

ATHLETICS

Division Policies and Procedures

Revised Fall 2016

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SECTION I: Purpose of Manual

This Policy and Procedure Manual is designed as a guide for coaches and staff, providing information that is essential for a better understanding of the Orange Coast College Kinesiology and Athletics Division. This Manual is intended for use in athletics to serve as a ready reference of policies and procedures for all athletic coaches and staff. This Manual is not the sole document for athletic guidance and is a constantly evolving document.

The Orange Coast College Administrative Services Procedures Manual, the Student- Athlete Handbook, the College Catalog and other College policy and procedure publications serve as a collective body of information to which athletic coaches and staff must look to for information relative to Orange Coast College policy and guidelines. Coaches and staff members who have questions regarding this Manual are encouraged to consult with the appropriate administrative leaders and/or the Athletic Director.

Other publications that are vital to the operation of the Athletic Department are:

California Community College Athletic Association Constitution and Bylaws
<http://cccaasports.org/services/constitution>

Orange Empire Conference Constitution
<http://oecsports.com/administrative/constitution/index>

California Community College Athletic Association Championship Handbooks
<http://cccaasports.org/services/handbooks>

Orange Empire Conference Sport Supplements
<http://oecsports.com/administrative/supplements/index>



SECTION II: Division Philosophy

Mission Statement

The Athletics Department at Orange Coast College dedicates itself to the mission of providing opportunities to all student athletes in an environment in which they can achieve their academic and athletic goals. Further, in pursuit of the highest level of competition, the Department values and fosters principles of personal responsibility, respect, sportsmanship, fair play, and athletic excellence.

The mission on behalf of student athletes is to provide resources for student athletes to pursue their athletic and academic aspirations. Athletics works to equip student athletics with the skills, knowledge, and dispositions to become successful members of society through discipline, determination, teamwork and leadership development, preparing them to be active participants in their social environment and potential agents of change. Athletic faculty member's mentor and guide student athletes by building coach/player relationships and providing support and direction for their mental, physical and spiritual development.

The mission on behalf of Orange Coast College is to serve as a catalyst to enhance OCC campus pride and sustain its tradition. Athletics fosters a positive, well rounded college experience for all students and enables all students to become involved in a broad collegial experience. The Department actively recruits and serves students from under represented populations, increasing the diversity of the college-at-large. Athletics provides is a life time source of school spirit and pride for all students, faculty, staff, and alumni of the College, and OCC student-athletes proudly represent OCC at the local and state level through competitions and championships.

The mission on behalf of Community is to contribute to the community's pride of OCC through the academic achievement and successful performance of our student-athletics. We are proud to be an integral part of OCC's identity to the community, providing a source of entertainment and connecting with the community via sporting camps and events for high school athletics events. The Department is dedicated to fostering the development of the leaders who will serve the community after their time at OCC.

Vision Statement

The vision of the Orange Coast College Athletic Department is to enrich the lives of student-athletes by providing the highest level of support through academic and athletic opportunities during their career at OCC.



Affiliations and Organizations

The Orange Coast College Athletic Department is a member of the California Community College Athletic Association (CCCAA), the Southern California Football Association (SCFA), and the Orange Empire Conference (OEC). The CCCAA establishes the rules and regulations that govern all community college athletic programs in the state of California. The SCFA and the OEC regulate on a regional/conference level in cooperation with the CCCAA.

CCCAA Vision, Mission, and Values

A.1.4 VISION, MISSION, AND VALUES

A.1.4.1 Vision- The CCCAA shall be a student-centered organization focused on academic and athletic excellence.

A.1.4.2 Mission- The mission of the CCCAA is to advocate for the overall well-being of the student athletes through the governance, promotion, and support of intercollegiate athletic programs.

A.1.4.3 Values- The CCCAA believes in student health and welfare, academic and athletic success, ethical conduct, accountability, recognition of academic and athletic excellence, and an inclusive culture that fosters equitable participation.

Gender Equality and Commitment to Diversity and Inclusion

Gender Equity

The Department of Athletics at Orange Coast College, through its mission and goals, strive to support the mission of the Coast Community College District while sustaining the educational objectives, outcomes, and academic progress of its student athletes. The Department embraces and advocates the Orange Empire Conference gender equity declaration and seeks to create an environment where opportunities, benefits, and resources are available to all students. The staff, faculty, and administration are committed to establishing an environment of equity and fairness, while personnel in the Department actively promote an atmosphere of respect for, and sensitivity to the dignity of each person. Orange Coast College Athletic Department personnel are expected to refrain from any form of discrimination with respect to its governance policies, educational programs, interactions with people, activities and employment policies (OEC Constitution, Gender Equity Statement, Article 1.04.).

Orange Coast College Athletic Department aspires to:

1. Promote a diverse and inclusive community.
2. Promote a commitment to gender equity.
3. Promote inclusion and opportunity for all student athletes.
4. Aggressively respond to complaints of discrimination and allegations to Title IX infractions.
5. Support a culture of compliance in regards to maintaining equity for all students, especially gender equity.



The Equality in Athletic Disclosure Act (EADA) requires the Secretary of Education to collect information and provide to the Congress a report on financial and statistical information on men's and women's collegiate sports. Each coeducational institution of higher education that participates in a Federal Student Financial Aid (SFA) Program and has an Intercollegiate Athletic Program must prepare an EADA report by October 15th each year. The EADA is designed to make prospective students athletes aware of the schools commitment to providing equitable athletic opportunities for its men and women students. The EADA requires schools to make the report available upon request to students, potential students, and the public.

Orange Coast College Athletics Commitment to Equity, Diversity, and Inclusion

In compliance with federal law, Orange Coast College's Athletics Department does not discriminate on the basis of any protected category. OCC believes in and is committed to diversity, inclusion, and gender equality among student-athletes, coaches, and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student- athletes and career opportunities for staff, coaches, and administrators from diverse backgrounds, experiences, and perspectives. Diversity and inclusion improve the learning environment for all participants.

Sportsmanship Statement

All persons engaging in activities on behalf of the Orange Coast College Athletic Department are expected to understand what constitutes inappropriate behavior and to conduct themselves in a manner that avoids such behavior. The athletic department maintains the right to investigate incidents of unsportsmanlike conduct and any other misconduct involving a student-athlete, coach, or other staff members and may sanction or discipline participants accordingly, consistent with Coast Community College District, Orange Coast College, Orange Empire Conference, and/or CCCAA bylaws.

Please also see the CCCAA Decorum Policy in the CCCAA Constitution, which is specific in its intent and resulting sanctions.

DECORUM—Is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:

1. PARTICIPANT—is a player, coach, team member, team attendant, official, or college staff member.
2. EVENT—is defined as the time a team or participant arrives at the event site until the time the team or participant leaves the event site.
3. EJECTION—Removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
 1. Sportrulebookinfraction. Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
 2. Decorum violation: Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
 - a. Verbal misconduct or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs,



baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.

b. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.

3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.

1. A decision that a decorum violation has occurred may be appealed to the CCCAA Appeals Board. *(Revised & effective 06/28/16)*
2. An appeal does not set aside the sanction while the appeal is being deliberated.
3. All decorum violations will result in at least a next event suspension.

4.4.2 Where official rule books (see Bylaw 4.1.1) and the CCCAA decorum rules differ, the most stringent rules shall apply. *(Adopted 4/3/09 effective 7/1/09)*

4.5 DECORUM VIOLATIONS *(Adopted 4/3/09 effective 7/1/09) (Adopted 4/3/15 effective 7/1/15)*

4.5.1 A. Ejected participants must leave the confines of the playing site and grandstands immediately. *(Adopted & effective 6/13/11)*

B. Suspended participants may not: *(Adopted & effective 6/13/11)*

1. Be dressed in game uniform.
2. Communicate with any team personnel or officials.
3. Take part in any pregame activities at the site of the competition.
4. Be in the confines of the playing site once pregame activities have started.

C. Coaches or team attendants sanctioned by any of the above bylaws are prohibited from participation in the event only, not from carrying out assigned non-event responsibilities.

Ethical Conduct

Coaches

The Orange Coast College coaching staff is expected to adhere to the CCCAA Coaches Code of Professional Conduct and Ethics as defined in Appendix E of the CCCAA Constitution and Bylaws. The CCCAA's mission is to provide California community college student-athletes the opportunity to develop both academically and athletically, which increases their chances for lifelong success. Intercollegiate competition enriches the educational experience helping coaches to turn athletes into student-athletes. The principles of the Coaches Code of Professional Conduct and Ethics are the cornerstones to the coaching profession. They are essential to gaining permission to lead and are critical in gaining the trust of our colleagues and students.



Division/District Policies

Orange Coast College Non-Discrimination Statement

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Inquiries regarding compliance and/or grievance procedures may be directed to the [Title IX Coordinator](#) and/or the Section 504/ADA Coordinator.

Sexual Harassment

Members of the Orange Coast College (OCC) community, guests, and visitors have the right to be free from sexual misconduct and any other form of gender-based discrimination and violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Definition of Sexual Misconduct:

Comprises a broad range of unwelcome behaviors focused on Sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's Consent is Sexual Assault, and is a form of Sexual Misconduct under this Policy. Sexual Misconduct encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, or Gender-based Harassment, which is a form of Harassment based on gender identity, gender expression, or non-conformity with gender stereotypes. Sexual Misconduct may also encompass acts of a sexual nature, including acts of Sexual Stalking, Domestic Violence, and Dating Violence, intimidation, or for Retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different Sex or gender.

Source: Coast Community College District BP/AP Sexual Misconduct 5910 (Ratified June 17, 2015)

OCC does not tolerate sexual misconduct, which includes, but not limited to, domestic violence, dating violence, sexual assault, and sexual stalking. When an allegation of misconduct is brought to an appropriate employee's attention and a Respondent is found have violated any sexual misconduct district policies, appropriate sanctions will be used to reasonably ensure that such actions are never repeated. The following information is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. Likewise, the information gives reporting options and on/off-campus resources to support students who have been victims of sexual misconduct.



All OCC community members have the duty to understand student rights and responsibilities; therefore, it is important that you are familiar with the following policies and procedures as it relates to gender equity and gender-based discrimination:

Coast Community College District

[Board Policy and Administrative Procedures 5910 - Sexual Misconduct](#)

The State of California recently passed a law ([Senate Bill 967](#)), affectionately known as the Yes Means Yes law, requiring both parties who are engaging in sexual activity to give an on-going consent. Here are links to videos that will help frame the context to this law about affirmative consent:

[Orange Coast College Sexual Consent Video](#)

Hazing

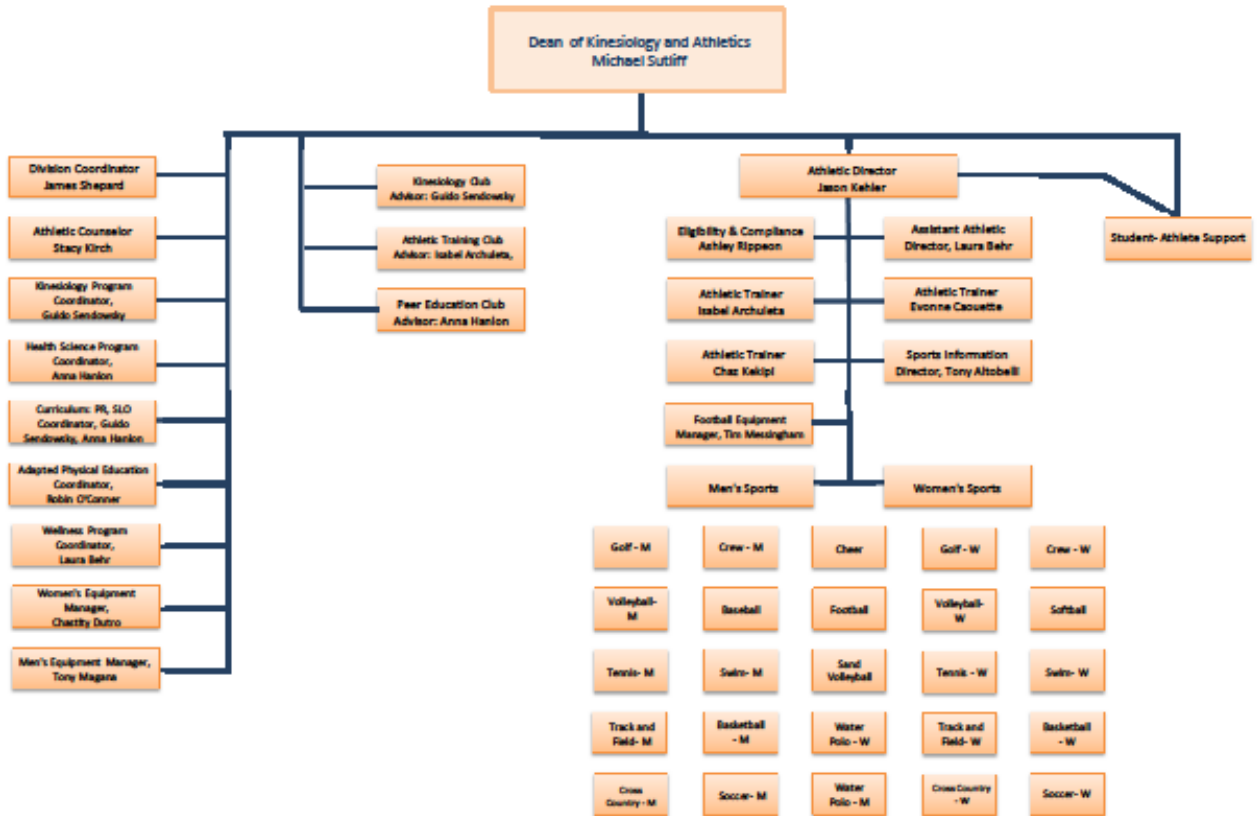
Administration, Faculty, Staff, and Student-athletes are to strictly follow Coast Community College District Policy 030-10-1 Student Code of Conduct in regards to hazing. The policy reads as follows:

3.18 Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.



Section III: Athletic Department Information

Department Structure



Kinesiology/Athletics Division Directory

Administrative Staff	Name	Email	Phone
Dean of Kinesiology/Athletics	Michael Sutliff	msutliff@occ.cccd.edu	714-432-5122
Athletic Director	Jason Kehler	jkebler@occ.cccd.edu	714-432-5770
Division Coordinator	James Shepard	jshepard@occ.cccd.edu	714-432-5766
Assistant Athletic Director	Laura Behr	lbehrr@occ.cccd.edu	714-432-5899
Eligibility/Compliance	Ashley Rippeon	arippeon@occ.cccd.edu	714-432-6331
Sports Information Director	Tony Altobelli	aaltobelli@occ.cccd.edu	714-432-5175
Curriculum Coordinator	Anna Hanlon	ahanlon@occ.cccd.edu	714-432-5899
Scheduler	Kevin Smith	ksmith@occ.cccd.edu	714-432-5770
Academic Advisor	Luis Miranda	pmiranda8@occ.cccd.edu	714-432-5779
Adapted PE Coordinator	Robin O'Connor	roconnor@occ.cccd.edu	714-432-5528
Fitness Specialist/Certification Program	Laura Behr	lbehrr@occ.cccd.edu	714-432-5899
Athletic Trainer	Lisa Donaldson	ldonaldson2@occ.cccd.edu	714-432-5656
Athletic Trainer	Isabel Archuleta	iarchuleta@occ.cccd.edu	714-432-5116
Athletic Trainer	Chaz Kekipi	ckekipi@occ.cccd.edu	714-432-6889
Men's Equipment Manager	Tony Magana	imagana@occ.cccd.edu	714-432-5891
Women's Equipment Manager	Chastity Dutro	cdutro@occ.cccd.edu	714-432-0202

Head Coaches	Name	Email	Phone
Baseball	John Altobelli	jaltobelli@occ.cccd.edu	714-432-5892
Men's Basketball	Steve Spencer	sspencer@occ.cccd.edu	714-432-5124
Women's Basketball	Mike Thornton	occwbc20@att.net	714-432-5767
Cheer	Mike Reynolds	shastaboys@aol.com	714-891-5223
Men's Crew	Cameron Brown	cbrown164@occ.cccd.edu	949-645-3505
Women's Crew	Laura Behr	lbehrr@occ.cccd.edu	949-645-3505
Men's/Women's Cross Country	Marco Ochoa	mochoa@occ.cccd.edu	714-432-5890
Football	Kevin Emerson	kemerson@occ.cccd.edu	714-432-5862
Men's/Women's Golf	Sean Collins	tchpro@aol.com	714-432-5005
Men's/Women's Soccer	Kevin Smith	ksmith@occ.cccd.edu	714-432-5770
Softball	Jodie Legaspi-Kiaha	jlegaspi@occ.cccd.edu	714-432-5767
Men's Swimming	Adam Lee	alee@occ.cccd.edu	714-432-5768
Women's Swimming	Anthony Iacopetti	aiacopetti@occ.cccd.edu	714-432-5768
Men's/Women's Tennis	Chris Ketcham	cketcham@occ.cccd.edu	714-432-5014
Men's/Women's Track & Field	Jennifer Williams	jwilliams294@occ.cccd.edu	714-432-5890
Women's/Beach Volleyball	Chuck Cutenese	ccutenese@occ.cccd.edu	714-432-5011
Men's Volleyball	Travis Turner	tturner@occ.cccd.edu	714-432-5014
Men's Water Polo	Adam Lee	alee@occ.cccd.edu	714-432-5768
Women's Water Polo	Anthony Iacopetti	aiacopetti@occ.cccd.edu	714-432-5768



Section IV: General Office Information and Administrative Procedures

Communication

The Dean of Kinesiology is responsible for all aspects of the Division. Coaches and other personnel may use the Athletic Director with business related to the Athletics. The Athletic Director will then relay information to the Dean, as appropriate, about operations of the department.

Written communication should be the primary source of communication, when possible. Information/Instructions/Requests in writing should be dated.

Faculty and staff are expected to maintain files of correspondence when the correspondence contains business related to the division. Staff is responsible for materials contained in the following bulletins and communications:

- Division Memos
- Minutes from meetings
- Athletic Department Notices
- Conference Notices, Minutes, Bulletins
- Sport Coaches Meetings

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 goal.

The Athletic Department will:

1. Provide an atmosphere conducive to the academic success of the student-athlete;
2. Provide quality coaching in all sport offerings;
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 California Community College Athletic Association (CCCAA) and Conference with which the college is affiliated.

General Coaching Staff Responsibilities

- A. It is the responsibility of the coaching staff to:
 1. Take a genuine interest in both the athletic and academic development and success of each student athlete.
 2. Operate within the principles, objectives, rules and regulations of the California Community College Athletic Association (CCCAA) and Conference with which the college is affiliated.
 3. Represent the college, athletic department, and community in a positive manner; one that will promote the philosophy of the athletic department.
 4. Provide a quality program for all student athletes;
 5. Emphasize to the student athlete the importance of good citizenship and proper conduct on the campus, which fits within the college's Student Code of Conduct and the Student Athlete Code of Conduct.
 6. End of Season: submit a Banquet Fund Request form to the Women's Equipment Manager. Submit a record card to the Athletic Eligibility and Compliance Technician.
 - a. Please submit an official request for letterman certificates to the Athletics Office.



B. Supervision of Athletic Teams

- a. Practice – No athletic team, class, group or individual is allowed to practice or use facilities or equipment unless properly supervised by a certificated coach or instructor. All student-athletes must
- b. Trips – The coach is responsible for athletes on trips and should inform athletes that they are representing the college. A high standard of behavior should be demanded at all times. The coach and athletes should dress appropriately for travel. The coach will travel with the team and is to be present when buses and vans are used.
- c. Appearance – It is the desire of the Athletic Department that high standards of appearance be maintained at all times.
- d. Physicals – All athletes including red/grey shirts must have a physical prior to receiving practice or game equipment. The athletic trainer will arrange physicals dates and times. Athletes who prefer to see their own doctor must use the athletic trainer's physical forms. Record of each athlete's physical, concussion testing, and SportsWare must be on file in the Athletic Training office and is good for one year.

General Student Athlete Responsibilities

The right to participate in athletics is derived from the college and its designated staff. Through their participation, student athletes agree to:

1. Meet all CCCAA, Conference, and College rules pertaining to eligibility and Athletic Code of 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 the college and community;
8. Demonstrate respect for personnel, equipment, and facilities.

