

2019-20 Student-Athlete Handbook



**Men's Football | Men's Baseball | Women's Basketball |
Women's Cross Country | Women's Track & Field | Women's
Volleyball | Women's Swimming & Diving | Women's Water
Polo**

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Important Contact Information

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SUPPORT STAFF

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COACHES

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<u>Women's Volleyball</u>			
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ADDITIONAL INFORMATION:

For more information on CCCAA eligibility, please review the materials contained in Bylaw One: <http://www.cccaasports.org/working/pdf/Constitution/D-Bylaw%201%202012-13.pdf>

For more information regarding the Laney College Athletic Department, please visit our website at www.laneyathletics.com

For more information on the transfer process and bylaws affecting your eligibility, information for your situation is readily available online:

CCCAA: www.cccaasports.org

NCAA: www.ncaa.org

NCAA Transfer Guide:

<http://www.ncaapublications.com/productdownloads/TGONLINE2012.pdf>

NCAA Eligibility Center: http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

NCAA D-I Manual: <http://www.ncaapublications.com/productdownloads/D113.pdf>

NCAA D-II Manual: <http://www.ncaapublications.com/productdownloads/D213.pdf>

NCAA D-III Manual: <http://www.ncaapublications.com/productdownloads/D313.pdf>

NAIA transfer information: www.playnaia.org

NAIA Handbook:

http://www.naia.org/fls/27900/1NAIA/legislative/docs/NAIA_Official_Handbook.pdf

I. AFFILIATIONS:

Laney College Athletics is a member of the California Community College Athletic Association (CCCCAA), formerly the Commission of Athletics (COA). The CCCCCAA sets the rules and regulations for all community college athletic programs in the State of California. It is the coach's responsibility to know and comply with the following regulations:

1. *State:* The CCCCCAA sets the rules and regulations for all community college athletic programs in the state of California.
2. *Conference:* Laney College Athletics are associated in three leagues; Golden Gate Conference (GGC), Bay Valley Conference (BVC), and Coast Conference (CC).

Athletic Conferences and Divisions of Laney College Men's and Women's Sport

Teams:

Men Sports	Conference	Division
Football	NCFC	National – Bay 6
Baseball	Bay Valley Conference	Bay Valley Division

Women Sports	Conference	Division
Basketball	Bay Valley Conference	Bay Valley Division
Volleyball	Bay Valley Conference	Bay Valley Division
Swimming and Diving	Bay Valley Conference	
Water Polo	Coast Conference	North Division
Track & Field	Coast Conference	
Cross Country	Coast Conference	

Men's Sports Conference Members:

Football Bay 6 Conference	Baseball Bay Valley Conference
Laney College	Laney College
Chabot College	College of Marin
Santa Rosa Junior College	Solano Community College
Diablo Valley College	Mendocino College
City College of San Francisco	Los Medanos College
College of San Mateo	Yuba College
	Napa Valley College
	Contra Costa College

Women's Sports Conference Members:

Basketball - Bay Valley Conference	Volleyball - Bay Valley Conference	Swimming & Diving - Coast Conference	Water Polo Coast Conference	Track & Field / Cross Country - Coast Conference
Laney College	Laney College	Laney College	Laney College	Laney College
College of Marin	Napa Valley College	Solano College	Foothill College	Chabot College
Mendocino College	Yuba College	College of Marin	De Anza College	City College of San Francisco
Solano Community College	Contra Costa College	DeAnza College	West Valley College	College of San Mateo
Yuba College	Mendocino College	Foothill College	Merced College	DeAnza College
Los Medanos College	Los Medanos College	West Valley College	College of San Mateo	Hartnell College
Contra Costa College	Solano Community College	College of San Mateo	Cabrillo College	Monterey Peninsula College
Merritt College		Cabrillo College	Las Positas College	San Jose City College

	Las Positas College	Ohlone College	Fresno City College
	Ohlone College	City College of San Francisco	College of Sequoias
	City College of San Francisco		

I. Mission Statement:

The Athletic Department of Laney College is committed to providing challenging, competitive, and rewarding educational and athletic opportunities for diverse men and women student-athletes to grow and develop academically, athletically, physically, and socially. Coaches, administrators, and support staff are dedicated to offering the best quality athletic programs that teaches, motivates, and instills team build, positive character and sportsmanship to student-athletes. Our aim is for student-athletes to transfer to four-year colleges and universities, where they may continue to pursue their academic and professional goals.

