must be provided as a component of the petition for appeal.

INTERPRETATION

Should a question arise regarding academic eligibility rules or specific eligibility situations, student athletes are encouraged to seek interpretation from their coach, the director of athletics, or the athletic secretary.

DO NOT ATTEMPT TO INTERPRET COA ELIGIBILITY RULES AND/OR REGULATIONS WITHOUT QUALIFIED ASSISTANCE.

ELIGIBILITY INFRACTION

Should an ineligible student athlete be discovered to have competed in a regular or post-season intercollegiate athletic contest, the institution shall effect an immediate and unconditional forfeiture of all competition (team and/or individual) in which that student athlete has participated.

It should be noted, such forfeiture(s) may result in the loss of conference place standings, potential post-season qualification and/or championship opportunities for both teams and individuals. The ineligible student athlete shall be immediately suspended from all team activities.

It is the responsibility of all MiraCosta student-athletes to attend their academic classes. Because intercollegiate student-athletes often miss class due to team travel and competition, it is essential for student athletes to maintain superior attendance records at all other times.

If a student-athlete is suffering from an illness and is unable to attend class, they are expected to: 1) notify their instructor(s); 2) notify their coach; and 3) if deemed necessary, make an appointment at the Student Health Center for evaluation by a health care professional.

DROP POLICY

During the season of sport, student athletes *will not drop any course*, for any reason, without first conferring with their head coach. During the off-season, notification of the head coach and a conference with a counselor is *highly recommended*.

REQUIRED ENROLLMENT IN INTERCOLLEGIATE SPORT CLASS

Each season of sport, the Pacific Coast Conference honors those intercollegiate athletes who best represent the term "student athlete" by achieving excellence both in the classroom and on the field, court or track of competition. Criteria for this recognition include:

The student athlete must successfully complete the season of sport.

The student athlete must have excelled academically by completing a minimum of 12 units and achieving a minimum 3.0 grade point average on a 4.0 scale during his or her season of sport.

The college administrative representative must complete the form in Appendix G and submit to the commissioner of athletics by February 1 for fall sports and June 15 for spring sports.

REQUIREMENTS FOR TRANSFERRING TO AN NCAA INSTITUTION

If you initially entered a community college during or after the 1994-95 academic year and wish to transfer to a Division I or Division II school, you must register with the **National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse** to determine your qualifying status. A few rules are important to know immediately.

The first NCAA rule involves your athletic status as a "qualifier" or "non-qualifier." You are a qualifier and eligible for athletic aid at an NCAA Division I school if:

- A. You completed the current 13 or new 14 NCAA H.S. course with a 2.00 Grade Point Average (GPA) or better during all required core curriculum courses.

- B. Minimum re-entered SAT or ACT score and the test was taken on a national test date prior to July 1 of the year you entered college. The NCAA has established a sliding scale between G.P.A. and test scores that must be achieved.
- C. Certified through the NCAA initial-eligibility clearinghouse.

It may be to your advantage to enroll in 11 units or less during your first two college semesters, achieve some academic success during that year, and then become a student-athlete. This concept is known as an *academic gray-shirt*. If you need to upgrade your academic skills, consider being an academic gray-shirt during your first year of college.

The second NCAA rule you need to be aware of is the *40-60-80 Percent Rule*. This 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 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 (or subsequent) 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.

This rule makes it extremely important to work closely with your counselor in choosing the courses you are taking.

- Division I Five years to finish four years of eligibility after initial full-time registration. Once you enroll in 12 college units you have *5 years to complete 4 years of athletic eligibility*. Your NCAA Division I “clock” begins with your enrollment in 12 units.
- Division II and Ten full-time semesters to finish four years of eligibility.
Division III and
N.A.I.A.

IV. STUDENT-ATHLETE RESPONSIBILITIES

MiraCosta College also has some rules you need to understand. They are simple and are meant to give you and your teammates the best possible opportunities for academic and athletic success. During your season of sport, you must agree to:

- Meet all Commission on Athletics, Conference and College rules pertaining to eligibility.

- Comply with established team regulations.
- Meet all academic and athletic appointments and obligations promptly and regularly.
- Make progress toward educational goals.
- Avoid the use of alcohol, tobacco products, controlled substances and steroids.
- Conduct yourself in a positive manner both on and off the field.
- Demonstrate loyalty and respect to your teammates, teachers and coaches as well as to the college and community.
- Demonstrate respect for college personnel, equipment and facilities.
- Show exemplary conduct on and off campus.
- Adhere to College and community laws with respect to individuals and property.
- Avoid profanity and illegal tactics during competition.
- Attend all of his/her class sessions. Regular attendance and consistent study are student-athlete responsibilities and the two factors which contribute most to a successful college experience. Failure to attend classes can result in a lower grade or dismissal from class. A student-athlete is likely to be required to miss class from time to time in order to travel to competitions. It is his/her responsibility to make arrangements for assignments with each instructor prior to an absence.
- Travel to and return from out-of-town contests in transportation provided by the College, unless prior arrangements have been made with the head coach and approved by the Athletic Director. These arrangements must meet specific guidelines set forth by the Athletic Department. The head coach shall be responsible for the student-athlete until the trip concludes. Personal vehicles require a consent form to be signed prior to departure.
- It is important to note that, while traveling on trips, student-athletes represent their college. Therefore, good judgment in dress and behavior is expected.
- Treat all equipment as if it were his/her own personal property. Each student-athlete will be responsible for the security of his/her own personal gear, as well as financial responsibility for all athletic equipment checked out. Grades and transcripts are withheld until missing equipment is returned in satisfactory condition or until the College has been financially reimbursed.