Hours of Operation

Division Office	8:00am - 4:30pm
Athletics Office	9:00am - 5:30pm
Men's Equipment Room	10:00am - 6:30pm
Women's Equipment Room	7:30am - 4:00pm
Training Room	10:00am - 6:30pm (During seasons of competition)
Locker Rooms	7:30am - 6:00pm, Summer 7:30am - 3:30pm
Locker Room Restrooms	7:30am - 10:00pm

Divisional Meeting Structure

The organizational structure for managing communication and ensuring appropriate decision-making requires a meeting structure that is broad and inclusive. Currently, there are six specific groups, or meetings, that meet to support the mission, vision, values, and goals of the Division. These groups include: The Division Meetings, Steering Committee Meetings, Coaches Meetings, Curriculum Committee Meetings, Athletic Board of Control Meetings, and Program Review Meetings.



Division Meetings

The Dean will hold three division meetings each primary term that is attended by all faculty and staff that work in the division. Everyone associated with the Division are encourage to attend, but full-time employees are required to attend. The agendas of the meetings include aspects of curriculum development and programming, budget updates, hiring and recourse allocations, updates in athletics, programming updates, and information form committees across campus.

Steering Committee Meetings

Steering Committee: The Steering Committee is an advisory group that provides guidance to the Dean. The group meets twice a month on the second and fourth Wednesday and is made up of representatives from all aspects of the division. Members include:

- a. Division Dean
- b. Division Coordinator
- c. 1 Equipment manager
- d. Athletic Director
- e. Assistant Athletic Director
- f. Chair of Curriculum, Student Learning Outcomes, and Program Review
- g. Coordinator of the Adaptive Physical Education Program
- h. Coordinator of the Kinesiology Program

Coaches Meetings

Coaches Meeting: Along with the In-Service Training meeting as required by the CCCAA Constitution and Bylaws, the Athletic Director may call coaches meetings as they deem necessary.

Curriculum Committee Meetings

The divisional curriculum committee meets monthly to review and support the curriculum documents for classes and programs presented by faculty. The meeting is chaired by the Curriculum Chair and all faculty and encouraged to attend. Individuals required to attend include all Department Chairs and Program Coordinators.

Athletic Board of Control

The Athletic Board of Control meets once each primary term to review and verify athletic schedules (including non-traditional seasons of sport), propose new initiatives to support athletes, and discuss relevant issues related to maintaining a culture of compliance. Meetings are open to all members of the athletic department. Standing positions that are required to attend include: Assistant Athletic Director, Athletic Eligibility and Compliance Technician, an athletic training rep, an athletic equipment rep, the Sports Information Director, and a coaching rep of the opposite gendered sport than the current Assistant Athletic Director. The Athletic Director chairs the meeting.



Facility Requests

Facility requests are managed by the Kinesiology and Athletics Division Coordinator and a staff member from Maintenance and Operation who oversees all facility rentals. Facility use for classes or athletic teams is facilitated by the Division Coordinator and scheduled in 25-live following approval. Outside organizations seeking to rent the facilities are to contact Maintenance and Operation for pricing and approval documentation at (714) 432-5881.

Co-Sponsorships

Faculty and staff can request to co-sponsor an event using the Orange Coast College Facilities. The purpose is to waive the rental fee for outside organizations for individual teams or a department within the Division while promoting Orange Coast College programs or teams. Event organizers are not allowed to accept payment for using the facilities, but outside organizations can give a donation through the foundation office as a separate action. Guidelines for managing co-sponsored events include:

1. A full-time faculty member must be present the entire time a co-sponsored event is being held.
2. A full-time faculty member is allowed a maximum of 6 co-sponsored days per year.
3. The schedule of the co-sponsored event cannot conflict with an academic class or athletic team class or athletic event.
4. The individual co-sponsoring the event must complete the required paperwork request to formally make the request.
5. The narrative must clearly explain how co-sponsoring this event benefits the students, faculty, and program at Orange Coast College.
6. The requester must assure that no financial benefit to the outside organization can be gained (this is a Coast Community College Board Policy).

Professional Development

Professional development is an ongoing priority of the Division and it is expected that faculty and staff maintain currency and relevancy in their specific discipline. Supporting that effort is a priority of the Division and aligns with our mission as a College.

Professional development is an effective strategy used to ensure educators and staff members strengthen their practice and refine their skills throughout a career. The most effective professional development experiences are centered on meeting student needs. Engaging in dialogue about current research that connects with our existing reality is central to enriching and expanding ones understanding of performance and how to improve. Students expect faculty and staff working at an institution of higher education to present most up-to-date information that exist while staff members apply new techniques and strategies associated when working with students. Athletic trainers, sport information directors, and equipment mangers are all expected to stay current and up-to-date with new technologies and practices associated with their profession.

The Professional Development faculty portal provides faculty with the opportunity to enroll on-line in campus workshops and to maintain a record of workshop hours for the purpose of salary advancement



credit. The web site also provides faculty with information about other training and professional development opportunities, such as conferences, workshops and on-line training in various disciplines. http://OCCportal/Committees/professional_development_institute/default.aspx

Current information about Staff Development offerings and resources is available in:

- Coast to Coast (the campus weekly on-line newsletter)
- The weekly Academic Senate Minutes
- Flyers, delivered to everyone in the campus community

For further information, contact the Staff Development Office at ext. 25920. You can also visit the Portal at:

<http://OCCportal/Departments/Administrative%20Services/Staff%20Development/Pages/default.aspx>

Professional Development Institute (PDI)

PDI is an Academic Senate Committee by means of which full-time faculty may apply for salary advancement credit or funding for professional development activities. For additional information about PDI opportunities and guidelines, please contact the OCC Academic Senate Office at (714) 432-5050 or go to the OCC Portal (under Committees) to access the Professional Development Institute's site.

Conferences

Full-time faculty may apply for funding for conferences through the Academic Senate PDI Conferences and Workshops committee or Salary Advancement Credit through the PDI Professional Development Institute. Part-Time Faculty may apply for funding for conferences or District/College sponsored workshops through the CCA/CTA-NEA or Staff Development office based upon unit verification. Please note categories for eligibility for Full-Time Contract, Part-Time (7.5 or more) or Part-Time (less than 7.49 LHE):

1. Full-Time (Contract) Faculty and Part-Time Faculty teaching 7.5 LHE or more per semester:

- There is a conference limit of \$800 per full-time faculty member.
- Part-time faculty who teach 7.50 LHE or more should apply to the Staff Development Office.

2. Part-Time Faculty teaching less than 7.49 LHE per semester are automatically unit members of the CCA/CTA-NEA bargaining unit and are eligible for professional development funds in two areas (ARTICLE XIV (a) (b)):

- (a) Unit Members may apply for a stipend, subject to limitations of overall funding, of up to \$100, at the usual non-instructional rate to attend a District/College sponsored



workshop of two hours or more.

- (b) Applications for Professional Development will be considered on a first- come first-served basis with a limit of two applications per semester not to exceed \$700 per application.

Service Requests

IT Service Request

IT Support Center- Faculty & Staff only

Phone: (714) 432-5500

<https://itservicedesk.cccd.edu/MRcgi/MREntrancePage.pl>

Office Hours

Monday: 8 a.m. - 5 p.m.

Tuesday: 8 a.m. - 5 p.m.

Wednesday: 8 a.m. - 5 p.m.

Thursday: 8 a.m. - 5 p.m.

Friday: 8 a.m. - 5 p.m.

Saturday: CLOSED

Sunday: CLOSED

Maintenance and Operations

Please send all work requests (plumbing, doors/locks, moving furniture, etc.) to:

DL OCC Maintenance: occmaint@mail.cccd.edu

Please include building name, room number, and details on what is requested.

Publications

All publications requests must first be approved by the Athletic Director prior to being submitted to the Sports Information Director, who will then work with the Marketing and Public Relations Department.

Branding

Any items that feature OCC logos, the Pirate mascot or one of the additional sport identities must adhere to the Orange Coast College style guide. Please submit artwork to the Athletic Director prior to committing to the purchase of any items featuring any form of OCC branding. Working with the Marketing and Public Relations department can also ensure compliance with OCC branding.



Section V: Human Resources

Hiring of Part-Time/Volunteer Coaches

Any assistant coach, part-time or volunteer, is required to meet with the Athletic Director prior to hiring. Once approval for hire is granted, the incoming assistant/volunteer coach must attend an in-service training with the Athletic Director as well as complete, with a passing grade of 80%, the CCAA Compliance exam PRIOR to attending any event associated with an intercollegiate program (practice, team meeting, contest).

Volunteers utilized by Classified Staff or in Kinesiology Classes

Any individual that wants to volunteer and help a full-time or part-time Orange Coast College employee must obtain approval from the Division Dean prior to allowing entrance to a class or facility. If approval is granted, a Volunteer form must be filled out and kept on record in the Division office.

Performance Evaluations

Performance evaluations are based on the Union Agreements between the Coast Federation of Classified Employees CFCE (Local 4794) and the Coast Community College Association – California Teachers Association/National Educational Association.

Coast Federation of Classified Employees CFCE

Section 10.5 of the CFCE Agreement outline specific evaluation guidelines and timelines. The section is subdivided into Permanent Employees where evaluations, following the probationary period, are to occur once every year. Probationary employees are to be evaluated within 20 working days of the end of the third and fifth months of service (see Article 7, Section 7.4 A (Probationary Period).)

Specific details of the process are located on page 21 of the CFCE Agreement.

Coast Community College Association – California Teachers Association/National Educational Association

The purpose of the evaluation of faculty is to provide improved instruction, counseling and other educational services through the periodic evaluation of all Faculty Members. The agreement outlines specific steps and processes for each type of faculty member and divides the evaluation of Temporary Faculty Members in section 8.2., Evaluation of Categorical Faculty Members in section 8.3, Part-time Faculty Members (50% through 67%) in Section 8.4, Contracted Faculty Members (Tenure Track) in section 8.5, and Regular “Tenured” Faculty Members in section 8.6.

Part-time faculty members with a 50% to 67% load are to be evaluated each year and regular faculty members are to be evaluated every six years. Tenure track faculty members are to be evaluated each year until tenure is earned. Specific information related to the evaluation of each type of faculty member is located on pages 10 – 24 of the agreement.



Absences/ Vacation

Vacation

Employee shall submit a written request for use of vacation days two weeks prior of requested day(s).

Efforts will be made to enable vacation to be taken at times requested by and convenient to the employee consistent with the needs of the division. An attempt will be made to approve and assign vacation periods in a manner that is fair to all employees. If a scheduling problem exists, seniority on a rotating basis shall prevail. Employee vacation requests shall be in writing and approved or denied by the supervisor within five (5) working days. Denial of request will be in writing.

Weeks not eligible for use of vacation days are four weeks prior to the beginning of a semester and the first two weeks of a semester (total of 6 weeks).

Absences

The employee shall notify the Division Office as soon as possible for any anticipated tardiness or daily absence due to illness or other unforeseen circumstances. The notification can be made verbal or in email form submitted to the Dean, Athletic Director, Division Coordinator, and/or Athletic Secretary.

The employee shall submit to the Division Office a Classified Employee Absence Report within 5 working days of the employee's return to work. This form is posted on the Division's portal page. All vacations and absences will be posted on the division's portal calendar for notification to staff and faculty.

Unauthorized Absences

An unauthorized absence is any absences from the employee's normal duty day without the approval of the immediate supervisor or other supervisor. Any unauthorized absence will be without pay and subject to further disciplinary action as provided under Article 22 of the CFCE Agreement.

Mandatory Title IX Training

All Full-time and Part-time Faculty, Classified, Confidential, and Management must complete the online mandatory Title IX training through Keenan Safe Colleges. This training includes information on Title IX and the Board's policy on sexual misconduct.

Login to Keenan Safe Colleges (<http://cccd.keenan.safecolleges.com/login>) using your District email address as the username. Scroll to the bottom of page and click on "View More Courses." Scroll Down to "Human Resources," and click on "Title IX and Sexual Misconduct." When complete, submit the Certificate of Completion and Signed Acknowledgement form to Nancy Hill at District Office of Human Resources, or nhill@mail.cccd.edu.



Section VI: Business Operations

Budget Planning

Philosophy on Budget Processes:

The Athletic Department at Orange Coast College is committed to an equitable and fair distribution of resources to support all teams participating in CCCAA sanction sports. The goal of the Department is to provide the essential support to ensure teams are competitive and successful while complying with Title IX and gender equity requirements. Teams must be financially sustainable and creating appropriate parameters for financial decision-making is essential for a large comprehensive athletic program. The parameters that guide decision making at Orange Coast College include: Program size, number of student athletes, length of season and number of competitions, required equipment and facilities, and program complexity. The goal is to provide the highest quality equipment, uniforms, and facilities to support recruitment efforts, athletic performance, and presentation of our student athletes and coaches. Our philosophy on the budget development is grounded on the goal of continual revenue increase while conserving discretionary spending.

Planning for the budget occurs each April prior to the end of the fiscal year. Individuals associated with the planning process include the leadership team, athletic directors, equipment managers, and the Dean. Information and data collected on program needs is reviewed and discussed by parties listed above and final decisions are made by the dean. The two primary budgets that are proposed are the General Fund budgets, which serve the division and are focused on operational needs, and the Associated Students budget (ASOCC) where annual request are submitting for review.

The information and data collected during the planning process includes an assessment of facilities and equipment, inventories of team gear, staffing needs, and future operational plans.

Fundraising

The policy of the Athletic Department is to have all fundraising activities approved by the Foundation Office and Athletic Office, and reinforced in division meetings and email correspondence. It is the expectation of the Dean and Athletic Director that all coaches will follow the practice of having all fund raising activities approved by the Foundation Office and Athletic Director.

All funds are required to be accepted by either the Foundation staff or athletic staff who are trained to receive funds. Coaches or staff members, like athletic trainers, who are raising funds for their programs are not allowed to receive checks or cash.

Fund distribution is based on where the funds are placed and who has raised the money. Coaches that engage in fundraising activities have funds placed in ancillary accounts or Foundation accounts and the spending of those monies is the discretion of the head coach who is required to obtain approval from the Dean. Tracking of such funds is monitored by the women's equipment manager who records all revenue and expenditures; secondary tracking is managed by the foundation office. Monthly reports are provided to the individual coaches.



Purchasing Procedures

The procedure for purchasing varies on which budget is being drawn upon. For ASOCC and Ancillary Account the procedure is:

1. Head Coach or Equipment Manager submits an **Action Request Form (ARF)** that outlines which budget is being used, an explanation of the items, the district approved vender, costs, and date the item is needed by. The ARF should have a quote from the vendor attached.
2. The ARF is submitted to the Division Coordinator who logs the document in and sends it over to the Equipment Manager responsible for submitting the Purchase Order Request. The cost is verified and assessed against the current funding levels of the budget the request will draw upon. If questions arise the Equipment Manger will contact the coach or staff member making the request. Copies of the documents are forwarded to the men's equipment manager so both equipment managers are aware of the request.
3. The POR is created and the documents are forwarded to the Dean for review and approval.
4. If approved, the POR is submitted to the bursar's office for creating the Purchase Order (PO).
5. All items are to arrive on campus to campus receiving as no items can be delivered to a private home.
6. Campus receiving informs either the men's or women's equipment manager that an item has arrived.
7. Equipment managers verify order, log in contents, and contact the coaches or ordering party of arrival.
8. Invoices are sent to the women's equipment manager who is responsible for verification of items received. Final payment is reviewed approved by the dean.

The procedure for purchasing from the General Fund is:

1. Requests are made to the Division Dean for approval.
2. Division Coordinator prepares POR and submits to bursar's office with copies of request sent to the Equipment Managers.
3. Bursar's office prepares PO and contacts the vendor.
4. Item is sent to district for approval.
5. Campus receiving receives item and contacts Division Coordinator or Equipment Manager.

Division Coordinator or Equipment Manager reviews contents and logs in receipt of item.

Reimbursement

Staff members and faculty can purchase items in advance providing they have received approval from the Dean. Items should not exceed \$100.00 for this type of action or the staff member will not be reimbursed. Once an itemized bill is provided a check request is created by the Women's Equipment Manager who submits bill and check request to the Dean for approval. The documents are submitted to the bursar's office for generating a reimbursement check.

Team Travel

The process for managing team travel is as follows:



1. Funds for trips must be requested three weeks prior to departure and only after an Athletic Budget Request for Overnight Travel Form (see Appendix I – Overnight Trip Request Formⁱ) has been submitted to the Women’s Equipment Manager, with approval from the Dean and/or Athletic Director. Within three days upon return from the trip, all expenditures made during the trip must be accounted for on the appropriate forms obtained from the Equipment Manager. Certificated coaches’ expenses are reimbursed from District funds (see Appendix II – Request for Funds Formⁱⁱ). Hotels are to be secured by the Head Coach with support from the Equipment Manager or Athletic Director.
2. In the event that money is not expended or a contest is cancelled, all money is to be returned to the Women’s Equipment Manager. Under no circumstances are funds to be retained and applied to other trips or items. A receipt for money returned shall be given to the coach.
3. The coach shall include a team roster indicating the amount of money disbursed to each team member and securing each athlete’s signature for the amount received. All other expenditures require the receipt to accompany the report of expenditures.
4. *Meals.* Price limits consistent with the ASOCC meal allocation: breakfast - \$6, lunch - \$8, dinner - \$11 (Total \$25 per day). Bus driver meals, \$50 total per day.
****Head coaches can not be included in calculation**
5. *Lodging.* OCC and the Athletic Department have a policy limiting overnight lodging to approximately \$35 per night per athlete (based on three athletes per room).
**** Head coaches can not be included in calculation**

All documents are logged and accounts reconciled by the Women’s Equipment Manager.

Equipment and Uniforms

Purchase of equipment and uniforms are requested by the Head Coach or an Equipment Manager. Funds for these types of purchases come from either the ASOCC accounts or Ancillary Accounts. Once items have been received they are logged and inventoried by the Equipment Managers. Please see the procedure for purchasing these items under the “Process for Purchasing.”

All uniforms are to meet the branding standards set forth in the OCC Style Guide. See Branding in Section IV.

Athletic equipment is purchased from college funds and is utilized to outfit athletic teams. It is the responsibility of the Equipment Room personnel and the coaching staff to ensure proper use during the season and return all equipment at the close of each sport’s season.

Responsibility of the Coach

1. An issue date for team equipment and uniforms will be made one week prior to the issue date. All athletes will receive their team gear on the assigned date. Any athletes that do not turn up on the assigned issue date will receive their gear on a second date that will be set up by the coach and Equipment Room personnel.



2. If an athlete is dropped from the team, the Equipment Manager is to be notified immediately in order to collect all items issued to that athlete.
3. Coaches will provide a numerical roster of the Form 3 eligible athletes ASAP. A practice only athlete list should be provided as well if those athletes are expected to receive practice gear. The roster will include first names, last names, and student ID numbers for each athlete. When the roster has been received, students will have the option of using a team locker.

Responsibility of the Equipment Managers

1. Issue uniforms only to those athletes who are on the Form 3 roster provided by the Athletics office. Only the Form 3 roster contains students who are cleared by the Eligibility and Compliance Technician and the Athletic Trainers.
2. Issue practice gear only to those students who have been cleared by the Athletic Trainers.
3. Notify coaches of any athlete who is not turning in required equipment or uniforms.
4. Ensure that all equipment and uniforms are ready for each practice and game.
5. Check in all equipment and uniforms at the end of each season. Five working days from the close of the season, submit to the Dean of Student's Office a delinquent list of athletes who have not turned in their equipment. This places a hold on the athletes' academic records until the gear is paid for or returned. Clearance must be given by Equipment Managers.

Scheduling

All intercollegiate athletics programs are to create their team's schedule in accordance with Bylaw 3 of the CCCAA Constitution and Bylaws, in conjunction with the schedules set by each respective conference, and submit a proposed schedule to the Athletic Board of Control.

Fall sport schedules are to be submitted by the third Friday in May, including basketball, and Spring sport schedules are to be submitted by the third Friday in October.

It is the responsibility of the head coach to ensure that the proposed schedule is in compliance with Bylaw 3.11 Sports Season Chart in regards to the permitted start and end date as well as the allowable number of contests, as defined for each sport.