II. Vision:

The Laney College Athletic Program vision is:

- 1) To view student-athletes as students first, and athletes second.
- 2) To have a supportive academic and athletic environment for student-athletes to thrive and succeed, and be prepared to transfer and graduate.
- 3) To focus on the physical health, mental, and nutritional wellbeing, and athletic development of student-athletes.
- 4) To educate student-athletes on how to play a sport by the rules to assure physical and mental safety.
- 5) To train student-athletes to be responsible, accountable, and positive community role models.

III. Core Values:

Laney College considers athletics an important part of the college life experience. The Athletic Department at Laney College takes great pride of its core values, which influence academic achievement, high-level of athletic competition, and development of student-athletes academically, athletically, physically and socially. Incoming (freshmen) and continuing (sophomore) student-athletes who participate in our athletic program at Laney College should follow effectively and comply with these core standards for the comfort and approval of the sport.

Laney College Athletic Core Values:

- 1) **Commitment:** Have a strong commitment towards academics, the sport you play and other positive activities that you are involved within and off the field of play. Student-athletes must be ready and determined to always put a 100% effort in everything their coaches ask them to do physically and mentally in order to achieve their team goals.
- 2) **Integrity:** Student-athletes should always be honest and speak truthfully to their coaches, teammates, teachers, parents, and/or friends in and off the field or court of play.
- 3) **Respect:** Regardless of cultural backgrounds, religious beliefs, race, socio-economic status, student-athletes should always show respect to each other. Respect is what creates a positive team culture and family in an organized sport activity.
- 4) **Accountability:** Student-athletes should always hold themselves liable for any actions or decisions they make in and off the field or court of play.
- 5) **Credibility:** Student-athletes must follow through with what they committed themselves to do and be consistent.
- 6) **Trust:** Student-athletes should trust their coaches in order to perform to the best of their abilities during competitions. Teammates must also always trust and rely on each other to be able to collectively reach any team goals.
- 7) **Character:** Student-athletes should constantly demonstrate a good character, and a sense of self-discipline in and off the court or field of play.
- 8) **Enthusiasm:** Student-athletes should always show enjoyment, love and maintain a strong interest, and always be eager to play their sport or compete.
- 9) **Sportsmanship:** Student-athletes should always play the game the way it is supposed to be performed, follow league, team and game rules when competing. Respect your team, opponents, referees, cheerleaders and other game officials.
- 10) **Team Chemistry:** Teammates must build upon friendly and positive relationships daily as a team in order to be on the same page in and off the field.
- 11) **Professionalism:** Student-athletes should always demonstrate professionalism in and off the field or court of play.

- 12) **Teamwork:** Student-athletes should always thrive to be team players that contribute and work as a group to reach the ultimate goal of being successful in a team.
- 13) **Creativeness:** Student-athletes should always have the ability to be creative, strategize and improvise during games, practices, and academics.
- 14) **Tradition:** Student-athletes should always follow the rich history of winning and habits of successful past student-athletes who kept the sport functioning during difficult and successful periods. It is an opportunity for student-athletes to make a name for their teams, themselves, coaches, and the athletic program.
- 15) **Sacrifice:** Student-athletes should always do what is best for their team, and not only for themselves in and off the court or field of play in order to accomplish all goals that their team sets for personal, academic and athletic success.

IV. Freshman Athletic Eligibility Requirements:

For sport participation eligibility at Laney College, incoming freshmen student-athletes must follow these requirements below:

- 1) Apply for Laney College admission at:
<http://web.peralta.edu/admissions/enrollment-steps/>
- 2) Apply for Financial Aid online at www.fafsa.ed.gov
- 3) Schedule an appointment with an academic-athletic counselor.
- 4) Access your Laney College passport student account with ID number provided by the admission office (this information will be emailed to you within 24 hours of completing your application).
- 5) In order to be eligible for your first season of competition, you must be enrolled in 12 units, with 9 units being transferable toward your degree. If you drop below 12 units during the season, you will not be eligible to continue to play until you are back enrolled in at least 12 units.
- 6) Pay school tuition and other student fees.