The review process by the Athletic Board of Control includes:

1. Assessment of the number of contest
2. Verification of start dates
3. Discussion on conflicts with athletic training staff or equipment managers
4. Identification of additional resource needs depending on the number of contest occurring a particular day.

It is important to note that when scheduling a scrimmage, said scrimmage is to be counted towards the allowable number of contests and must be scheduled after the permitted practice/scrimmage date and prior to the first game, meet or match.



Communication of Schedule Changes

All changes to schedules must be submitted to the Athletics Office as soon as they are confirmed between all colleges involved. The Athletic Director must approve changes to Orange Empire Conference schedules before they are official.

Nontraditional Season of Sport

Athletic programs participating in the non-traditional season of sport, per Bylaw 3.17 of the CCCAA Constitution and Bylaws, are to submit a proposed schedule to the Athletics Office and all participants must have a physical on file prior to competition. Furthermore, students must be enrolled in the physical education activity/conditioning class associated with the sport in order to be eligible for competition. Student-athletes can only compete at one California community college during the nontraditional season of sport. Nontraditional contests are to be treated as scrimmages and must take place outside of the normal meeting times of the scheduled class associated with the sport. The nontraditional season does not allow daily practices, only competition with other colleges. Any skill, conditioning and strength training must take place during the scheduled class time.



Section VII: Rules Education and Procedures

Rule Education Seminars

In accordance with Bylaw 2.8.2 of the CCCAA Constitution and Bylaws, all persons approved to be involved in the athletic department, by the athletic department, are required to attend a certification and information meeting administered by the Athletic Director prior to August 27. Each member of the athletic department will sign the college's Form R-2, Statement of In-Service Training. A second meeting will be offered prior to the beginning of the spring semester, to reiterate pertinent information from the Constitution and Bylaws. Similarly, the Athletic Director will provide individual in-service trainings as personnel are hired in the athletic department.

Compliance Test

In accordance with Bylaw 2.8.2 of the CCCAA Constitution and Bylaws, all persons approved to be involved in the athletic department, by the athletic department, are required to complete the full exam for their position, with a minimum score of 80 percent, the CCCAA Online Compliance Rules Exam prior to signing the college's Form R-2, Statement of In-Service Training.

Reporting Rule Violations

In accordance with Article 7.3.1 of the CCCAA Constitution and Bylaws, the Orange Coast College Athletic Department will maintain current knowledge, and will apply and enforce the CCCAA Constitution and Bylaws as well as the policies and procedures of the Orange Empire Conference. If any violation occurs, the Orange Coast College Athletic Department, along with the Office of the President, will notify the commissioner of the Orange Empire Conference the violation and the appropriate plan to rectify the violation while also preventing the violation from occurring again in the future.

Statement of Institutional Control

Under guidance of the Office of the President, the Orange Coast College Athletic Department maintains institutional control through adhering to the Constitution and Bylaws of the California Community College Athletic Association. Orange Coast College takes responsibility for the administration of its Athletic Department including the actions of all faculty, staff and students in their representation of the College. Through ongoing training and education of policies and procedures, the Orange Coast College Athletic Department strives to remain at the forefront of constitutional compliance.



Section VIII: Recruiting

OCC Recruiting Statement

Orange Coast College is a Community College and member of the CCCAA. The Athletic Department at Orange Coast College embraces a culture of compliance when recruiting student athletes, and is committed to adhering to all guidelines outlined in CCCAA Constitution Bylaw 2: Recruitment of Student Athletes. All coaches, staff, and administrators at Orange Coast College are expected to follow all Institutional, OEC, and CCCAA policies and regulations related to recruiting student athletes, and are expected to conduct themselves with honest and fair recruiting practices. Administrators are expected to accurately educate all coaches on each aspect of Bylaw 2, and ensure all required student-athlete recruiting policies and practices are followed.

CCCAA Recruiting Rules

In Recruiting Area:

- Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- Providing transportation to the campus.
- Visiting a prospect, family member, or legal guardian.
- Providing information regarding employment opportunities, matriculation, housing, financial aid, etc.
- Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.
- Arranging or providing for a meal or meals during a campus visit.

Out of Recruiting Area:

- Initiating or arranging first contact with a prospect, family member, legal guardian, or coach by telephone or correspondence.
- Providing information regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, or other questions raised by a prospective student-athlete.
- Person-to-person contact between college representatives and prospects, family members or legal guardians of the prospective student-athlete may only take place on the host college's campus.

***** If not specifically permitted in Bylaw 2.1, the activity is disallowed**

Out of State Recruiting:

- Prohibited
- Fill out a Form C when contacted
- Provide information
- Continuing communication may exist, via phone or correspondence
- In-person must be on-campus

Subsidizing, Inducements & Special Privileges

Subsidizing is defined as providing any manner of service or financial assistance to prospects or student athletes that is not available to all other students. Subsidization in any matter in the interest of the college is prohibited.



- Paying a student-athlete to compete
- Obtaining, securing or soliciting housing that isn't available to all students
- Promise of a job, or higher pay for a job, that isn't available to all students
- Providing use of a credit for free or a reduced cost
- Promise of scholarships/grants
- Paying a student-athlete as a coach while they are competing
- Paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect's/ student athlete's tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.

Inducements are defined as athletic recruiting acts that are designed to entice a prospect. Inducements may only be provided to prospects who reside within the individual college's "recruiting area." These include:

- Providing transportation for a campus visit
- Providing a meal during a campus visit
- Making a home visit
- Providing information about the college
- Providing tickets to on-campus events (athletics, theater, etc.)

In general the giving of special privileges or special consideration to student athletes is forbidden by the *Constitution and Bylaws*. Student athletes may only receive services that are available to all eligible students. There are however certain categories of activities which are permissible.

- Banquets and Awards
- Meals and Lodging
- Complimentary Admission
- Scholarships/Grants
- Academic and Support Services
- Athletic Insurance
- Non-Athletic Activities



Section IX: Eligibility

Certification Process

The Eligibility and Compliance Technician is responsible for reviewing the Athletic Eligibility Form 1 and will verify a student-athlete's eligibility. The Athletic Director reviews the documentation and a Form 3 is submitted online for the CCCAA approval.

Forms

Important forms include;

- Form 1: Student Eligibility Report
- Form 2: Student Athlete Transfer
- Form C: Out of State- Student Contact Form
- All forms can be found on the CCCAA website, [CCCAA Forms](#)

CCCAA Eligibility Rules

Below are general guidelines as they pertain to eligibility. Please review Bylaw 1 for complete CCCAA eligibility rules and regulations.

First-Year Student-Athletes

- Enrolled in 12 units - Nine academic
(Must be maintained, and monitored throughout season)
- Education plan on file (Comprehensive or abbreviated, effective July 1, 2016)
- Must be registered, enrolled and attending class no later than four weeks after the first day of instruction

Continuing Student-Athletes

- Enrolled in 12 units - Nine academic
(Must be maintained, and monitored throughout season)
- Completed and passed 24 units - 18 academic
- Cumulative GPA of 2.0 or higher
- Completed six units in previous full term
- Summer and intersession can now fulfill six unit/2.0 GPA requirements, effective July 1, 2016

Transfer Student-Athletes that have Competed

- All requirements of Continuing Students-Athletes
PLUS
 - o **From another CCCAA institution**
Must establish residency by completing 12 units PRIOR to season of sport
(Maximum of eight units during summer)
 - o **From Four-Year Institution**
All the above with exception of residency*



Section X: Academics

Class Attendance Expectations

In accordance with Bylaw 1.3.1 of the CCCAA Constitution and Bylaws, student-athletes, in order to be eligible for non-conference, conference, and post-conference competition, are to be actively enrolled and attending no less than 12 units during their season of sport. A student-athlete that drops below 12 units during the season of sport, will be deemed ineligible until they are once again actively enrolled and attending no less than 12 units. Weekly unit checks will be ran by the Athletics Office no later than Tuesday at noon of each week during competition. If a student-athlete is found to be under 12 units, the coach will be notified to ensure that the student-athlete does not compete while under 12 units. If a student-athlete is found to have competed while under the required unit limits, they will be declared ineligible for at least as many contests/dates as they participated in while under the required unit standards. At minimum, the student-athlete will be declared ineligible until the day of the following weekly verification check.

Missed Class Notification

Student-athletes are expected to attend and actively participate in each of their classes. Every attempt to avoid missing class should be taken. However, in the event that missing class due to competition is unavoidable, student-athletes are to submit a miss class request formⁱⁱⁱ to the instructor of the class that will be missed and make all arrangements necessary to fulfill the requirements of the course. This form does not excuse a student-athlete from class; it is up to the discretion of the instructor to grant a missed class.

Student Support Services

Every new student can apply online, complete an online orientation, take placement tests for math and English, create a Student Educational Plan, receive online and in-person assistance with online registration, receive one-to-one and/or small group counseling, and access Degree Works (online education planning tool). Additional resources include free tutoring, coach-supported study halls, special student-athlete sections of COUN 105 "Strategies for College Success," special student-athlete orientations, small team-driven workshops/"talks" regarding student success and eligibility, and access to a plethora and variety of workshops conducted through the Counseling Division for all aspects of college success (transfer, time management, study skills, balancing multiple roles, communication, etc.).

Academic Advising

Student-athletes can choose to see any counselor in the Counseling Division at OCC for face-to-face individual appointments, walk-in questions, resource availability, and phone and email availability, as well as OCC Counseling online FAQ and informational support. They can also choose, specifically, to see the Counselor for Student-Athletes, who has additional knowledge beyond Associate of Arts, Associate of Science, certificate, vocational program, and transfer requirements regarding eligibility at OCC, as well as future NCAA and NAIA eligibility requirements. Student Educational Plans are completed through "Degree Works," an advising tool/program accessible to students via their MyOCC



student accounts. Student Educational Plans can be "locked" only by authorized counselors ensuring that students have seen a counselor.

Priority Registration

In order for a student-athlete to be eligible for priority registration, the head coach must submit an eligibility roster and fill out the necessary fields to the Athletic Eligibility and Compliance Technician no later than one week prior to priority registration appointment assignments, as set by Enrollment.

Student-athletes must have an ID number as well as complete online orientation, placement testing and a student education plan before being eligible for priority registration. There are no exceptions to these requirements.

The Athletic Eligibility and Compliance Technician will code the student-athletes to specific teams as well as priority group once an eligibility roster is submitted.

The proper "chain of command" for this process is as follows: the student-athlete is to inform their head coach upon completion of the above requirements, the head coach will then notify the Athletic Eligibility and Compliance Technician, who will then verify the student-athlete's eligibility and assign an



Section XI: Home Events

Event Manager

In accordance with Bylaw IX of the Orange Empire Conference Constitution and section 8.5 of the Southern California Football Association supplement, an Event Manager will be present at all home athletic events. The Event Manager will be responsible for facility control and supervision. When applicable, the Event Manager is responsible for staffing all necessary personnel in conjunction with the Athletic Office.

Athletic Training

In accordance with CCCAA Bylaw IX, section 9.2.2, B.5, a Certified Athletic Trainer will provide athletic training supervision for all home/hosted athletic contests. In the event that there are multiple hosted contests on one date, supervision will be determined by the relative risk of each sport. See sections XII and XIV for more information regarding athletic training coverage and sports medicine.

Sports Information

The Sports Information Director will provide coverage of each event as appropriate (e.g., PA announcing, statistical inputting, operation of scoreboard, pre-game and in-game music). In the event of multiple events, in conjunction with the Athletic Director, sports information coverage will be decided by greater need of the event (e.g., required statistics, number of duties performed, etc.).

Officials

Officials are assigned by the conference designated assignor. Upon receipt of the list of officials found on the Arbiter, Check Request/Release of Liabilities (ROLs) will be distributed by the Eligibility and Compliance Technician and checks will be processed through RefPay.

Cash Ticket sales

For non-football events, cash boxes are to be picked up from the Athletics Office at a designated time prior to the contest, based on the contest worked. There is a ticket sales form that is to be completed following each contest that details the number of tickets sold and dollar amount returned to the event manager.

Dress Code Expectations

Any individual working at an Orange Coast College event is expected to dress appropriately. When available, staff shirts will be provided.



Section XII: Sports Information

Orange Coast College strictly enforces a credential approval policy designed to best allocate working media credentials in order to maximize coverage in a safe, professional, working environment. Unfortunately, due to limited press box space, it is not possible to accommodate all requests. Firm guidelines for assigning media credentials are listed below, but all credentials are issued at the discretion of OCC Sports Information Director, Tony Altobelli. Orange Coast College reserves the right to deny or revoke media credentials at all times.

- OCC will distribute one (1) reporter pass and one (1) photographer pass per media outlet at the beginning of each school year and each pass will be valid throughout the duration of the school year.
- For football games, limited seats are available in the LeBard Stadium press box and they will be reserved on a first-come, first serve basis.
- For basketball games, limited seats are available on the scorer's table and they will be reserved on a first-come, first serve basis.
- For all other sporting events, members of the media are free to sit in any areas designed for public viewing.
- Any interaction between any members of the media and members of the athletes, coaches or officials at any time during the playing contest is strictly forbidden.
- Credentials are not transferable and should only be used by media members with a legitimate working function. Non-working individuals from a media outlet, children, spouses, friends, etc., will not be granted free admission into any ticket-admitting OCC sporting event. Violation of this policy will result in immediate revocation of credentials.
- Issuance of season media credentials does not guarantee working space on press row or in media work areas.
- Due to limited space, credentials will generally not be issued to freelance or amateur writers or photographers without a specific assignment received in writing from the assigning organization.
- Credentials will be issued to websites on a case-by-case basis at the discretion of the Orange Coast College Athletics. Priority will be given to websites that are affiliated with an accredited media outlet. Websites must have editorial, newsgathering content and not merely sponsor message boards, message centers or chat rooms where people are allowed to post anonymous information.
- By acceptance of a credential, the bearer agrees to follow the aforementioned rules and regulations and to conduct him/herself in a professional and ethical manner. Violation of any of these policies will result in immediate revocation of credentials. Orange Coast College reserves the right to revoke or deny credentials at any time.
- Sports Information Director Tony Altobelli can be reached by phone at (714) 432-5175 or by email at aaltobelli@occ.cccd.edu.

Social Media

Administration, Faculty, Staff, and Student-athletes must be concerned with any behavior that might reflect negatively on themselves, their teams, and/or Orange Coast College. This includes any activities conducted online. Orange Coast College supports and encourages individuals' expression of First Amendment rights of free speech. This includes participating in online social networking sites (Facebook, Twitter, Instagram, Snapchat, etc.).



The Orange Coast College Athletics Department does not place any restrictions on the use of these sites by any participants. However, keep in mind that as a member of the OCC Athletics Department, you are a representative of the college and are always in the public eye. Please keep the following guidelines in mind when using social networking Web sites.

- Understand that anything posted online is available to anyone, anywhere. Any text or photo placed online is completely out of your control the moment that it is placed online, even if you limit the access.
- For safety, do not post home address, local address, phone numbers, birthdates or any other personal identifying information.
- Avoid posting photos that would reflect negatively on you, your team, or the College. This includes photos and items that may be posted by others. Any user can save images and reuse them without your expressed permission.
- Exercise caution when posting about your whereabouts or plans. You could be opening yourself up to predators.
- Be aware of who you add as friends on these sites.
- Orange Coast College, coaches and administrators can easily access these websites.
- Student-athletes could face discipline and even dismissal for violations of the Policies and Procedures of Orange Coast College or the CCCAA.

Individuals within the College and law enforcement personnel check these websites regularly. In addition to the unfortunate reality of online predators, potential employers, college coaches looking to recruit, and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applications. We advise OCC participants, both students and staff, to exercise extreme caution in their use of social media sites.



Section XIII: EAP and Risk Management

Emergency Action Plan (EAP)

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best care to athletes of emergency and/or life threatening conditions. Orange Coast College has developed and implemented an emergency plan that will help ensure that the best care will be provided.

Orange Coast College (OCC) has developed an emergency plan that may be implemented immediately when necessary to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, OCC's sports medicine team must be prepared. This preparation involves knowing the emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel and continuing education in the area of emergency medicine. Our goal, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the OCC sports medicine team will enable each emergency situation to be managed appropriately.

Components of the Emergency Plan:

There are three basic components of this plan:

1. *Emergency Plan Personnel*
2. *Emergency Communication*
3. *Emergency Equipment*

Emergency Plan Personnel:

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer (ATC). A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on a variety of factors. These factors include but are not limited to the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel.

The emergency team at Orange Coast College consists of a number of healthcare providers including team physicians, team dentist, team optometrist, emergency medical technicians, certified athletic trainers, sports medicine students, school nurse, OCC dispatch, coaches, managers and possibly a bystander. Roles of the individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the certified athletic trainer. There are four basic roles within the emergency team.

ROLES WITHIN THE EMERGENCY TEAM

1. Immediate Care of the Athlete



- The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training. Sports medicine students are not expected to provide such care.
2. Emergency Equipment Retrieval
 - This may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Sports medicine students, managers, and coaches are good choices for this role.
 3. Activation of the Emergency Medical System(EMS)
 - This may be necessary in situations where emergency transportation is not already present at the sporting event.
 - This should be done as soon as the situation is deemed an emergency or life-threatening event. Time is the most critical factor under emergency conditions.
 - The person chosen for this duty should be someone who is calm under pressure and who communicates well over the phone. This person should be familiar with the location and address of the sporting event.
 4. Directing EMS to the scene
 - One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the contest.
 - This person should have keys to any locked gates or doors that may slow the arrival of the medical personnel.

ACTIVATING THE EMERGENCY MEDICAL SYSTEM

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone
2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete (s)
- Current first aid treatment initiated by first responder
- If an athletic administrator is not present contact either the Dean and/or Athletic Director

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build



rapport between both groups of professionals. If EMS is not available on site during a particular sporting event then direct communication with EMS at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a campus phone. However, a cellular phone is sometimes also available. It is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment is located at the various venues and is quickly accessible (see sport venues for description of emergency equipment). The OCC emergency team is familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition. The OCC emergency team is trained in advance to use it properly. The emergency equipment is checked on a regular basis and situations are rehearsed by the emergency personnel.

Transportation

Ambulances may be coordinated on site for special events/sports, such as major tournaments, regionals or state championship events. Consideration is given to the capabilities of transportation service available (i.e. basic Life Support or Advanced Life Support) and the equipment and level of trained personnel on board the ambulance. In the event that an ambulance is on site, there is a designated location with rapid access to the site and cleared route for entering/exiting the venue.

In the event of an emergency situation, a primary survey will be conducted. It assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by an ambulance where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should not transport unstable athletes in inappropriate vehicles. A primary survey/vital signs will be conducted and method of transportation will be determined at that time. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site while transporting the athlete.

Emergency Medical Facilities for Referral

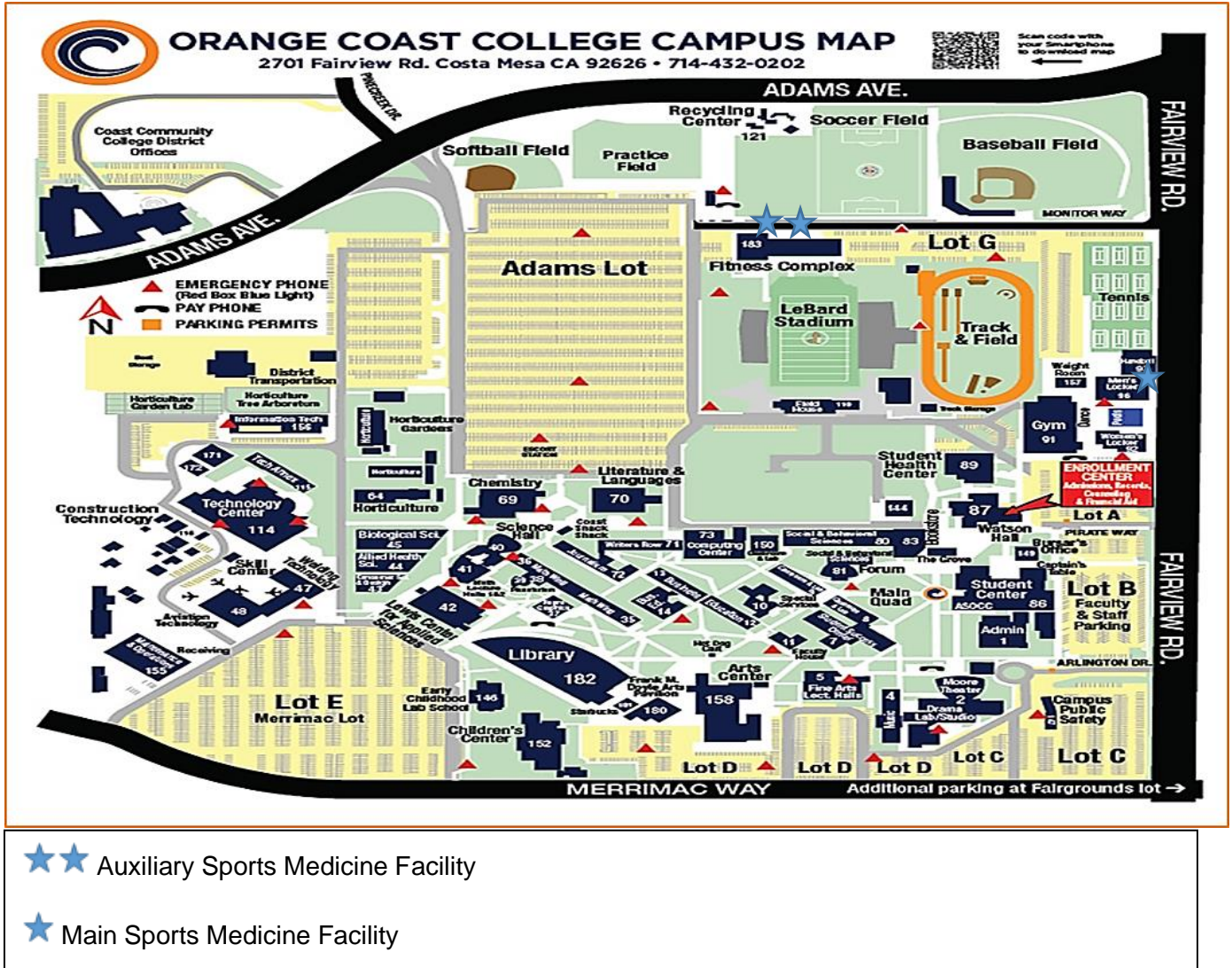
- Kaiser Permanente Harbor-Medical Offices^{iv}
- Costa Mesa Urgent Care^v
- Hoag Hospital Newport Beach^{vi}

Conclusion

The Orange Coast College emergency team is placing an emphasis on being prepared in the case of an emergency. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. The emergency plan will be reviewed annually and rehearsed regularly by the Certified



Athletic Trainer's. Through development and implementation of the emergency plan, OCC helps ensure the best care provided when an emergency situation does arise.



OCC Athletic Venues

SWIMMING POOL – Swimming/Water Polo

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student(s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in swimming office (714) 432-5768; Cellular phone



Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).

Role of First Responders

1. Immediate care of the injured or ill student athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

- a. On Campus - Call 911 from any campus phone or payphone
- b. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
- c. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: Swimming Pool is located adjacent to parking lot A

BASEBALL FIELD – Baseball

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student (s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in coaches office (714) 432-5892

Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).Role of First Responders

1. Immediate care of the injured or ill student athlete



2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone
2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: The baseball field is located across from lot G on the north/east side of campus

SOFTBALL FIELD – Softball

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student(s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in baseball office (714) 432-5892 or auxiliary sports medicine Facility located at the Fitness Complex (714) 432-5106

Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).

Role of First Responders

1. Immediate care of the injured or ill student athlete
2. Emergency equipment retrieval



3. Activation of emergency medical system (EMS)

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone
2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: The softball field is located across from Adams lot on the north side of campus

THE FITNESS COMPLEX – Auxiliary Gym/Auxiliary Sports medicine Facility/Weight facility

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student(s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in Fitness Complex sports medicine facility (714) 432-5106

Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).

Role of First Responders

1. Immediate care of the injured or ill student athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)



One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone
2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: The Fitness Complex is located just north of OCC's LeBard Stadium, off Monitor Way and Fairview Rd.

TENNIS COURTS– Men's and Women's Tennis

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student(s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in Sports medicine office (714) 432-5116

Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).

Role of First Responders

1. Immediate care of the injured or ill student athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone



2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)
3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: The Tennis Courts are located just east of OCC's Track & Field stadium, off Monitor Way and Fairview Rd.

LeBard Stadium—Football/Men's and Women's Soccer

Emergency Personnel: Certified athletic trainer on site for competition. Sports medicine student(s) on site for practice and competition. Additional sports medicine staff accessible from the sports medicine facility (adjacent to handball courts).

Emergency Communication: Fixed phone line in sports medicine office (714) 432-5116

Emergency Equipment: Supplies (AED, splint bag, OSHA kit, crutches, sports medicine kit). Additional emergency equipment accessible from sports medicine facility (adjacent to handball courts).

Role of First Responders

1. Immediate care of the injured or ill student athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

One of the following choices can be implemented when EMS is needed for an emergency situation, depending on the location of the caller.

1. On Campus - Call 911 from any campus phone or payphone
2. Cell Phone on Campus - Call (714) 432-5555 (Campus Safety)



3. Off Campus – Call 911

Providing Information

- Name, facility and extension of caller
- Number of athletes injured
- (Choices 1 or 2) Notify OCC campus safety of need for EMS and request police escort to location. This will give EMS access to the field and direction of where to go.
- (Choice 3) Give directions to facility and unlock all gates to allow access.
- Condition of athlete(s)
- Current first aid treatment initiated by first responder

Venue directions: LeBard Stadium is located just west of OCC's Track & Field stadium, off Monitor Way and Fairview Rd.

Specific Emergency Action Plans

Catastrophic Injury and Emergency Notification Plan

In addition to the (CCCAA bylaw 9.5.1A-G), the procedure Orange Coast College Athletics Department with regards to a student-athlete who has sustained a catastrophic injury shall be as follows:

1. The Orange Coast College sports medicine emergency action plan with regards to a home practice/game will be followed.
2. An OCC coach & Dean or certified athletic trainer will accompany the injured student-athlete when possible to the medical facility.
3. Once at the medical facility the coach or certified athletic trainer will contact the athletic director and discuss the injury and condition, as it is known.
4. The athletic director or team physician will be responsible for contacting the student-athletes' emergency contact to notify them of the injury and condition, as it is known.
5. Once back on campus the certified athletic trainer and/or team physician will meet with the athletic director, dean of kinesiology/athletics, dean of student services, and risk management to discuss the injury. The Athletic Director will then notify appropriate school officials.
6. Team members will be notified of the athlete's injury and condition and the importance of maintaining confidentiality and avoiding the use of social media regarding this matter. Counselors and/or advisors will be available to the team as needed from campus psychological services.
7. Risk management will be notified of the incident within 24 hours and given a copy of the claim form and injury report.
8. If the student athlete injured is a visiting team athlete, an OCC certified athletic trainer will contact the visiting team's certified athletic trainer and discuss the injury and current condition.



Sudden Cardiac Arrest (SCA)

Introduction

Sudden Cardiac Arrest should be suspected in any athlete who has collapsed and is unresponsive. Access to early defibrillation is essential, OCC athletic trainers carry Automated External Defibrillators (AED) to every practice, home hosted contest, and maintain an AED within the sports medicine facility. Myoclonic jerking or seizure-like activity is often present after collapse from SCA and should not be mistaken for a seizure. Occasional or agonal gasping should not be mistaken for normal breathing. (*Preventing Sudden Athlete Death in Sports 2012*)

Management

- Cardiopulmonary resuscitation should be provided while the AED is being retrieved
- The AED should be applied as soon as possible (interruptions in chest compressions should be minimized by stopping only for rhythm analysis of the AED)
- Treatment should proceed in accordance with updated guidelines of the American Heart Association (AHA) which recommend the following:
 - Chest compressions, airway, and breathing

Orange Coast College does not supply supplemental oxygen but will maintain airway and administer rescue breaths and/or CPR, dependent on the situation, until EMS arrives on scene.

Exertional Heat Illness Protocol

Heat Illness Introduction

Heat illness can include heat syncope, heat exhaustion, heat stroke, with heat stroke being the most severe and life threatening. The cause of exertional heat stroke is multifactorial but the ultimate result is an overwhelming of the thermoregulatory system, which causes a buildup of heat (104-105 degrees) within the body. Predisposing non environmental risk factors can include poor conditioning level, dehydration, illness, lack acclimatization to heat, medications & drugs, electrolyte imbalance, barriers to evaporation, history of heat illness, increased Body Mass Index (BMI), excessive or dark-colored clothing or equipment, and overzealousness. In addition, predisposing medical conditions such as; malignant hyperthermia, neuroleptic malignant syndrome, arteriosclerotic vascular disease, scleroderma, cystic fibrosis, and sickle cell trait can add to the risk of heat illness.

Prevention

Acclimatize athletes gradually over 10-14 days, progressively increase the intensity and duration of work in the heat with a combination of strenuous interval training and continuous exercise (Exertional Heat Illness 2002). Athletes who join the team late or returning from an injury must have time to acclimate. Practices should allow for periodic rest in the shade and removal of any helmet. Athletes should be instructed by the certified athletic trainer to match fluid intake with sweat and urine losses to maintain adequate hydration. Athletes should be instructed to drink sodium-containing fluids to keep



their urine clear to light yellow, replace fluids between practices to maintain less than 2% body weight change.

Hydration Recommendations

- 17-20oz. 2-3 hours prior to activity
- 7-10 oz. 10-20 minutes prior to activity
- 7-10oz. every 10-20 minutes during activity or water available throughout practice
- 8 oz. after activity

Temperature	Humidity	Procedure
80-90	under 70%	Watch larger athletes
80-90	over 70%	10 minimum rest every hour
90-100	under 70%	Constant careful supervision
90-100	over 70%	Practice at cooler time of day, shorten or suspend practice

Signs & Symptoms

- Heat Cramps
 - Exercise-associated muscle (heat) cramps represent a condition that presents during or after intense exercise sessions as an acute painful involuntary muscle contraction. Dehydration, thirst, sweating, transient muscle cramps, fatigue.
- Heat Syncope
 - Dizziness/fainting- Pooling of blood in lower extremities resulting in low blood pressure. May experience dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, and fainting.
- Heat exhaustion
 - Body is dehydrated and unable to cool itself, this may result in an elevated core temperature of 101-103 degrees Fahrenheit, dizziness, syncope, headache, nausea, pale and clammy skin, profuse sweating, chills, weakness, and hyperventilation.
- Heat Stroke
 - Life threatening medical emergency. The key difference from heat exhaustion is a core temperature of over 104 degrees Fahrenheit and the central nervous system is disrupted. Look for changes in behavior such as drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, loss of consciousness, seizures, weakness, hyperventilation, vomiting and diarrhea. Will have red, hot, dry skin and may feel like they are “burning up”.
- Exertional Hyponatremia
 - Relatively rare condition caused by an imbalance in electrolytes (sodium/potassium). Affected athletes present with a combination of disorientation, altered mental status, headache, vomiting, nausea, lethargy, and swelling of hands and feet, pulmonary edema, cerebral edema, core temperature of 104 F, and seizures. Exertional hyponatremia can result in death if not treated properly.

Heat cramps/syncope/exhaustion treatment

- Remove the athlete from the hot environment, monitor vitals, maintain open airway, cool the body and have the athlete sip fluids if they are conscious. Cool the body in an ice bath or ice taco, cool towels, ice bags, in the arm pit and groin. See physician for return to activity.



Emergency Care for Exertional Heat Stroke

Activate Emergency Medical Services (EMS), monitor vitals, and maintain an open airway. *Lower the body-core temperature as quickly as possible. The fastest way to decrease body temperature is to remove clothes and equipment and immerse the body (trunk/extremities) into a pool or tub of cold water (approximately 35-59 degrees F). Aggressive cooling is the most critical factor in the treatment of exertional heat stroke.*-NATA Position Statement: Exertional Heat Illness

- Cooling methods-Full body immersion in an ice bath or ice taco (tarp folded in half with ice water added).
- When to transport- Core temperature should return to 102 or lower or individual states they “feel better”. Then transport to ER. **DO NOT TRANSPORT PRIOR TO CORE TEMPERATURE IMPROVEMENT!**
- Return to play-Must have the physician’s clearance before return to play.

Emergency Care for Exertional Hyponatremia

Attempt to differentiate between hyponatremia, heat stroke, and heat exhaustion. If hyponatremia is suspected, based on the symptoms listed above, immediate transfer to an emergency medical center via the emergency medical system (EMS) is indicated. The athlete should be kept cool, vitals should be monitored, and the airway maintained while EMS is on the way. An athlete suspected of hyponatremia should NOT be administered fluids until a physician is consulted.

Lightning Protocol

- Designate an individual to monitor threatening weather and determine if athletic sites/events should be cleared. At most institutions this individual is an ATC, and in their absence the coach assumes this responsibility. The athletic director should determine who is responsible for this.
- Be aware of the National Weather Service (NWS) issued thunderstorm “watches” or “warnings”. A “watch” indicates weather conditions that could result in severe weather, and a “warning” means that severe conditions have been reported in the area and reasonable precautions should be taken.
- Various weather apps are also available for coaches, ATC’s, and administrators.
- Identify safe buildings or locations close to the playing area and how long it takes to get to these locations. A safe facility is a building with walls, a roof, a floor, plumbing, and electrical that is grounded. Individuals seeking shelter should be warned not to use the shower or plumbing facilities or electrical appliances (computers) during a thunderstorm. In the absence of a building, a car or bus with a metal roof (not a golf cart or convertible) with the windows shut can provide safety. Do not touch the metal framework of the vehicle. Do not take shelter under or near trees, near flag poles, or light poles.
- All competitors, spectators, and support staff should be informed of any danger of lightning activity as well as safe locations.
- Lightning awareness should begin with the first flash of lightning, sound of thunder, increasing winds, or darkening skies, no matter how far away. Lightning safety experts recommend if thunder is heard, evacuation preparation should begin; if lightning is seen, consider suspending all activities and head for a safe location (keep in mind the amount of time it takes to arrive in a safe location).



The following guidelines are recommended:

- **Count the seconds** (one one-thousand, two one –thousand, etc.) **from the flash of lightning to the sound of thunder (flash to bang). If this approaches 30 seconds, clear the area and move to a safe location.** When the count reaches 30 seconds, all individuals should have reached a safe facility.
 - Be aware that lightning can strike as far as 10 miles, or more, from a rain shaft. Divide the count by 5 to determine the distance from the lightning.
 - It is recommended by safety experts to **wait 30 minutes after the last sound of thunder and last flash of lightning before resuming athletic activities. If thunder is heard or lightning is seen after the “return-to-play” clock is started, it must be reset to a new 30 minutes.** Everyone should adhere to the 30-30 rule which is a 30- second count followed by a 30- minute wait to return to activity.
 - Individuals in a safe facility should be informed to not use a landline telephone during a thunderstorm. Cell phones are safe as long as the individual stays within the confines of the facility.
 - Anyone that is located outside who feels their hair stand on end or skin tingle or hear crackling sounds should crouch down on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered. Do not lie flat on the ground.
- Anyone should have the right, without the fear of repercussions, to leave the area or activity to move to a safe location if they feel in danger of possible lightning activity.

Alert	Meaning
“Heads up”	Lightning within 15 miles
“Begin safety procedures”	Lightning within 10 miles
“You are now in danger; safety procedures should be complete”	Lightning within 6 miles
“All clear”	Lightning has not been detected at 15 miles in 30 minutes

References



1. Walsh KM, Cooper MA, Holle R, Vladimir A. National Athletic Trainer's Association Position Statement. (*Lightning Safety for Athletics and Recreation. Journal of Athletic Training.* 48(2):258-270. 2013.)
2. National Collegiate Athlete Association Sports Medicine Handbook, Lightning Safety Guideline. 13-15. 2010.
3. National Lightning Safety Institute website: www.lightningsafety.com.
4. NOAA lightning safety website: www.lightningsafety.noaa.gov.

Epi-Pen Procedures

Epinephrine Auto Injector Introduction

The Orange Coast College Athletic Training staff utilizes the Epi-Pen Auto Injector, a disposable delivery system for self-administration. The athletic training staff has extra Epi-Pens on hand and require all athletes that have been prescribed an Epi-Pen to give athletic training staff an extra for athlete specific use only during season. The Epi-Pen has a spring-activated needle that is designed to deliver a single precise dose (0.3 mg of 1:1000 solution) of epinephrine to adults when activated. It may be necessary in very severe reactions to administer a second dose after five minutes if initial response is inadequate.

Emergency Care for Anaphylaxis and/or Severe Asthma with Epi-Pen

The sports medicine staff should:

- Call for EMS (if not on-site or en-route)
- Maintain patient airway
- Be prepared to assist with suction any secretions
- Be prepared to assist ventilation with positive pressure ventilation with bag-valve mask
- Administer epinephrine by a prescribed auto injector

Indications/Contraindications for Epinephrine Administration

Epinephrine should be administered if the patient exhibits signs and symptoms of severe allergic reaction (anaphylaxis), including respiratory distress and/or shock (hypoperfusion) or severe asthma. Patients who have progressed to severe asthma experience a combination of the following: shortness of breath (>30 respirations/min.), mental status changes (anxious, confused, combative, and drowsy), inability to speak in sentences, sweaty and unable to lie down. There are no contraindications for the administration of epinephrine in a life-threatening allergic reaction or severe asthma; however, precautions should be taken with elderly patients or patients with heart disease or hypertension.

Administration of Epinephrine

- Check the Epi-Pen to ensure the medication has not expired, has not become discolored, and does not contain particulates or sediments
- Prep skin site with alcohol
- Remove the gray safety cap from the auto-injector
- Place the tip of the auto injector against the lateral aspect of the patient's thigh midway between the waist and knee



- Push the injector firmly against the thigh until the spring loaded needle is deployed and the medication is injected (at least 10 seconds)
- Dispose of the auto-injector in a biohazard container designed for sharp objects. Be careful not to prick yourself since the needle will now be protruding from the end of the injector
- Record that epinephrine was administered, the dose, and the time of administration

Side Effects

The patient may complain of side effects following the administration of epinephrine. Possible side effects include increased heart rate, pale skin (pallor), dizziness, chest pain, headache, nausea, vomiting, excitability and anxiousness.

Reassessment

Following the administration of epinephrine, it is necessary to reassess the patient. Reassessment should include continued evaluation of airway, breathing and circulatory status. Decreasing mental status, decreasing blood pressure and increasing difficulty in breathing indicate the allergic reaction or severe asthma is worsening. If the condition is worsening, consider the following interventions: a second injection dose of epinephrine if available, provide emergency care for shock and be prepared to initiate CPR and apply AED if patient loses pulse.

If the patient's condition improves following administration of epinephrine, continue to perform ongoing assessments. Be aware patient may complain of side effects from the epinephrine. *Any patient requiring epinephrine administration should be transported to the closest available medical facility for follow-up evaluation and treatment as soon as possible. Remember that epinephrine is short acting (10-20 minutes) and signs and symptoms may return as drug wears off.*

Asthma Medication Metered Dose Inhaler Policies and Procedures

Asthma Introduction

The Orange Coast College sports medicine staff requires any athlete with asthma and a prescribed quick relief medication to give a second inhaler to the athletic training staff for athlete specific use throughout the season.

Using the Metered-Dose Inhaler (MDI)

The Orange Coast College Athletic Training staff may assist a student-athlete in the use of a prescribed MDI as follows:

- Remove the cap from MDI and hold the inhaler upright
- Shake the inhaler
- Tilt patient head back slightly and have patient breathe out
- Open mouth with inhaler 1-2 inches away (or mouth to spacer mouthpiece if spacer available)
- Press down on the inhaler to release the medication as patient starts to breathe in slowly



- Patient breathes in slowly for 3-5 seconds
- Patient holds breath for 10 seconds to allow the medication to reach deeply into the lungs
- Repeat puffs as prescribed; waiting 1 minute between puffs may permit the 2nd puff to go deeper into the lungs

If possible, auscultate breath sounds and measure peak expiratory flow rate (PEFR) prior to and after MDI administration.