V. Sophomore Athletic Eligibility Requirements:

To qualify for eligibility to participate for a second season in any sport at Laney College, continuing sophomore student-athletes must follow and comply with academic and athletic requirements. If student-athletes have any questions or concerns about certain requirements, they should discuss it with their academic-athletic counselor Douglas Cobb and/or head coach of the sport.

Listed below are academic and athletic requirements for sports that include football,

baseball, women's basketball, women's track and field, women's volleyball, swimming and diving, and water polo at Laney College.

A. Academic Requirements:

- 1) Maintain a 2.0 GPA or higher.
- 2) After participating in athletics, you must pass 6 units with a 2.0 GPA or better in each semester as a full-time student to remain eligible.
- 3) You must complete 24 units between seasons. 18 units must be academic or towards a certificate with a 2.0 GPA or better.
- 4) Meet all college, and conference academic requirements to qualify to play.
- 5) Follow your counselor's educational goal plans each semester.
- 6) Make satisfactory progress toward your educational goals each semester.

B. Athletic Expectations:

- 1) Demonstrate respect to athletic personnel, college instructors, sport equipment and facilities at all times.
- 2) Meet all sport conference and college rules pertaining to eligibility and conduct.
- 3) Comply with established team/department policies and guidelines.
- 4) Show up to team meetings, workouts, and practice sessions on time every day.
- 5) Participate in all off season strength and condition program.
- 6) Demonstrate good character and loyalty to your teammates and coaches, as well as to the college and community.
- 7) Conduct yourself in a positive manner both on and off the athletic arena.

VI. Academic Support:

The Athletic Department of Laney College values the significance of achieving a college education and striving to perform well in and off the classroom. Providing a strong learning environment with academic support services (i.e. tutoring) and educational resource programs to assist student-athletes to succeed in the classroom and allow them to be part of high academic achievement.

As a member of Laney College Athletics, you have a responsibility to familiarize yourself with academic support and educational resource services and recommend them to student-athletes. Incoming student-athletes may be unprepared to navigate a higher educational system. The services and programs listed below will help student-athletes seek assistance available when they are exceeding, meeting or struggling to meet their

academic goals. This also helps student-athletes develop skills in navigating complex systems in a manner similar to developing competency in their respective sport. The academic support services and educational resource programs are as follow:

- **Academic Counseling** can assist student-athletes with interpreting educational assessment results, selecting academic courses, and discussing educational concerns, as well as provide guidance toward educational goals. We have an academic counselor who works specifically with student-athletes, helping them get setup for success upon being enrolled in and continuing their academic career at Laney College. This counselor is available to all student-athletes, and welcomes scheduled and walk-up appointments. The counselor will make tutoring and academic enrichment opportunities available to all team coaches, and specifically to all female student-athletes via email, text message or in person. This counselor will also coordinate tutoring for student-athletes if needed. For more information on how to reach this counselor, contact Douglas Cobb at dcobb@peralta.edu or (510) 464-3149 or Dennise Eskridge at deskridge@peralta.edu or (510) 464-3125.
- **Confidential Mental Health Counseling** can assist student-athletes with personal concerns that are affecting their academic success. This counseling service can include short-term individual counseling, crisis consultation, and referral to local social and counseling resources.
- **Release Forms** should be signed by all student-athletes to allow counselors and coaches to share academic and personal information with both parents and colleges.
- **Student Educational Plans (SEP)** can assist student-athletes with outlining all academic course work necessary to reach their degree completion and four-year college or university transfer requirements. Educational research has shown that students are more successful in college when they have a firm educational plan. All student-athletes must complete an SEP with the assistance of their assigned counselor. These educational plans are subject to revision whenever a student-athletes changes their anticipated major or field of study or if they change the course pattern outlined in their SEP.
- **Tutoring/Study Hall** opportunities are provided to all student-athletes via the athletic counselor. Coaches should coordinate a time in which their students can be available for tutoring and a tutor can be provided. All student-athletes are required to attend a minimum of 2 hours of team study hall or tutoring a week. For more information on how to schedule a tutor, please contact athletic counselor Douglass Cobb at dcobb@peralta.edu.
 - In pre-season meetings, coaches should cover student classroom issues and the importance of keeping copies of all emails, syllabus, and office hours. If any conflicts arise, student-athletes should meet with an academic counselor to help mediate any conflicts.

- **Game Schedules** must be shared with instructors at the start of each semester, so that they can discuss any issues with missing classes for games. If there are any issues, schedule a meeting with your instructor through your academic counselor. The counselor can set up a meeting and share the academic senate resolution.