Basic Life Support Treatment for Severe Asthma

Patients who have progressed to severe asthma experience a combination of the following: shortness of breath (>30 respirations/min.), mental status changes (anxious, confused, combative, and drowsy), inability to speak in sentences, sweaty and unable to lie down (*Management of Asthma in Athletes 2005*). If the patient is not responding to or is unable to properly use their MDI, the sports medicine staff should:

- Call for EMS (if not on-site or en-route)
- Maintain patient airway
- Be prepared to assist ventilation with positive pressure ventilation with bag-valve-mask

Administer epinephrine by a prescribed auto-injector (refer to Epi-Pen Policies and Procedures)

Fractures & Dislocations Protocol

Initial Evaluation

The primary goals of the initial orthopedic evaluation are to:

- Identify severity of the injury
- Determine the mode of transport, emergency Vs routine care
- Followed by appropriate care such as, ABC's, monitoring vitals, and splinting.

Orthopedic Emergencies

Large joint dislocations (shoulder, elbow, hip, knee, and ankle) constitute an orthopedic emergency. Special attention should be given to knee and elbow dislocations as well as dislocations of the sternoclavicular joint.

Have verbal orders from a team physician or physician assistant in regards to joint reduction after consult regarding patient's current signs and symptoms and medical history. If, however, in the clinical opinion of the certified athletic trainer, the athlete is in a life or limb-threatening situation that would benefit from joint reduction and a medical doctor's verbal order is not immediately available then the certified athletic trainer should call 911 and may attempt to reduce the dislocation. If unable to reduce, the athletic trainer should immobilize the joint in the position found, continue to monitor PMSC and immediate transport to the closest appropriate emergency facility by ambulance.

Any emergency situations where there is neurovascular compromise should be considered a **"load and go"** situation and emphasis placed on rapid evaluation, treatment and transportation. In order to provide the best possible care for Orange Coast College Athletics, transportation to the nearest medical facility is based upon the American Medical Response team.



All vascular emergencies and orthopedic emergencies are to be transported to Riverside Community Hospital, with further transportation decision made by the receiving facility/physician.

Splinting Guidelines

Splints are used to decrease pain, increase ease of transportation, to prevent closed fracture from becoming open, to minimize damage to nerves, muscles and blood vessels, and to prevent movement at fracture sites or in the presence of gross instability. The basic rule of splinting is to splint in the position of function. With experience or in the presence of a physician, limb realignment before the application of a splint is acceptable. There are two basic types of splints available at Orange Coast College: 1) rigid and 2) vacuum. **Rigid splints** are useful with nonaligned fractures or in the presence of gross instabilities of joints. **Vacuum splints** consist of a fabric or vinyl splint containing small Styrofoam beads. The splint is placed on the extremity and secured with straps. A pump is attached and the air is drawn from the splint, compressing the beads together and creating a hard splint conformed to the extremity. Vacuum splints are versatile because of their adaptability to the position of the injured extremity.

Suspected Spinal Injury Protocol

General Guidelines

- Any athlete suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists. C-spine in-line stabilization should be maintained (*Acute Management of the Cervical Spine Injured Athlete 2009*).
- The athlete's airway, breathing, circulation, level of consciousness, and neurological status should be assessed. If airway is impaired, maintain c-spine in line stabilization simultaneously with airway using a modified jaw thrust maneuver.
- EMS should be activated
- The athlete should not be transported until immobilized unless absolutely essential to maintain airway, breathing and circulation. If the athlete must be moved, the athlete should be placed in a supine position while maintaining spinal immobilization.
- The athletic training staff and/or rescuer(s) should maintain in-line stabilization, place a rigid cervical collar on (if possible), and continue to monitor baseline vital signs and complete secondary evaluation while awaiting EMS.

Spine Immobilization

- Orange Coast College athletic training staff will maintain manual c-spine in line stabilization until EMS arrives with a long spine board.
- Orange Coast College athletic training staff will be prepared to assist EMS in properly moving athlete.
- When moving a suspected spine-injured athlete, the head and trunk should be moved as a unit by securing the athlete to a long spine board. Log-roll maneuver should be used to place the athlete on the long spine board. It is ideal that at minimum three (3) rescuers with preferably five to six (5-6) be in place to perform the log roll procedure.
- The rescuer controlling c-spine stabilization will be in command of log roll maneuver and long spine board immobilization.



- Once positioned on the long spine board, the athlete's torso and legs should first be secured, using spider straps or speed clips (if speed clips are used, 5 straps should be applied: 2 crossing chest from shoulder to opposite axilla, one across chest under axilla, 1 across pelvis, and 1 across distal thighs). Athlete's arms should be left free from long spine board straps to facilitate vital sign monitoring and IV access. Athlete's wrists may be secured together in front of the body with Velcro strap or tape once secured to long spine board.
- Once torso and legs are secured, the head should be secured last. If necessary, padding should be applied under the athlete's head to fill any voids and maintain neutral in-line position. The head should be secured with lateral restraint pads and then secured to board with tape over forehead and chin.
- Following securing athlete to board, neurological status should be reassessed.
- The secondary survey should be completed with baseline vital signs (reassessed every 5 minutes), head-to-toe survey and history.
- Athlete should be transported to the most appropriate emergency medical facility and team physician and appropriate specialist(s) notified.

Additional Guidelines for Care of Spine-Injured Football Athletes

- The face mask should be removed prior to transportation, regardless of current respiratory status. Tools for face mask removal including an electrical screwdriver and trainer's angels should be readily accessible.
- All loop straps of the facemask should be cut and the facemask removed from the helmet, rather than being retracted.
- **The football helmet and chin strap should only be removed if:** 1) the helmet and chin strap do not hold the head securely, such that immobilization of the helmet does not immobilize the head; 2) the design of the helmet and chin strap is such that, even after removal of the face mask, the airway cannot be controlled nor ventilation provided; 3) the face mask cannot be removed after a reasonable period of time; or 4) the helmet prevents immobilization for transportation in an appropriate manner.
- If the helmet must be removed, spinal immobilization must be maintained while removing. In most circumstances, it may be helpful to remove cheek padding and/or deflate air padding prior to helmet removal.
- Should either the helmet or shoulder pads be removed, so must the other in order to maintain proper alignment.



Section XIV: Sports Medicine/ Athletic Training

Introduction

The purpose of this manual is to provide members of the Orange Coast College athletic department with a comprehensive guide of policies and procedures of the OCC sports medicine department. The policies and procedures outlined in this manual will serve as a guide for dealing with medically related situations that may occur on a daily basis. This manual will also assist the OCC athletic department in the education of new staff members by giving them a resource to reference. This document is an evolving manuscript that will be reviewed by the OCC sports medicine staff each year. Modifications will be made to adapt to the ever-changing environment that exists within college athletics.

Vision Statement

The Orange Coast College sports medicine staff strives to provide emergency injury care, injury prevention, injury management, evaluation, and rehabilitation services to all student-athletes. The OCC athletics department is committed to providing a standard of excellence by treating all athletes with professional quality care, and the latest and most effective treatments in the field of sports medicine. In accordance with the Orange Coast College vision we believe in transforming lives through education.

Mission Statement

The mission of the sports medicine staff is to provide every OCC student-athlete and visiting student-athletes with high quality health care, in a professional, efficient, compassionate, and service-oriented manner. In consistency with the athletics mission statement on behalf of Orange Coast College, our main goal is to provide a diversified program of prevention, evaluation, treatment, and rehabilitation that will assure a positive recovery experience, an improved quality of life, a safe return to full athletic participation, and continued athletic success.

Personnel-The Sports Medicine Team

The OCC sports medicine team is comprised of a full scope of medical professionals including: Certified Athletic Trainers (ATC's), and sports medicine students; volunteer team orthopedic and family practice physicians; physical therapist, as well as a network of specialists for referral. In addition, the student health center is also available with various allied health care practitioners/counselors. These professionals provide all OCC student-athletes with the most comprehensive medical care possible. The ATC is a health care provider that is responsible for the administration of the athletic training program (*CCCAA Bylaw 9.2.2*). ATC's work under the supervision of a *team physician (CCCAA Bylaw 9.2.1)*; the team physician is the final medical authority of all medical aspects of the Sports Medicine Program.

Corresponding Organizations

National Athletic Trainers' Association (NATA), Board of Certification (BOC) Standards of Professional Practice, Far West Athletic Trainers' Association (FWATA), California Athletic Trainers' Association (CATA), California Community College Athletic Trainers' Association (CCCATA)



Conduct of ATC's

The job of a Certified Athletic Trainer is very rewarding and unique. The ATC is put in a position where they are not only the student-athlete's primary caretaker, but also are commonly seen as confidantes. The conduct of Certified Athletic Trainers at OCC will be consistent with the practices, policies and procedures within this manual, the OCC athletic department, Coast Community College District, the National Athletic Trainers' Association (NATA), and the NATA Board of Certification, Inc. (NATA-BOC). The conduct of the Certified Athletic Trainer will remain professional at all times when representing OCC. The Certified Athletic Trainer must also maintain a professional demeanor while out in the public.

General Sport's Medicine Facility Rules

The main sports medicine facility is located adjacent to the handball courts and men's locker facility. The auxiliary facility is located in the fitness complex on the ground floor. The sports medicine facility normal hours of operation are from 10:00am-6:00pm, however sports medicine facilities will remain open until the end of the last scheduled practice of the day. Hours during the competitive season are adjusted to accommodate evening and weekend practices/competitions and are staffed as needed. Please note that all student-athletes should have their rehabilitation and treatment completed during the treatment/rehabilitation time (before practice). If they have a class conflict and cannot make it in during this time they can make arrangements with their designated sport athletic training staff member. Summer hours are based on the ATC's schedule that are maintained by the division office from the end of spring semester-1st week after July 4th.

Rules for athletes in the facility:

- No one is to be in the sports medicine facility unless supervised by a sports medicine staff representative.
- Act courteous and respectful to one another and the staff. Keep noise to a minimum.
- Profanity and other derogatory/abusive language will not be tolerated.
- All student-athletes are required to sign in on the daily treatment log before receiving treatment.
- All student-athletes must be in the proper attire before receiving pre-practice/pre-game treatment or other medical services.
- The sports medicine facility is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment.
- All student-athletes must shower before receiving post-practice/post-game treatment or other medical services unless specified by the supervising athletic trainer.
- Shoes must be removed prior to receiving treatment/rehabilitation.
- Self-treatment will not be tolerated in the sports medicine facility. Please see a sports medicine staff member for proper care and application of all supervised treatments.
- Treatment is provided 1 hour prior to practice with appointments as required by the assigned ATC, the sports medicine facility/services is not an excuse for being late to practice, please allow 30-40 minutes for care.

NO

Swearing, Cleats, Food or drink, Tobacco (chew, dip, smoke), Cell phones, other devices, or headphones, Roughhousing, Care for piercings or tattoos.



Fiscal Management

General Purpose

The purpose of these policies is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of the Orange Coast College Sports Medicine Program, and managing those funds.

Financial Responsibilities

It is the responsibility of the Certified Athletic Trainers to collectively formulate financial policies and review operations and activities on a periodic basis. The Dean of Kinesiology acts as the primary fiscal agent, implementing all financial policies and procedures. The Dean of Kinesiology and the Athletics Director (AD) delegate's oversight responsibility to the sports medicine staff. The sports medicine staff is responsible for the coordination of the annual budget, inventory, and purchasing. The sports medicine staff is responsible for the day-to-day operations of managing funds of the ancillary budget, and ensuring the accuracy of inventory, which directly impacts the supply budget (general fund money).

Budgeting & Inventory Process

The sports medicine staff shall be responsible for presenting to the AD an annual operating budget draft. Any expenditure in excess of an amount determined by the Dean of Kinesiology & Athletics should have a bid from at least 3 suppliers. These bids are reviewed with the sports medicine staff and Dean as the funds will likely come from the general fund. Purchases of less than the approved amount or that are fixed costs from the ancillary budget may be made at the discretion of the sports medicine staff (collectively) without competitive bids. However, the fixed assets reasonable diligence should be exercised to comparatively shop for available sources. The supply budget should be determined by the annual inventory. Inventory should be done at least annually but it is recommended that an inventory be done December/January & May. Small orders may be made if supplies necessary to provide services are in diminished quantities.

Purchasing

All expenditures shall be submitted via an Action Request Form^{vii} (ARF) to the division office, with signatures from ALL 3 ATC's. After submitting requests, follow up with the facilities manager to ensure progress of the order. All division office forms are available on the portal.

Vendors & Open Purchase Orders

- All vendors must have a current W-9 on file
- Open PO's are for maintenance of ice machines, whirlpools, and modalities

Supply Budget Funds

- Must receive approval from the Dean before sending the ARF to the division
- Attach a quote with ARF
- Funds generated by the general fund and ASOCC money

Ancillary Budget Funds

- Send to the division coordinator with a quote or receipt
- Reimbursements should be submitted with an **itemized** receipt/proof of payment
- When using a vendor directly and quote should be sent along with the ARF



- Funds generated by pre-participation exams
- Only staff members may be reimbursed. STUDENTS MAY NOT BE REIMBURSED.
- Anything extra outside the itemized budget must be approved by the Dean
- 20% donation to the sports medicine club

Ancillary Account Budget

Mission: The purpose of the sports medicine ancillary account is to make funds available for the Certified Athletic Trainer's for the following reasons:

- Meal money for sports medicine staff/students during PPE's, & select games/events
- Purchase apparel for ATC's, team physicians, and students assigned to a sport
- Tools and equipment outside of what is provided by ARR's & annual supply budget
- Reimbursement of annual certification dues
- Continuing education units necessary to maintain their certification

Rationale: Sports medicine staff/students often work long hours without the ability to break for lunch. Funds from the ancillary account allow the staff to purchase food on the way to, or from games/events, and even provide food for visiting staffs' (which is customary in the athletic training community). Pre Participation Examination's require the staffing of many volunteers; as a way to thank physicians, physical therapists and other athletics volunteers for their help monies can be used for a meal after the PPE. Uniform type clothing is necessary for anyone working in the sports medicine facility. Administrators, coaches, and student athletes should be able to distinguish who is part of the sports medicine team. Only students who have a sport assignment will be provided with a polo and a T-shirt, all other clothing for students may be purchased through the sports medicine club. Certified Athletic Trainers must maintain CEU's and may be completed through professional conferences, clinical workshops, and online learning seminars. These continuing education opportunities give health care professionals the tools necessary to provide the most current patient care in sports medicine for the athletics program at Orange Coast College. All sports medicine club students are required to assist with PPE's. Since the students are providing such extensive assistance throughout the PPE's 20% of the total amount collected shall be donated to the OCC Sports Medicine Club. These funds assist students in participating in professional conferences and seminars.

Fundraising: The ancillary account is primarily funded through Pre-Participation Examination (PPE), which are conducted 2-3 times a year by the sports medicine team. Team physicians and sports medicine students donate their time to complete these physicals.

The following chart shows an itemized budget of what are annual fixed costs. If the budget allows, these fixed costs can be adjusted. This account has the ability to grow. Keeping an itemized budget will allow our staff to carry funds over year to year.



Item	Cost	Quantity	Total Cost
NATA Dues	\$269.00	3	\$807.00
CEU's	\$750.00	3	\$2,250.00
FB game meals	\$60.00	10	\$600.00
Fall/Spring meals	\$60.00	6	\$360.00
Apparel for ATC's	\$500.00		\$500.00
Apparel for Students	\$1,000.00		\$1,000.00
			\$5,517.00

Income Procedures

All contributions shall be documented and deposited at the foundation office on a physical fundraiser receipt^{viii} by one of the Certified Athletic Trainers. The money is deposited into the foundation account as a donation. At the end of every month a foundation office representative (Renee) transfers monies from our foundation account to the ancillary account. The 20% donated to the sports medicine club needs to be documented on the fundraiser receipt.

Receipts to Donors

The sports medicine staff shall ensure that all donors and contributors shall receive proper acknowledgement of their contributions in accordance with the IRS guidelines.

Release of Medical Information Authorization

In the event that a student requests medical information be sent to an organization outside of the Orange Coast College Sports Medicine Team, the student athlete will sign a *Release of Medical Information Authorization*^{ix}

Insurance & Medical Expenses

When an injury occurs, a claim must be filed with the Student Accident Insurance Network [S.A.I.N.] Policy within 90 days from the first time the athlete sees a Medical Doctor, this must occur within 120 days of the incident. In order to consider charges incurred, the following items must be submitted to Student Insurance at the address noted below:

- Claim Form and HIPAA Authorization must be fully completed, signed by claimant, signed and approved by the College official.
- PART 4 of the Claim Form must be completed in full. DO NOT USE "N/A", cross out this section or leave blank, as the insurance carrier will not accept this information. NO OTHER INSURANCE is the appropriate statement to use in this section only when there is no primary insurance.
- Itemized bills for services rendered must be submitted with the student's Claim Form. Statements or Balance Due Bills are not acceptable.



- Copies of all payments made by the student's primary insurance, known as the Explanation of Benefits [EOB], must be submitted with itemized bills and the Claim Form.
- When the primary insurance is through the parent/s, add these names to the HIPAA Authorization, so our office may communicate with the parents and primary insurance company.

If the student has primary insurance coverage, this insurance must pay its normal benefits before the S.A.I.N. Policy will consider benefits. It is the student's responsibility to file his/her own claim with his/her own personal insurance carrier.

Health Maintenance Organizations (HMO's) are considered to be primary insurance coverage. If the student is covered under any effective plans, he/she must seek medical attention from those facilities when an injury occurs. The S.A.I.N. Policy will NOT pay for medical expenses incurred by injured students who do not utilize their HMO contracted doctors or facilities.

If the claim submitted is missing any of the above information, the claim will NOT be submitted to Anthem. This information will be requested from the student and it will be their responsibility to respond. If no answer is received, the claim will be closed and all bills will become the claimant's financial responsibility.

Also note that certain Durable Medical Equipment [DME] the doctor prescribes may not be covered. The S.A.I.N. Policy will NOT reimburse any DME charges if a student/athlete or their parents have not verified coverage.

****NOTE:** All completed Claim and HIPAA Forms must be sent to: STUDENT INSURANCE at 10801 National Blvd., Ste. #603, Los Angeles, CA 90064 or email to claims@studentinsuranceusa.com

Students with no insurance will use Student Insurance as their primary insurance.

(Summary of Benefits^x)

(Contact Information)^{xi}

Physician Referrals/Consultations:

Orange Coast College has been fortunate to have the continued support and services of some of the most respected and qualified orthopedic and sports medicine professionals in Orange County. As our team physicians these individuals have consistently provided high quality service and care to the student athletes at OCC. Members of the Orange Coast College Sports medicine staff will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider. All student-athletes must be seen and evaluated by a member of the OCC sports medicine staff before a referral to a physician will be made. A member of the OCC sports medicine staff must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. **If a student athlete chooses to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral from a member of the OCC sports medicine staff, the student-athlete and/or the student-athletes parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.**



Orthopedic and/or Medical Second Opinions:

If a student-athlete and/or his/her parent(s)/guardian(s) desire another physician's opinion of an orthopedic and/or medical injury/illness, a member of the Orange Coast College sports medicine staff will assist in making arrangements for the second opinion with a qualified physician following consultation with the Orange Coast College Team Physician. If a student-athlete chooses to see an orthopedic and/or medical physician without the authorization of a member of the Orange Coast College sports medicine staff, the student-athlete and/or the student-athlete's parent(s)/ guardian(s) will be financially responsible for any and all medical bills incurred. Additionally, once unauthorized care has been provided by a medical physician, the return to play guidelines that they establish will be adhered to. However, the individual must be cleared by an Orange Coast College team physician prior to returning to participation in any Orange Coast College athletic team practice, competition, or conditioning session.

The student-athlete and/or the student-athlete's parent(s)/guardian(s) may also be responsible for identifying a qualified individual to perform rehabilitation of the injury. Any and all costs incurred during this rehabilitation will be the responsibility of the student-athlete and/or their parent(s)/ guardian(s).

Physical Therapy/Rehabilitation Procedures:

At times, it may be necessary for a student-athlete to utilize a physical therapy facility. Such referrals must come from the team physician and a member of the Orange Coast College sports medicine staff must verify with student insurance what is covered under the primary and secondary insurance. If a student-athlete chooses to utilize physical therapy/ rehabilitation services without the authorization of a member of the Orange Coast College sports medicine staff, the student-athlete and/or the student athlete's parents are responsible for all costs incurred.

Physicals & Pre-Participation Documentation

Physicals are done each year before the start of the athlete's season start date or in some instances before the non-traditional season begins. All physicals need to be completed on the Orange Coast College physical form (*Physical form*)^{xii}. Student-athletes who are not initially cleared must be referred for further consultation; the referring physician and the team physician must clear the student-athlete for competition.

On Campus Option:

The physical will be completed in the sports medicine facility for a cost (cash only). The process is a collaborative effort between the athletic trainers and our sports medicine team physician, orthopedic surgeon. The days and times will be scheduled with your teams and communicated through the coaches once the schedule is established. If your athlete misses their scheduled time, it is the athlete's responsibility to secure their own physical.

Off Campus Option:

Athletes may choose to take the Orange Coast College physical form to their own physician. The form is available on the Orange Coast College athletics website, at the athletics office, through the coaches,



and in the sports medicine facility. While we prefer to see the athlete in person on the day of our physical, we will accept physicals done off campus as long as it is completed by a licensed physician and **NOT** a Physician Assistant, Chiropractor or Nurse Practitioner. THE FORM NEEDS TO BE STAMPED BY THE DOCTORS OFFICE TO BE ACCEPTED. As of spring 2016 the sports medicine department will NOT ACCEPT CVS MINUTE CLINIC PHYSICALS.

ALL ATHLETES ARE REQUIRED TO COMPLETE A PHYSICAL PRIOR TO THE START OF ANY INTERCOLLEGIATE PRACTICE (Bylaw 3.5.1) ON THEIR FIRST DATE OF CCCAA ALLOWABLE PRACTICE (Bylaw 3.5.2)

Sports-Ware (SWOL):

Sports-Ware is an injury tracking software used in collegiate sports. Sports Ware Online (SWOL) allows Certified Athletic Trainers to record, manage, and report personal health information. SWOL makes it easy for athletes to enter their pre-season and in-season data.

Each student athlete must have their Sports-Ware account completed prior to the official start of their sport season (*CCCAA Sport Season Chart*). Each team will be given the option to complete their SWOL account with the help of the sports medicine staff. This will be set up by the coach and designated ATC before the start of the season.

The following data is collected in the SWOL account for each athlete:

- General contact information
- Emergency contact information
- Medical Insurance
- Medical alerts (asthma, allergies, etc.)
- Concussion Statement signature^{xiii}
- Accident Insurance Eligibility signature^{xiv}
- Authorization for Medical Treatment signature^{xv}

Baseline Concussion Testing:

Concussion testing needs to be done at the beginning of each student athlete's athletic career at Orange Coast College for those sports that are at higher risk for concussion injuries. The process takes approximately 45 minutes and must be completed on campus and proctored by the sports medicine staff, the designated ATC for each sport will schedule the ImPACT & SCAT3 test with the coach. The following teams are required to complete Impact & SCAT3: Football, Men's & Women's Soccer, Men's & Women's Water Polo, Men's & Women's Basketball, Softball, & Baseball.

The sports medicine staff will send medical clearance checklists to all coaches regarding the completeness of their students Sports-Ware, Concussion Testing, and Physical documentation. When an athlete has all of the documentation completed on the checklist, an updated email will be sent indicating that the athlete has final clearance by the medical staff for intercollegiate practices and competition.



Injury Records, Treatments, & Progress Documentation

General

- All injuries must be documented in SWOL the same day of the injury
 - Paper to SWOL is acceptable if data entry is done on the same day
 - Scanned reports CANNOT substitute for initial injury report
 - Subsequent treatment may be documented via quick-treatment
- All charting shall be done and dated each time a patient is treated
- Charting of injuries does not take president over care of other athletes

Injury Report Form^{xvi}

- The report should be filled out as soon as possible
- If some information is unknown, leave the area blank, and amend at a later time.
- The injury history should be accurate and in the patient's own words if possible. Example: Pt stated "_____".
- Evaluation and treatment plan will be written by an ATC or Physician.

File/SWOL Documents

- Injury reports
- Physician evaluation and progress notes
- Written prescriptions & noted verbal orders
- Insurance information
- The initial Subjective Objective Assessment Plan(SOAP) notes for treatment and rehabilitation, charts shall contain the following:
 - Date of injury, onset, surgery-(D/I, D/O, D/S)
 - Diagnosis-(DX)
 - History-(HX)
 - Evaluation-(Eval, ROM, MMT, functional ability, girth, pain, etc.)
 - Plan-treatment plan should be discussed with the patient
 - Goals-State the final product to be achieved by the therapy
 - Treatment rendered that day-(Rx)

Daily Charting for Treatments & Rehabilitation

- All rehabilitation plans should be documented on SWOL, daily exercises may be documented via paper form and then added to the SWOL account of the athlete
- Indicate modalities and exercises performed daily
- Patient's response to treatment as appropriate
- As patient is able, progressive rehabilitation should be provided.
- Progressive programs should be available for all ATC's regardless of sport assignment.

Progress Notes

- Update progress notes after each treatment.
- Summary of progress shall be made on a weekly basis.
- If there is not improvement in the athletes' condition, document, re-evaluate, and alter the treatment plan.
- If there is no improvement refer no later than 2 weeks after initial injury
- If their condition worsens refer immediately to the team physician.



Practice & Event Coverage

In-Season:

- Injuries sustained during athletic competitions and practice are covered by the sports medicine staff and will be treated during sports medicine facility hours.
- Competitions are covered by a Certified Athletic Trainer (CCCAA Bylaw-9.2.2.B.5)
- Game set up is done by sports medicine staff
- Water will be set up at least 1 hour prior to event
- ATC will be at the event venue 30 minutes prior to event & 20 minutes after the event concludes
- Sports medicine needs should be sent to the sports medicine facility if it is needed outside of those times
- The last team practicing will have post practice icing available at the practice venue

Out of Season/ Activities Class:

Medical Emergency protocol:

First dial 911 to report incident

Second, call Orange Coast College Police at (714) 432-5555.

- Tell them that there is an emergency and call an ambulance.
- Campus safety officer will meet you in your class to make a report and guide the ambulance to the correct location
- Incident report needs to be filled out and filed with Student Health Services.

Injury:

When an injury happens in class, the instructor/coach needs to refer the student to the Student Health Services if they require medical attention. The Student Health Insurance policy dictates that a student athlete out of season is defined as a student in a class. For this reason, the student claim form must be completed by the Student Health Center.

Note to all Instructors:

Please have copies of the incident report with you at your class in case of an injury. If not, please fill out the class injury report immediately after class. This report can be found at the athletics office or in the student health center.

- Injuries sustained by an athlete in an off-season class will be referred to the health center. The instructor/coach needs to fill out and sign the claim and HIPPA forms. IN THE EVENT OF AN EMERGENCY, CALL 9-1-1 FIRST.
- OCC carries Student Insurance for both the campus and athletics. "Athletic" Student Insurance does not cover athletes until the official CCCAA in season start dates. With that being said, any athlete that is out of season and that needs to be seen by a physician needs to be referred to the Student Health Center or see their own personal physician. The athletic trainers are



available for a consultation of the athlete however this needs to be scheduled and communicated by the coach.

- Pre-existing injuries or injuries sustained outside of Orange Coast College Athletics need to be resolved by their personal physicians prior to any athletic activity. Clearance from previous injury needs to be in writing.

Out of Season (Non-Traditional):

- If competitions occur during normal business hours, ATC's will be on campus but not present at the field of competition.
- OCC ATC's will not be on site during after-hour competitions or outside the normal work week. OCC ATC's may assist coaches in finding appropriate medical coverage. The ATC hired will be paid by the sports team club account.
- Game set up is done by sport managers or athletes.

Holiday Practice or Outside of Regular Schedule:

The sports medicine staff will do their best to accommodate holiday practices. We will do our best to cover but cannot guarantee any coverage outside of the regular work week. This does not include game coverage. Athletic Trainers will be at all scheduled events for all teams.

Away Game Injuries:

- Coaches need to make sure to travel with a stocked medical kit. Return the kit for restocking to the sports medicine facility the next day to ensure it is restocked for your next competition.
- Injuries are to be evaluated by the ATC on site and their recommendations must be followed.
- Injured athletes must see ATC upon returning to OCC for evaluation and referral if necessary.
- If referred to a physician, the coach must check the athlete's insurance information for type of facility to be used, Kaiser vs. local facility. Insurance information for the teams will be available in the team kits that travel with the team. Please let the certified athletic trainers know if you have questions regarding student athlete insurance.
- The Insurance Claim form is in each First Aid Kit (in white envelope) and must be filled out!
 - Each envelope has a pre-signed Claim and HIPAA form.
 - After filling out the white copy give it to the athlete to use as an insurance card.
 - Instruct the athlete to provide the insurance claim form to the healthcare provider.
 - Return the yellow and pink copy to the ATC
 - No activity is allowed until the attending physician provides a written clearance.

Injury Ice

- All athletes will have access to injury ice both in and out of season.
- Ice for out of season athletes will not be secured with flexi-wrap but instead given to the athlete to take with them as they leave the facility, unless otherwise instructed by the ATC.
- Athletes that are doing a rehabilitation or treatment program for an injury may ice in the facility.

Miscellaneous

Camps / Outside Groups / Fundraisers:

- These events will not have access to the sports medicine facility unless approved by the sports medicine staff



Borrowing Coolers & Ice Chests:

- All coolers need to be checked out by the sports medicine staff ahead of time if you need to borrow them.
- Do not promise coolers to other departments on campus. Refer them to one of the Athletic Trainers.
- Please contact the sports medicine staff and notify them of your event if you need access to the sports medicine facility for any reason (ice, water, coolers, etc.)
- Access to the sports medicine facility needs to be supervised by an OCC representative at all times while in the facility

Concussion Protocol

A concussion is a brain injury that is caused by a blow to the head or body that may result in improper brain functioning. A concussion can range from mild to very severe and manifests itself differently in each individual.

Concussions are recognized as being a potentially very serious condition that if managed improperly, can lead to catastrophic consequences. The following policy has been adopted by the Sports Medicine Department in an effort to provide a consistent management approach to any student athlete that suffers a concussion, while also recognizing that each concussion, as well as each athlete, is unique and individualized in nature. By managing concussions individually, and considering the athlete's medical history, it allows the physicians and athletic trainers on staff to ensure the safety for each student athlete. Orange Coast College recognizes that concussions may occur outside of participating in a sport. Therefore the acute management of the student-athlete with such a concussion may occur outside the scope of this document. However, return to play decisions for the student athlete that may have suffered a concussion outside of sport participation will be guided by this policy.

Pre-participation Assessment:

Each student athlete from the following teams will receive a baseline concussion assessment prior to the official start of their sport season (*see sport season chart-Appendix-X*).

- Football
- Men's & Women's Soccer
- Men's & Women's Water Polo
- Men's & Women's Basketball
- Softball
- Baseball

The team physician may require a student athlete with a history of concussions to be cleared by a neurologist, and/or be included in baseline testing at the time of the pre-participation physical.



Recognition, Diagnosis, & Documentation of a Concussion:

Any student-athlete with the signs/symptoms/behaviors consistent with a concussion will go through the following:

- Will be immediately removed from practice or competition.
- Will be evaluated by the ATC or team physician with concussion experience using the (SCAT3 2013^{xvii}).
- The SCAT3 assessment tool consists of the following:
 - Symptoms assessment
 - Physical exam
 - Neurological exam
 - Cognitive assessment
 - Balance exam
 - Clinical assessment for cervical spine trauma, skull fracture and intracranial bleeding.

If any of the following are present, the athletic trainer will initiate the venue emergency management plan, including transportation for further medical care, for any of the following:

- Glasgow Coma Scale < 13
- Prolonged loss of consciousness
- Focal neurological deficit suggesting intracranial trauma
- Repetitive vomiting
- Persistently diminished/worsening mental status or other neurological signs/symptoms
- Spine injury
- The athlete will not return to practice/play for that calendar day if concussion is confirmed.
- All concussion injuries must be documented in SWOL for incidence of injury data analysis

Post-Concussion Management:

If the student-athlete is not experiencing symptoms that elicit activation of the emergency management plan, the athletic trainer will hold the student-athlete out of practice/competition and will notify the team physician for further directive. This evaluation period will continue until the athletic trainer or team physician does not suspect that their concussion symptoms will worsen to the point that advanced medical support should be called. They should be under the direct supervision for at least 30 minutes following the initial concussion. During this time, the student-athlete will be under the direct supervision from the athletic trainer, team physician, coach, or responsible adult.

Once it is deemed that the student-athlete is stable and is at no further risk, the student athlete will be given a Head Injury Information Card (see attachment). The instructions will be reviewed with the student-athlete and the athletic trainer/physician. If necessary, the instructions will also be explained to a room-mate, parent, guardian, or someone who can monitor the student-athlete. At this time, the athletic trainer should determine a time for a follow-up evaluation.



The student-athlete will be re-evaluated once a day by the athletic trainer or team physician. The athletic trainer will evaluate the student-athlete's symptoms daily and a graded symptom checklist will be completed by an ATC prior to full clearance.

- These evaluations will continue until the student-athlete becomes symptom free or the decision to be evaluated by a physician is made.
- Appropriate medical documentation will be entered in the student-athlete's medical file.
- If the patients' symptoms are so bad that they cannot leave home, a phone call to the ATC may be a sufficient way to conduct a concussion symptom inventory for appropriate documentation.

If a student-athlete has prolonged recovery, the team physician may consider additional diagnosis and best management options. Additional diagnoses include, but are not limited to:

- Post-concussion syndrome
- Sleep dysfunction
- Migraine or other headache disorders
- Mood disorders such as anxiety and depression
- Ocular or vestibular dysfunction

Return to Play:

Each student-athlete with a concussion must undergo a supervised stepwise progression management plan directed by the team physician with expertise in concussion management. The progression management protocol may be directly supervised by the athletic trainer with updates relayed to the team physician. Minimum time periods for each phase may be longer depending on initial presentation and subsequent course of treatment. Each phase generally lasts 1 day as long as the patient remains asymptomatic.

- Phase One – Complete Rest
 - Must be for a minimum 24 hours
 - May be longer than one day if initial high severity and/or symptom burden
 - Minimum rest period estimation determined by team physician at initial evaluation and communicated directly to athletic trainer who will then communicate plan with coach and student-athlete.
 - Physical rest – no exceptions
 - Mental rest – may be adjusted if asymptomatic
 - No homework/studying or team meetings or film review sessions
 - No class attendance
 - Note written by physician and communication with Office of Academic Affairs and athletics academic advisor for sport, if needed.
- Phase Two – Once a student-athlete reports he/she is asymptomatic:
 - **Obtain post-injury ImPACT computer test**
 - Re-evaluation by physician, including assessment of ImPACT test results (*sample^{xviii} ImPACT results*), and written clearance from a physician must be given to the ATC, the ATC must document these findings on the (*Concussion Return to Play Protocol document^{xix}*) and kept in the student athletes' file & SWOL account



- Light aerobic exercise without resistance training for not more than 20 minutes (i.e. walking, stationary bike)
- This step to last one calendar day minimum. The length of this phase may be possibly longer and should be determined by team physician and communicated to the athletic trainer.
- A (*Post-Concussion Symptom Checklist^{xx}*) must be completed every day after physical exertion
- Phase Three – Light strength training/sport specific drills.
 - 50% strength training activity first
 - May add sport specific drills if student-athlete remains asymptomatic – easy to complex drill activities iii. No risk of contact and the student-athlete will not be included with full team participation
 - Non-contact drills only; no pads
- Phase Four – Non-contact practice with progressive resistance training. The student-athlete is not to be placed in any scenarios or situations where he/she could have contact or take any blows to the head or body.
- Phase Five - Unrestricted full contact practice with no restrictions
- Phase Six - Return to competition; **pending clearance from team physician**. All post-concussion symptom checklists, baseline/post injury SCAT3, ImPACT test results, physician notes, and the concussion return to play protocol sheet must be complete and uploaded to the student athletes' SWOL account.

If at any point the student-athlete becomes symptomatic (i.e. more symptomatic than baseline), or scores on clinical/cognitive measures decline, the team physician shall be notified and the student-athlete's cognitive activity will be reassessed. Final determination of return to play is made by the team physician. The OCC sports medicine staff will document the concussion, along with all follow-up appointments, all testing performed (including exertion testing), and when the student-athlete was cleared for return-to-play.

Therapeutic Modality Safety Policy

Orange Coast College sports medicine program possesses therapeutic modalities intended for the treatment of OCC student-athletes as well as for educational instruction concerning modality principles and practices for students in the sports medicine program. Direct Supervision by a preceptor must be established at all times with any use of the therapeutic modalities at Orange Coast College. No modality other than the application of ice, compression, and elevation will be applied without authorization and knowledge of one of the Certified Athletic Trainers.

Modality Inspection:

Orange Coast College will conduct annual inspections and/or calibration on all electrical modalities. Inspections of electrical modalities will be in the calendar month in which the equipment is recertified annually. All electric stimulation machines, whirlpools, and hydrocollators are connected to Ground Fault Circuit Interrupters.

Safety inspection in the form of electrical leakage and ground wire integrity will be performed annually. Hydrocollators and Paraffin baths will be measured and adjusted for correct temperature.



General Whirlpool Procedures:

- Never operate a whirlpool without water level being at least half way up on the agitator shaft.
- Never treat an athlete in the whirlpool until a disinfectant has been added to the water.
- Insist on all athletes showering before using a whirlpool.
- Temperature range for whirlpool uses should be as follows:
 - a. Contrast – 102 degrees (for warm phase) and 55 degrees (for cold phase)
 - b. Low range – 55 degrees
 - c. Mid-Range – 102 degrees
 - d. High Range – 108-110 degrees
- Don't allow athletes to adjust any parts of the whirlpool while being treated.
- The athletic trainer is totally responsible for the safe operation of the whirlpools and should instruct athletes to safe usages thereof.
- All athletic trainers are expected to read all printed materials pertaining to the whirlpool operations.
- All whirlpools are grounded and breakers should be checked periodically for working condition.
- No open wounds are permitted in the tub
- Add iodine whirlpool concentrate to each bath as they are made. (1/2 Gatorade cup)

Cleaning Protocols

- The whirlpool should be cleaned at the end of the work day
- Run the turbine for at least 1 minute to allow the cleaning agent to cycle through the internal components
- Drain the whirlpool and scrub the interior using a towel with cleaner applied (whizzer), paying close attention to the external turbine, thermometer stem, drains, welds, and other areas that could retain germs
- Thoroughly rinse the tub
- Clean the exterior surface with a stainless steel cleaner
- When cleaning stainless steel, never use any abrasives. (Ex: Steel wool or wire brush)
- Check the ground fault circuit interrupter for proper functioning monthly

Cryotherapy:

- Ice may be used in form of ice bag, ice whirlpool, ice bath or ice massage.
- Ice can damage the skin if not used correctly. Skin color is an indication as to the effect of the ice upon the skin.
- Red – increased circulation in the area
- Deep grayish white – frostbite or frozen skin
- Ice massage should be in a circular motion over the entire injured area.
- Explain what sensations the athlete should and should not experience.
 - Cold – initially burning or aching
 - Tingles
 - Numbness – more able to exercise without pain
 - Warming – as area returns to normal temperature
- Ice application should be for a short period of time if vasoconstriction is desired and should be applied as soon as possible following trauma. Duration should be less than 20 minutes.



- Used Ice bags should be emptied into the sink or cold whirlpool and the bag discarded in the trash.
- Ice bags can be premade and stored in an ice chest but should never be stored in the ice machine itself
- The ice machines should be drained and cleaned every 6 months

Thermotherapy:

Hydrocollator

- The hydrocollator temperature should remain at 160-170 degrees
- When applying a hot pack there must be a hydrocollator pack cover and 6 layers of towels between the pack cover and the skin
- Always check on the athlete during the treatment to ensure that the temperature is not too high
- Treat the area for 15-20 minutes

Ultrasound:

The therapeutic effects of ultrasound are increased cell membrane permeability, altered rates of diffusion across the cell membrane, increased vascular permeability, secretion of chemotactics, increased blood flow, increased fibroblastic activity, stimulation of phagocytosis, synthesis of collagen and protein, diffusion of ions, tissue regeneration, increased sensory nerve conduction velocity, reduction of muscle spasm, and increased motor nerve conduction velocity. Indications, contraindications, and set-up are listed below.