VI. Medical Team Meeting:

A. Arrangements :

1. Student-athletes will be informed of the Sports Medicine policy and will fill out appropriate forms prior to participation at the Medical Team Meeting.
2. The meeting is mandatory for all student-athletes and recommended for coaches, assistant coaches, team managers, etc.
3. The meeting shall occur during the early pre-season of the sport, prior to the first practice.
4. Attendance will be taken. Absentees or student-athletes joining the team at a later date must arrange an individual meeting with the Athletic Trainer.

B. Meeting Agenda:

1. Athletic Training Room policy and procedure discussion.
2. Pre-participation Physical Examination (PPE) discussion.
3. College medical insurance policy discussion.
4. Sport Risks Presentation.
5. Release of medical information (sign a HIPAA authorization form).
6. Gathering of emergency contact information.
7. Discussion about injury when redshirting.
8. Viewing of short videos about concussions and signing of Concussion Contract.
9. Discussion about health and safety issues, including injury prevention concepts.

10. Discussion about special protective sport equipment and the use of personal equipment.

11. Q&A Session.

C. Meeting Follow-up

1. The Athletic Trainer will review and compile the various forms, checking to see that they are properly filled out and signed.
2. The Head Coach and the Athletic Trainer will review the attendance roster from the meeting, ensuring that all student athletes were present.

VII. Pre-participation Physical Examination (PPE):

All student-athletes are required to have a PPE with a physician (not a chiropractor) in order to be eligible to participate in any sport at Laney College. However, if student-athletes fail to take the required PPE, then he/she will be disallowed to participate in sports until the examination is completed and cleared to play by a physician.

A. Why a PPE is necessary and important?

The purpose of a PPE is to (a) determine if any deficiencies exist that may place a student-athlete at risk or increase the chance of injury in a sport; (b) bring to the student-athlete's attention if they have health problems that might interfere with their participation in a sport; (c) determine whether a student-athlete may participate safely in spite of having a recognizable health deficiency or limitation.

B. Coordination Process:

- 1) Student-athletes must see the athletic trainer so that she/he can coordinate with the head coach and the team physician a date and place (usually the training room) for the health examination. Dates should be one or two months prior to the beginning of the sport season.
- 2) If student-athletes miss their health examination appointments, or if new athletes are joining a sport program, student-athletes must arrange a make-up examination with the athletic trainer as soon as possible.

C. Conducting the PPE:

- 1) Student-athletes will allow the Athletic Trainer and the Team Physician to take charge of the examination in an orderly fashion, ensuring that it is quiet and private.
- 2) Student-athletes will receive a PPE Form including a medical history

questionnaire, and will allow the team physician to conduct a physical examination consisting of a cardiopulmonary, orthopedic and neurological evaluation.

- 3) The status of each student-athlete will be determined by the Team Physician; (1) no participation; (2) limited participation; (3) clearance withheld until additional test, exam, or rehabilitation is completed; (4) full participation, no restrictions.

D. PPE Follow-up:

- 1) Student-athletes will leave the PPE Forms with the Athletic Trainer who will keep these records in a secure, locked cabinet or storage room for at least five (5) years. These medical records are the property of Laney College.
- 2) The head coach will be notified by the athletic trainer of any medical problems determined by the physician after the PPE was concluded. Also, the athletic trainer will notify the head coach if any athletes were absent from the PPE.

VIII. Medical Insurance Policy:

All student-athletes who participate in any sport at Laney College are required to follow and comply with the following medical insurance policy:

A. General Considerations:

- 1) The Peralta Community College District has available for all student-athletes a secondary accident insurance policy from Anthem Blue Cross Insurance Company to assist in paying medical expenses that were not covered by your personal (primary) insurance carrier.
- 2) Anthem Blue Cross Insurance Company assist student-athletes in paying medical expenses due to accidental injuries that occur while participating in regularly scheduled, supervised, and sponsored games and practices or while traveling to and from games under college supervision.
- 3) Student-athletes must first utilize his or her personal (primary) insurance/Health Maintenance organization (HMO) before the supplemental accident insurance (Anthem Blue Cross Insurance Company) will pay any expenses.
- 4) Student-athletes will be informed of the Peralta Community College District accident insurance policy at the Medical Team Meeting. This will be explained before the start of the pre-season.