- Indications
 - Joint contractures
 - Muscle spasm
 - Neuroma
 - Scar tissue
 - Sympathetic nervous system disorders
 - Trigger points
 - Warts
 - Spasticity
 - Post-acute reduction of myositis ossifications
 - Acute inflammatory condition (pulsed output)
 - Chronic inflammatory condition
- Contraindications
 - Acute injuries (continuous output)
 - Areas of deep vein thrombosis
 - Areas of poor circulation
 - Acute conditions
 - Ischemic areas
 - Tendency to hemorrhage
 - Areas around eyes, heart, skull, and genitals
 - Over cancerous tumors
 - Spinal cord or large nerve complexes
 - Areas of anesthetic
 - Stress fracture sites



- Active infections
- Pelvic or lumbar area in menstruating female patients
- Exposed metal that penetrates the skin
- Night pain
- Set-up and Application
 - Determine the method and mode of ultrasound application to be used.
 - Explain the sensation to be expected during the treatment.
 - During the application of continuous ultrasound, a sensation of mild to moderate warmth (but no pain or burning) should be expected.
 - No subcutaneous sensations should be felt during the application of pulsed ultrasound. Tell the patient to inform you of any unexpected sensations or discomfort.
 - Modality application is reevaluated daily to ensure it is creating the optimal healing environment.
 - Clean the area to be treated to remove any body oils, dirt, or grime.
 - Determine the coupling method to be used (e.g., direct coupling, bladder, underwater).

Paraffin Bath

The primary effects of paraffin heat application are increased perspiration, increased blood flow/vasodilation, and increased cell metabolism. Indications, contraindications, and set-up are listed below.

- Indications
 - Sub-acute and chronic inflammatory conditions
 - Limitation of motion after immobilization
 - Softening the skin
- Contraindications
 - Open wounds
 - Skin infections
 - Sensory loss
 - Peripheral vascular disease
- Set-up and Application
 - Thoroughly clean and dry the body part before treatment.
 - Chipped or flaking nail polish should be removed.
 - Instruct the patient to avoid touching the sides and bottom of the heating unit because burns may result.
 - The patient begins by dipping the body part into the paraffin and then removing it. Allow the wax to dry.
 - The patient dips the extremity into the wax 6 to 12 more times to develop the amount of insulation necessary.
 - Immersion
 - Patient then places the body part back into the paraffin for the duration of the treatment.
 - Patient must not move joints while in the wax.
 - After the treatment, scrape off the hardened paraffin and return it to the unit for reheating.
 - Pack (Glove) Method
 - After the final withdrawal from the wax, cover the extremity with a plastic bag. - Wrap a towel around the area.



- After the treatment, scrape off the hardened paraffin and return it to the unit for reheating.
- Modality application is reevaluated daily to ensure it is creating the optimal healing environment.
- 3-5 minutes or until cool

Electrical Stimulation

Some of the therapeutic uses of electrical currents are controlling acute and chronic pain, reducing edema, reducing muscle spasm, reducing joint contractures, inhibiting muscle spasm, minimizing disuse atrophy, facilitating tissue healing, facilitating muscle reeducation. Indications, contraindication, and basic set-up are listed below.

- Indications
 - Acute pain
 - Chronic pain
 - Muscle spasm
- Contraindications
 - Cardiac disability
 - Demand-type pacemakers
 - Pregnancy
 - Cancerous lesions
 - Sites of infections
 - Carotid sinus, esophagus, larynx, pharynx, around the eyes, upper thorax, temporal region
 - Severe obesity
- Set-up and Application
 - Turn on the unit by activating the POWER switch.
 - Select application mode: Determine the MODE of application and electrode placement, e.g., quad-polar (TENS, IFC), bipolar, or Russian stimulation.
 - Adjust frequency: Select the appropriate frequency based on the goals of the treatment and treatment protocol.
 - Adjust treatment duration: Set the duration of the treatment by adjusting the TIMER.
 - Begin treatment: Press the START button to close the circuit between the generator and the patient's tissues.
 - Increase output intensity: Slowly increase the INTENSITY control until the appropriate current level is obtained.
 - Adjust balance: If necessary, adjust the BALANCE control to obtain maximal treatment comfort.
 - Modality application is reevaluated daily to ensure it is creating the optimal healing environment

Intermittent Compression/Cryotherapy

- Indications
 - Post-surgical
 - Acute injuries
- Contraindications
 - Those who are in acute stages of inflammatory phlebitis in the affected region
 - Those who have any current clinical signs suggestive of deep vein thrombosis in the affected region



- Significant risk factors of current clinical signs of embolism
 - Pulmonary embolus
 - Cerebral infraction
 - Atrial fibrillation
 - Endocarditis
 - Myocardial infarction
 - Athermanous embolic plaque
- Conditions in which increased venous or lymphatic return is not desired in the affected extremity (carcinoma)
- Decompensated hypertonia in the affected region
- Patients with significant vascular impairment in the affected region from prior frostbite, diabetes, arteriosclerosis, or ischemia.
- Have known hematological dyscrasias which affect thrombosis
 - Paroxysmal cold hemoglobinuria
 - Cryoglobulineia
 - Sickle-cell disease
 - Serum cold agglutinins
- Set-Up, Applications, & Warnings
 - Push the door release button to open the ice box door
 - Add water to the fill-line indicated on label within the reservoir DO NOT OVERFILL. Add ice to top of reservoir.
 - Close the ice box door and make sure you hear it click
 - Place the control unit on a modality cart in an upright position (will leak if it is on its side)
 - Connect the adapter
 - Apply wrap
 - Connect the wrap to the AC adapter
- See user manual for operating instructions

Specific Cleaning Procedures by Area

Taping Area:

- Taping supplies should be re-stocked/organized daily during “down time”
- All tape should be marked with a sharpie when it is re-stocked
- Counter surfaces need to be sanitized daily
- Any articles left behind at the end of the day will be discarded or put in the lost and found
- Sports medicine students may practice taping when there is “down time” if there are athletes present students should be learning about their injury or treatment
- Recycle boxes should be taken to on campus recycling at least weekly
- When the clinic gets busy a sports medicine student should be at the half door checking student athletes in with the tablet

Wet area:

- Coolers, ice chests, and water bottles should be cleaned after they are used
 - If students are assigned to a sport IT IS THEIR RESPONSIBILITY to clean what their team used
- Hot and cold whirlpools should be cleaned before and after they are used with Whizzer
- Iodine whirlpool concentrate (cap full) needs to be added to each bath as they are made



Rehab & Treatment Area:

- Treatment tables are for athletes receiving treatment...athletes and student ATs should NOT use them to eat, sleep, do homework on
- Treatment tables should be sanitized with whizzer after each use
- Used hot packs and ice bags need to be emptied, put away, or disposed of (ice bags only)
- Each athlete that uses electrical stimulation as a treatment is assigned their own stim pads, students should label these with the athletes name and store them in the stim pad drawers that are organized by team
- All rehab equipment used should be put away after each use
- All bikes need to be sanitized after each use and during closing duties
- When the laundry is full it needs to be taken to the women's equipment facility
- When clean laundry is ready it needs to be folded and put on the modality carts

Student Desk:

- Used by students for SWOL documentation & studying during down time
- Must always be organized and clean
- No food or personal belongings should be left unattended

ATC's Office:

- The Certified Athletic Trainers' office is not a place to "hang out"
- Do not leave food or drinks on any of the ATC's desks
- Students may use the refrigerator but need to be responsible for cleaning up after themselves

ATR Cart Rules:

- Before operating golf carts, operators must complete an orientation on the equipment safety rules
- All operators shall have a Voluntary Activities Participation form on file (annual)
- All student operators must have a California Driver's License
- The cart is to be used for the operation of sports medicine programs only
- No unauthorized personnel shall be given rides
- Student athletes may be transported because of injury only
- Call campus safety if a non-emergency injured student athlete needs to be transported to class, practice, or to their car.
- No driving over curbs
- Passenger capacity should be limited to the number of seats provided by the vehicle
- Keep feet, hands, and arms inside the vehicle at all times
- Use only OCC grounds, Carts may not be used on public road ways or side walks
- No texting/talking on cell phones while operating the vehicle
- Reduce vehicle speed to acceptable limits on wet or uneven surfaces
- Drivers must be responsible, courteous, use good judgment, maintain safe speeds, and yield to pedestrians at all times
- When driving in the parking lot students must be cautious of moving vehicles and pedestrians and follow normal traffic rules
- The OCC golf carts are NOT TOYS



Blood-Borne Pathogens

Orange Coast College sports medicine staff members comply with Occupational Safety and Health Administration (OSHA), the (CCCAA bylaws 9.4-Appendix I), and the (OCC exposure control plan guidelines^{xxi}).

Universal Precautions

- All personnel managing potential infective wound exposure must follow universal precautions.
- Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. Storage of such items should be in a Sharp's container.
- Athletes with active bleeding must be removed from participation as soon as possible and can return only when it is deemed safe by the medical staff.
- A uniform saturated with blood must be removed and changed before the athlete can return to activity
- Gloves should be worn when treating athletes with blood, bodily fluids, mucous membranes or non-intact skin (ex., abrasions, dermatitis) of all athletes and for handling items or surfaces soiled with blood or bodily fluids.
- Hands and other surfaces should be washed immediately and thoroughly with soap and water if contaminated with blood or other bodily fluids.
- Surfaces contaminated with blood should be cleaned with a solution of household bleach (1 part) and water (10 part).
- Mouthpieces, resuscitation bags, or other ventilation devices should be used when the need for emergency mouth-to-mouth resuscitation becomes necessary.
- Individuals who have exudative lesions or weeping dermatitis should refrain from all direct contact with others until the condition resolves.
- Uniforms and towels soiled with blood should be bagged and washed separately in hot water with detergent. Note: hydrogen peroxide can be used to wipe off blood on uniforms.
- Bandages and other items contaminated with blood should be disposed of in a bio-hazard container. In the athletics environment, universal precautions should be used in the immediate control of bleeding, and when handling bloody dressings, mouth guards and other articles containing bodily fluids.

Mental Health Care

Student athletes who request counseling or have been recommended to student health services will be either walked to the student health center by a staff member or an incident report will be submitted depending on the severity of the situation. The OCC Student Health Center staff is experienced at assisting students in crisis, and will provide immediate assistance to students who come to the health center seeking help.

Short term "crisis" counseling; up to 8 free visits per student. Appointments are made by calling 714-432-5808, and listening to the prompts to select "Mental Health Services".



Section XV: Student Sports Medicine Program

Mission

The mission of the Orange Coast College Student Sports Medicine Program (SSMP) is to provide a distinctive comprehensive health care education that focuses on the care of physically active individuals. The goal of the program is to prepare students for the rigors of athletic training programs recognized by the Commission on Accreditation of Athletic Training Education (CAATE). Students will also gain fundamental skills applicable to alternative career options such as physical therapy, chiropractic, and orthopedics. The combination of didactic coursework from kinesiology studies, and clinical internship with health care professionals creates an optimal learning environment in which students gain hands on experiences with the OCC athletic teams.

Program Admission Requirements

- Must be enrolled and in good standing in one of the practicum KIN 275-278 classes to be a candidate for clinical internship. After you have taken all of the KIN 275-278 classes you may no longer continue with OCC clinical internship.
- Students who have completed the program and still wish to participate in clinical internship while applying to an accredited athletic training program may request to audit the practicum class. This needs to be approved by the faculty member and the dean of Kinesiology.
- Must have a current application on file.
- Voluntary Activities Participation form each year.
- Returning students must complete end of the semester evaluations with the faculty as part of a requirement to continue in the program/clinical internship.
- Students must have 2.5 or higher GPA to be considered for clinical internship.
- First-aid and CPR certification Basic Life Support (BLS)-American Heart Association or American Red Cross.

Confidentiality

The Orange Coast College sports medicine students are bound to maintain strict security (i.e., physical access), privacy, and confidentiality of all information concerning patients and clients of the OCC athletic teams, as well as those of its affiliated clinical sites. This expectation extends to any and all data considered Personal Health Information (PHI), whether in written, computerized, or verbal form. The SSMP follows all federal and state regulations related to the protection of PHI (e.g., HIPAA).

Students shall not, at any time, intentionally or unintentionally provide or divulge PHI to any third party who is not an authorized member of the medical team without the patient/client's written consent. PHI will be released only when authorization has been signed by the patient/client or his/her legal representative (e.g., parent, guardian), or by court order. Medical information is released only to physicians, hospitals, attorneys, medically affiliated regulatory agencies, or to the patient/client's medical insurance company and their authorized agents. A "Release of Information" document should be signed by the patient/client to authorize such releases to the aforementioned persons/entities. In regards to communications among authorized medical team members, it is essential for staff and students to be cautious to prevent inadvertent/unintentional release of PHI during conversations that can be overheard by others not directly involved with the care of the patient/client. Additionally, written



medical records must not be left in the open, unattended where others can read them. Computerized medical information must also be properly safeguarded.

Relationships

Sports medicine students have the unique opportunity to interact with diverse populations. The sports medicine students have a responsibility to Orange Coast College and the sports medicine profession to conduct themselves in a professional manner at all times, including all interactions with patients, clients, faculty, and staff. Preceptors will evaluate student conduct in this regard. Inappropriate and unprofessional behavior will be managed in accordance with the OCC Student Code of Conduct, and violations could result in SSMP probation.

Conduct of Sports Medicine Students

The sports medicine student plays a very important role in the total health care of the student-athlete at OCC. Although they are going through the process of obtaining the knowledge and skills required to become a certified athletic trainer, they are also in a unique situation. The OCC sports medicine students will be held to a higher standard of conduct than their general student peers. Sports medicine students are the same age as a majority of the student-athletes and may have the tendency to act as normal college students. Unfortunately, the traditional conduct of a college student is not sufficient for sports medicine students, since they are assisting the sports medicine staff in administering healthcare to student-athletes. They must realize that they are representing the College and the Athletic Department at all times. How they conduct themselves outside of the sports medicine facility and how they choose to socialize with student-athletes can greatly impact their respect and effectiveness as a sports medicine student. All students in the SSMP performing clinical duties with OCC student-athletes will follow the rules set out for them in this manual. In addition, the sports medicine student is surrounded by sensitive information regarding the health and well-being of student-athletes. Due to the sensitive and personal nature of this information, the sports medicine student must not discuss facts and information regarding injuries, illnesses, test results, and like-information with anyone outside of the OCC Sports Medicine team. This will ensure that each student-athlete's health care information remain confidential.

Discrimination and Harassment

Orange Coast College is committed to providing an environment which is free of any form of harassment and discrimination based upon an individual's race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. The term "discrimination" refers to conduct that subjects an individual to disparate treatment on the basis of race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law. This would include within its scope alleged conduct that deprives an individual of academic, employment, or other opportunities.

The term "harassment" refers to conduct that is considered "unwelcome" (unsolicited or regarded by the recipient as undesirable or offensive) or directed or related to an individual's race, color, religion,



ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law.

Harassment may occur when either of the following conditions exists:

- 1) It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a University activity; or
- 2) The conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected, could interfere with an individual's academic or work performance or create or substantially contribute to an intimidating or hostile work, academic, or student living environment. In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will include but not limited to the totality of the circumstances, the context in which the alleged incident(s) occurred, the relationship of the parties, whether the alleged offending party was asked to cease the offending conduct and principles of academic freedom.

Examples of types of harassment prohibited by this policy include:

- Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity.
- Visual, through the use of writings, graffiti, e-mail, posters, objects, or symbols that ridicule or demean an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material.
- Physical, such as unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work/academic performance or creates an intimidating, hostile or offensive work/educational environment.
- If a student feels like he/she is being discriminated or harassed it is critical that the student notify their Preceptor, the Clinical Coordinator, and/or the Program Director. The Sports medicine Program does not tolerate unlawful discrimination or harassment, and the victim's rights are paramount. Any student who feels that the course of action taken by the Preceptor, Clinical Coordinator, and/or Program Director is not sufficient is encouraged to file a complaint with Dr. Derek Vergara Associate Dean, Title IX & Student Relations, Orange Coast College, Administration Building, x25930.

Health & Safety Standards:

Students enrolled in the Sports medicine Program must attend an OSHA Blood-borne Pathogen lecture annually. The lecture will cover current information and regulations concerning HBV/HIV infection control. In addition, students must sign the Blood and Body Fluid Exposure Control Plan Policy form as part of the application process.



Blood and Body Fluid Exposure Control Plan:

The purpose of the SSMP blood and body fluid exposure plan is to establish roles, responsibilities, and consistent procedures for reporting, treating, and follow-up care for sports medicine students accidentally exposed to the blood or other body fluids while performing patient care duties at their clinical rotations. This plan complies with guidelines established by the Occupational Safety & Health Administration (OSHA) and the Centers for Disease Control (CDC).

Communicable Disease Policy:

Sports medicine Students encounter potential modes of communicable disease transmission daily during their clinical rotations. Due to the nature of athletic activities, health care personnel including sports medicine students are at increased risk for the spread of communicable and infectious diseases; therefore, Orange Coast College SSMP has instituted the communicable disease policy and procedures to prevent the transmission of communicable and infectious diseases.

1st Aid CPR & AED Certification

BLS Healthcare Provider through the American Heart Association or American Red Cross. The original certificate (front and back, including instructor's signature) must be presented with your application. A copy will be made and maintained by the sports medicine staff. Courses may be held in the summer and winter at OCC depending on the needs of the students. Faculty or classified employees certified through the American Heart Association will teach the course.

Attendance, Communication, & Commitment:

All returning students who have completed end of the semester evaluations will be qualified for clinical internship/sport assignment. It is the students' responsibility to discuss the athletic team schedule with the ATC that works with that sport. The ATC will outline their expectations of the student and demands of the specific sport. The student will sign a contract (*Student Contract^{xxii}*) with their set hours for that semester. The contract will also discuss what to do in the event if the student is unable to be at practice or a game.

The goal of the staff is to prepare students for the rigors of CAATE accredited sports medicine programs that students will have to meet in the future. In saying that, students will have a much better experience if they make their sport assignment a priority and treat it like a job they are getting paid for.

Academics:

There will be 2 grade checks a semester, if a student has less than a 2.5 or has a D or F in a class they will be put on probation for the remainder of the semester. The next semester the student may return to their clinical internship assignment after they provide proof that they have met the minimum requirements.

Dress Code:

During clinical rotation assignments, sports medicine students are required to adhere to the SSMP dress code. Students, faculty, and Preceptors provide high quality health care services to athletes and patients; therefore, it is unacceptable to compromise integrity or trust by wearing unprofessional attire.



These specific requirements are the minimum dress standards. Students must adhere to the SSMP dress code regardless of whether or not their Preceptor wears/permits what the program considers unacceptable (e.g., yoga/spandex pants, denim).

The following are ACCEPTABLE DRESS CODE STANDARDS

For team practices and working in the clinic:

- Any OCC Sports medicine, Kinesiology, or Sports Medicine Club T-shirts or polo's
- Any OCC team T-shirts
- Khaki or other single color chino style pants
- Khaki or other single color shorts of appropriate length (no short-shorts/"Daisy Dukes")
- Closed-toe, closed-heel athletic shoes; socks must also be worn
- Durable watch with ability to count seconds

For games/events:

- OCC Sports medicine polo shirt
- Khaki pants or shorts of appropriate length
- Closed-toe, closed-heel athletic shoes

The following are UNACCEPTABLE AT ALL TIMES WHILE PRESENT AT PRACTICES OR GAMES/EVENTS

- Non OCC T-shirts or tank tops of any kind
- Jeans or denim of any kind
- Yoga pants or spandex pants
- Cotton, fleece, or jersey knit sweatpants
- Skirts or skorts
- Clothing with reference to drugs, alcohol, gangs, or violence
- Clothes that obviously haven't been washed or cared for appropriately
- High heels, dress shoes, sandals, open-toe or open-heel shoes, slippers, or moccasins
- Exposed cleavage, midriff, or buttocks

Remember...

- If a student is unsure about the acceptability of their dress, he/she should consult his/her Preceptor **before** wearing the item to the clinical site
- Failure to follow the above standards will result in the student being sent home to change
- Excessive body art is an inappropriate distraction. Certain visible body piercings (e.g., nose, eyebrow, tongue, lip) and tattoos can divert attention from the student's professional purpose. Body jewelry should be removed.
- Students should consult their assigned Preceptor if they have any questions. It is not the programs' intention to limit student's individual expression, but rather to decrease the chances that a distraction could hinder their communication or relationship with an athlete, coach, staff member, or health care professionals. In addition to possible distractions, another goal is to avoid possible risk of injury due to the nature of the job.



Violation

Any violation of the above outlined information could be grounds for dismissal from the OCC sports medicine program. Preceptors reserve the right to dismiss any sports medicine student from his/her clinical assignment for any violation of clinical site rules and regulations. The typical sequence of disciplinary actions follows:

1st Offense

Written reprimand will be placed in student's file.

2nd Offense

A mandatory meeting with the SSMP committee and possible dismissal from clinical experience and/or the program. The SSMP committee consists of the following who will handle each case on an individual basis:

- Sports Medicine Full-time Faculty
- Preceptor
- Dean of Kinesiology & Athletics

Student Supervision

The main purpose of the sports medicine student at OCC is to gain practical skills in the field of sports medicine through course work and clinical internship with the employed Certified Athletic Trainers (ATC), Kinesiology faculty members, and off-site clinicians affiliated with the OCC SSMP. Students participating in clinical internship must also be enrolled in one of the four KIN 275 classes. The California Community College Athletic Trainers' Association (CCCATA) Board of Directors has voted to support the Student Supervision effort (*CCCATA Official Statement*).^{xxiii} The OCC Certified Athletic Training staff and Kinesiology Department have aligned their policy with the CATA policy on Appropriate Supervision of Students (*CATA Policy*)^{xxiv} and the NATA's Proper Supervision of Secondary School Student Aides (*NATA Official Statement*).^{xxv}

The sports medicine students should NOT be utilized or be expected to act in the following ways (*NATA Statement-Appendix XXI*):

- Interpreting referrals from other healthcare providers
- Performing evaluations on a patient
- Making decisions about treatments, procedures, or activities
- Planning patient care
- Independently providing athletic training services during team travel

Proper athletic training student educational practice (*NATA Statement Appendix-XXI*)

- Field set up and take down
- Hydration specialization
- Cleaning duties
- Inventory



- Stocking kits, shelves, taping tables etc.
- Making ice bags and wrapping ice bags on athletes
- Eyes & ears-sideling recognition of an athlete struggling with heat illness, head injury, etc. (we teach players to do this for each other)

After the sports medicine student has completed competencies in the class (KIN 275 Practicum) or has learned a skill from one of the OCC ATC's or Kinesiology faculty members the student may assist with that skill if instructed to do so. These skills include the following:

- Sports-ware data entry
- Stretching student athletes
- Assisting with application of electrical stimulation and ultrasound modalities on athletes when instructed/supervised to/by the ATC
- Monitoring and providing feedback during therapeutic exercise or rehabilitation
- Taping, wrapping, and bracing

Student Travel

In compliance with the recommendations put forth by the California Athletic Training Association (CATA) and the California Community College Athletic Training Association (CCCATA) respectively, the Orange Empire Conference utilizes this formal agreement. (*OEC Agreement*)^{xxvi}

Sports Medicine Student Use of all Therapeutic Modalities

Sports medicine students who are officially enrolled in the SSMP and are participating in or have completed course work congruent with the proper application of electrical stimulation units and ultrasound, and are provided with a current modality prescription filled out by a preceptor may apply the modality to a student-athlete or patient under **direct supervision** of a preceptor. NO electrical modality may be performed on a student-athlete or patient without the direct supervision of a preceptor.



Section XVI: Job Descriptions

Dean of Kinesiology, Health Science, and Athletics

1. Oversee the development of the Division's semester schedules utilizing staff resources and physical facilities to meet the emerging needs of the student population and program demands.
2. Provide instructional resources within the budget structure to meet specific program needs.
3. Develop and maintain Division budget within the framework of the financial resources, including audit tracking.
4. Oversee implementation of current employment contracts, including evaluation and scheduling of faculty and classified staff.
5. Oversee the development and accurate completion of Division faculty load sheets.
6. Provide leadership in the development of curriculum for the Division.
7. Identify funding sources and prepare clear and concise procedures for development, implementation, and monitoring of funding proposals for the Division's programs and special projects.
8. Assist in development and coordination of staff development activities for the Division staff.
9. Assist in the communication, promotion, and publicity of the Division's programs.
10. Plan for the Division's program facilities, staffing, and instructional needs, and integrate them into the college and district planning process.
11. Direct information gathering and preparation of reports related to the Division's programs and oversee the preparation and maintenance of various records.
12. Supervise Division faculty and staff, and improve the instructional standards of the Division and college.
13. Provide necessary coordination of the Division's program review and accreditation processes.
14. Act as liaison between the Division and other instructional areas.
15. Conduct regular Division and Department meetings.
16. Work collaboratively with faculty on budget, curriculum, facilities, and other areas of shared governance requirements.
17. Represent the college at campus and community events, as well as regional and state organizations as appropriate.
18. Coordinate Division advisory committees and identify new programs in response to local community needs.
19. Ensure compliance with Title 5, Accreditation Standards, and the State Commission on Athletics Rules and Regulations.
20. In coordination with the Director, Public Relations and Institutional Advancement, assist in the development of targeted promotions and community outreach events related to fundraising, capital improvement projects, and community sponsorships for facilities and equipment.

Athletic Director

1. Plan, organize, and direct activities, events, programs, facilities, and services directly related to the Athletic Department, and assure that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Manage budgets, facilities, planning, activities, needs, and issues related to the Athletic Department.
3. Supervise and evaluate the performance of assigned faculty and classified staff; interview and select employees.



4. Coordinate with campus operations and outside vendors the repair, maintenance or improvement, of athletic facilities.
5. Assist in the administration and monitoring of instructional programs and courses to assure compliance with established curriculum standards and CCCAA requirements; direct and participate in the analysis, implementation, and enhancement of curriculum standards for the Athletic Department.
6. Supervises the assembly and installation of athletic equipment for athletic teams.
7. Monitor CARA (Countable Athletically Related Activities) hours for each athletic team.
8. Provide leadership and oversight in the planning and management of special events related to athletics including all Regional or State CCCAA Championships held at the college.
9. Facilitates, and work directly with student services, in the development and management of intramural programs.
10. Assist, through the collaboration the OCC Public Relations Office, with the communication, promotion, and publicity of the athletic programs.
11. Be responsible for the development and preparation of the annual ASOCC Athletic Budget Request, the EADA Report, Title IX Compliance, and other state and federal documents for the athletic programs.
12. Develop, analyze, and review ancillary and ASOCC budgetary and financial data; control and authorize expenditures related to Athletic Department.
13. Responsible for planning, monitoring, and overseeing the maintenance, improvements, and repair of athletic facilities and equipment.
14. Promote the athletic teams across the Orange Coast College Campus, the local community, and California.
15. Responsible for the Athletic Program Review process, assessment, and documents for Orange Coast College and athletic leagues.
16. Oversee the preparation and maintenance of a variety of athletic records and reports and meet established timelines.
17. Support the coordination of student recruitment and communication with outside agencies and schools.
18. Coordinate, through the foundation office, fundraising efforts for the athletic department.
19. Represent the college as a member of the Orange Empire Conference (OEC), the Southern California Football Association (SCFA), the California Community College Athletic Director Association (CCCADA); attend and actively participate in the OEC, SCFA, CCCAA and CCCADA meetings, conferences, and conventions
20. Represent the college at campus, community, and state events.
21. Enforce disciplinary actions related to unacceptable student or coach's behavior according to the College Code of Conduct and CCCAA and the COA (Commission on Athletics) Decorum Policy.
22. Be responsible for the certification of all athletic eligibility.
23. Direct the certification, and provide annual updates, to all Coaches, Athletic Classified Staff, and Academic Advisor in compliance with CCCAA.
24. Attend and conduct various meetings as assigned including meetings with coaches and the Athletic Board of Control; serve as a member of and participate in various advisory boards and committees.



Assistant Athletic Director

1. Serve on the Athletic Board of Control.
2. Serve as a representative for Southern California Football Association (SCFA) and Orange Empire Conference (OEC) voting.
3. Serve as a member of the Division Steering Committee as a representative of Athletics.
4. Assist the Athletic Director in the organization of the Athletic participation in Senior Day Activities and other campus wide activities.
5. Chair, Hall of Fame Committee
6. Share in the responsibility of home contest supervision duties.
7. Support the work of achieving the strategic plan goals as outlined in the athletic program review.
8. Assist the Coordinator/Athletic Director with the Athletics Policies and Procedures Manual.
9. Assist the Athletic Director in the development of the Program Review document for athletics.
10. Assist the Athletic Director with the EADA "Equity in Athletics Disclosure Act" data collection process for reporting to the Department of Education.
11. Other duties as assigned by the Athletic Director and/or Division Dean.

Division Coordinator

1. Provide administrative assistance for an educational administrator in a Division or Area Office, faculty and staff; coordinate the day-to-day administrative operations of the Division or Area office, interacting with the public, students, administrators, faculty and staff; primary secretary to the Division/Area Dean.
2. Compile and maintain confidential information, including evaluations of faculty and staff, hiring information, grievances and complaints; maintain confidential files; process personnel forms for full-time and adjunct faculty, classified personnel and others assigned to the Division/Area.
3. Participate directly in the activities of the assigned office to coordinate services, analyze data, direct staff, monitor programs and activities, and schedule events on behalf of the assigned Dean.
4. Serve as a liaison between the Dean's office and College and District personnel; interpret, implement and disseminate District policies and Division/Area procedures to the public, faculty, students and staff; relieve the Dean of routine administrative duties.
5. Utilize various computerized systems to assist in the daily operations of the office; provide for reports unique to requirements of the assigned Division or Area.
6. Monitor assigned budgets and fiscal management processes; initiate and track expenditures; order office and instructional supplies as needed and maintain appropriate inventory; monitor program budgets; monitor budgets for grants and ancillary accounts; analyze accounts and make recommendations to the Dean for budget transfers as necessary.
7. Assist in the documentation and maintenance of Division or Department curriculum and course outlines; coordinate the preparation of class schedules, including computer input and informational brochures; schedule and maintain a calendar of events, meetings and workshops.
8. Prepare agendas for meetings and conferences; take minutes at meetings as directed.
9. Train and provide work direction and guidance to student assistants, hourly and classified staff assigned to the Division or Area office.
10. Process requests to meet special needs of students, such as petitions and contracts.
11. Compile and organize information for specific projects, reports and requisitions; design various forms and reports.



12. Arrange appointments for the Dean; initiate meetings as necessary; arrange programs and events; make travel and other arrangements for conferences and events.
13. Operate a computer and related office equipment; administer the maintenance of office equipment.
14. Serve as a resource for counselors and others regarding Division/Department courses, changes, policies, prerequisites and future schedules.
15. Prepare a variety of reports, records and files.
16. Maintain contact and communications with individuals, groups and associations within the College community and office campus.

Eligibility and Compliance

1. Responsible for compliance with all institutional, conference and CCCAA policies, rules and regulations concerning recruitment, and eligibility of student-athletes.
2. Monitors class schedules, grades and student-athlete academic progress toward degree.
3. Provides administrative assistance for an athletic administrator Coordinate's athletic office and supports programs and activities related to the athletic program and student athletes.
4. Coordinates the athletic office, manages daily operations, and works directly with the Athletic Director
5. Coordinates the processing, identification, distribution, and collection of forms and documents related officials and referees.
6. Coordinates the preparation and distribution of material for a variety of meetings and follow through with forms and reports for use by administration.
7. Train and provide work direction for student assistants, contest ticket takers, and cash handlers.
8. Works with the student-athletes, coaches and the Admissions Office on all add/drop requests.
9. Maintains accurate and complete student-athlete and department files including a Compliance manual.
10. Organizes and completes all required paperwork.
11. Organizes and conducts student-athlete orientation.
12. Develops and maintains the student-athlete handbook.
13. Serves as the Athletics representative for all CCCAA compliance issues.
14. Enforces all Conference and CCCAA bylaws, rules and regulations.
15. Builds and maintains working relationships with University personnel in such areas as Academic Advising, Admissions, Registrar's Office, Financial Aid and Student.
16. Investigates, documents and reports all violations to the Athletic Director, Dean, Vice President for Instruction, and the CCCAA.
17. Designs and implements compliance forms as needed.
18. Serves as a member of the Athletic Board of Control.
19. Develops and conducts continuing rules and compliance education programs for coaches, staff, student-athletes and boosters.
20. Provides rules interpretations and conduct compliance meetings two times a semester for coaches and staff.
21. Develops an academic support program for all student-athletes and direct the Departments Student Support Program.



22. Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, athletic conferences, and the CCCAA with the utmost integrity.
23. Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the College positively when interacting with the community, alumni, high school and campus clubs, media and general public.
24. Completes other assigned administrative duties in a timely manner.
25. Serve as a liaison between the athletic department, dean's office, and College and District personnel.
26. Participates directly in the activities of the assigned office to coordinate services, analyze data, direct staff, and monitor programs and activities, and schedule events on behalf of the athletic director.
27. Assists in completing State and Federal reports.
28. Serve as a resource for counselors and others regarding athletic department schedules, changes, and policies.
29. Prepares a variety of reports, records, and files.
30. Participates directly in the activities of the assigned office to coordinator services, analyze data, direct staff, and support the monitoring of programs and activities in athletics.

Sports Information Director

1. Maintain the operations, content, and appearance of the Athletic Department web page for marketing purposes.
2. Prepare all media and press releases for athletic events, using proper journalistic format and style.
3. Work closely with the Athletic Director in delivering stories to the media that have particular institutional significance or are of a sensitive nature.
4. Serve as the official statistician for the college, compile and prepare statistical reports and keep up-to-date records for athletes and athletic teams. As official college statistician, provide statistical information to the CCCAA and the general public.
5. Write, edit, design, layout, and oversee the production of athletic publications, such as programs, press guides, brochures, posters, wallet cards, etc.
6. Maintain compliance with Title IX requirements in the college's athletic publications and brochures.
7. Maintain a regular flow of feature articles about Orange Coast College athletics to local newspapers on Orange Coast College athletes and coaches.
8. Work closely with the Athletic Department and Community Relations in generating community support for the Orange Coast College Athletic Department.
9. Oversee student assistants, announcers, statisticians, photo assistants and other para-professionals who support the Orange Coast College's intercollegiate athletic teams.
10. Work closely with the Orange Coast College Foundation and advertising sales representatives for external support for the college's athletic programs.
11. Assist with creation and organization of athletic alumni club.
12. Serve as the division's athletic historian and member of the Athletic Hall of Fame Committee.
13. Announce athletic events as needed.
14. Assist in organizing and planning special halftime events for Orange Coast College football and basketball games.
15. Assist Orange Coast College coaches with recruitment of student athletes.
16. Work in conjunction with other college Sports Information Assistants and the Commission on



Athletics.

17. Perform other related job duties as assigned.

Equipment Managers

1. Lead and participate in a variety of activities involved in the distribution, collection, inventorying, ordering, receiving, marking, storage, repair and cleaning of athletic uniforms, supplies and equipment; coordinate activities and inventory to meet athletic and physical education needs.
2. Oversee and participate in the distribution and collection of athletic equipment and uniforms; ensure proper cleaning and maintenance of athletic equipment; perform repairs on uniforms and equipment as necessary; maintain sports, athletic and physical education equipment and supplies in good repair.
3. Monitor inventory levels of athletic uniforms, supplies and equipment; order, receive, verify and maintain adequate inventory levels of uniforms, supplies and equipment; stencil, mark or affix labels to supplies and equipment with appropriate identification information.
4. Train and provide work direction and guidance to assigned staff and students workers; assign duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.
5. Issue uniforms based on Form 3 verifications. Collect supplies, uniforms and equipment following daily usage or completion of athletic seasons; inspect equipment and uniforms for maintenance and repair needs; organize storage areas and ensure proper storage and security of equipment, supplies and uniforms.
6. Determine appropriate size and fitting of athletic equipment and uniforms including shoes, spikes, pants, shirts and others for student athletes as needed; compile size and fitting information for uniform purchases; sew and mend uniforms as needed.
7. Perform routine custodial duties and maintain equipment room and other assigned areas in a safe, clean and orderly conditions; sweep and mop floors, spot mop spills, and pick up and dispose of trash and debris.
8. Assign physical education and team lockers to students according to establish procedures; adjust and provide locker combinations; assist student with resolving locker-related issues and problems.
9. Prepare athletic facilities for game, physical education activities and special events; set-up, assemble and dismantle equipment for games, physical education and special events; clean-up equipment and debris following these events; provide assistance to visiting teams as needed.
10. Lead and participate in the distribution and collection of towels; launder and dry towels and athletic uniforms; sort, match and store athletic uniforms and towels.
11. Operate a variety of equipment such as vacuums, mops, small hand power tools, washers, dryers and other equipment as assigned; utilize a computer to input data related to inventory, student and athletic records.
12. Communicate with students, personnel and outside agencies to exchange information and resolve issues or concerns.
13. Estimate equipment, material and supply needs; provide recommendations regarding major purchases; prepare work orders and budget request forms as needed.
14. Report safety, sanitary, vandalism, and fire hazards to appropriate personnel.
15. Maintain various records related to equipment, inventory, students and assigned activities.
16. Administer routine first aid to students as needed.



Coaches

Head Coach Responsibilities

1. Recruiting, budget development, practice/match/game management.
2. Fitness and game preparation of the athletics.
3. Mentoring assistants, supervising their work with athletes, and ensuring they maintain compliance with the CCCAA Rules.
4. Comply with all rules and regulations associated with the governing bodies of the CCCAA for eligibility.
5. Must provide support and encouragement and ensure the safety and well being of the student-athletes. Mentor student-athletes in academics and supervise social media use.
6. Maintain effective professional working relationship with student-athletes, staff, administrators, alumni and the general public with regularly scheduled media and public speaking engagements; develop community support for the program, and fundraising.

Instructor, Kinesiology Responsibilities

1. Teach courses in the professional activity classes, which may include individual/dual sports, team sports, aquatics, and fitness.
2. Teach courses in the Kinesiology degree and transferable classes, which could include: Sport Management, Exercise Physiology, Introduction to Kinesiology, and Strength and Conditioning Theory.
3. Fulfill the professional responsibilities of a full-time faculty member, including, but not limited to the following: teach all scheduled classes unless excused under provisions of Board Policy; follow the department course outlines; keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; participate in departmental and division meetings and college and/or district wide activities and committees as assigned.

Athletic Counselor

1. Provide educational, vocational, and personal counseling to current and potential student athletes.
2. Assist students in making decisions relative to career choice and educational planning, including appropriate course placement and vocational counseling.
3. Provide student athletes orientation, program advisement, and follow-up counseling for new, continuing, and potential student athletes, including Financial Aid applicants.
4. Participate in program planning and staff development.
5. Assist in implementation of Special student athlete activities, including but not limited to, Awards presentations, field trips, and outreach activities.



6. Participate, as appropriate, in the student athlete outreach programs at local high schools and community services agencies.
7. Develop effective working relationships with faculty, administration, and staff in instructional and support areas, and perform liaison activities as required.
8. Participate in assessment, placement, and transfer functions for student athletes.



Appendix

- i Overnight Trip Request Form
- ii Request for Funds Form
- iii Missed Class Request Form
- iv Directions to Kaiser Permanente Harbor-MacArthur Medical Offices
- v Directions to Costa Mesa Urgent Care
- vi Directions to Hoag Hospital Newport Beach
- vii Action Request Form
- viii Physicals Fundraiser Receipt
- ix Release of Medical Information Authorization
- x Summary of Benefits
- xi Contact Information
- xii Physical Form
- xiii Concussion Statement signature
- xiv Accident Insurance Eligibility signature
- xv Authorization for Medical Treatment signature
- xvi Injury Report Form
- xvii SCAT 3
- xviii ImPact Test Results Sample
- xix Concussion Return to Play Protocol document
- xx Post-Concussion Symptom Checklist
- xxi <https://navigator.cccd.edu/district/fas/rs/Pages/Risk%20Services%20Welcome%20Page.aspx>
- xxii Sports Medicine Student Contract
- xxiii CCCATA Official Statement-Student Supervision
- xxiv CATA Policy-Student Supervision
- xxv NATA Statement-Student Supervision
- xxvi OEC Student Supervision Agreement