B. Eligibility:

- 1) For entitlement, there must be an accidental bodily injury caused by an

unexpected, external, violent, or sudden event that is related to the sport.

- 2) An accidental injury must occur while participating in regularly scheduled, supervised games or practices. The covered activity includes travel, without delay, deviation or interruption.
- 3) The expenses incurred must be for injuries, which first occur while the policy is in force. The policy only covers expenses within 104 weeks from the date of the accident.
- 4) The first treatment must be received within 120 days from the date of the accident to be valid.

C. Exclusions:

- 1) Many degenerative and overuse injuries are not covered by the policy because they are not accidental; such as, osteoarthritis and chondromalacia.
- 2) There is no medical coverage for pre-existing conditions or any injuries for which treatment has been provided within six (6) months prior to such injury or has not been completely rehabilitated prior to the last anniversary day of the policy.
- 3) Insurance coverage is denied for any injury or death resulting from the use of any drugs (except when prescribed by a physician) or alcohol.

D. Procedure For Filing A Claim:

- 1) Only authorized Laney College employees, usually the Athletic Trainer, should complete the claim form.
- 2) The claim form should accompany the student athlete to the medical facility.
- 3) All injuries should be reported to the Athletic Trainer and/or coach within 24 hours after the injury occurs. The Athletic Trainer will make medical referrals as necessary. Coaches will participate in medical referrals in the absence of the Athletic Trainer.

IX. Student-Athlete Character Code:

At Laney College, the principle of our athletic program is to also provide a friendly environment in which our student-athletes reflect positive character. We believe that respect, responsibility, caring, honesty, fairness, and being a good citizen are the primary focus while participating academically and athletically on campus. To ensure that a friendly environment is provided in our Athletic Department, all student-athletes must abide by the following character code:

Moral Values	Action in Life	Actions in Sport
Be Respectful	Be respectful of other people. Be respectful of others' property. Be respectful of the environment. Be respectful of yourself.	Be respectful of the game and to its rules and traditions. Be respectful to your opponents. Be respectful to officials. Be respectful in victory or defeat. Be respectful to your coaches.
Be Responsible	Fulfill your obligations. Be dependable. Be in control of yourself. Be persistent.	Prepare yourself to do your best. Be punctual for practices and games Be self-disciplined. Be cooperative with your teammates.
Be Caring	Be compassionate and have empathy. Be forgiving. Be generous and kind. Avoid being selfish or mean.	Help your teammates play better. Support teammates in trouble. Be generous with praise: reserved with criticism. Play for the team, not yourself.
Be Honest	Be truthful and forthright. Act with integrity. Be trustworthy. Be courageous to do the right thing.	Play by the spirit of the rules. Be loyal to the team. Play drug free. Admit to your own mistakes.
Be Fair	Follow the Golden Rule Be tolerant of others. Be willing to share. Avoid taking advantage of others.	Treat other players as you wish to be treated. Be fair to all players, including those who are different. Give other players an opportunity. Play to win within the rules.
Be a Good Citizen	Obey the laws and rules. Be educated and stay informed. Contribute to the community. Protect others.	Be a good role model! Strive for excellence! Give back to the sport. Encourage teammates to be good citizens.

X. Student-Athlete Code of Conduct:

Student-athletes who represent Laney College in athletic competitions are expected to acknowledge the compliance of the code of conduct for participation in any sport on campus. All student-athletes must follow and comply with the following code of conduct:

- 1) Understand that participation in intercollegiate athletics is a privilege, not a right.
- 2) Demonstrate good citizenship, respect, accountability, and honesty on campus in the classroom and in the community.
- 3) Behave with dignity, integrity, and good sportsmanship during games and competition.
- 4) Using abusive, threatening, insulting, profane and vulgar language or gestures, baiting, or taunting acts or words, as well as throwing punches, forearms, or kicking, or any other violent acts to opponents, officials, or fans while competing is prohibited.
- 5) Inappropriate “celebrations” with the intent to demean opponents, and disrespectful attitude towards coaches, opponents or officials, or inciting crowd hostility in an unsportsmanlike conduct manner is prohibited.

For more information about the Laney College and Peralta Community College District, please go to the following link: <http://web.peralta.edu/trustees/files/2013/12/AP-5500-Student-Standards-of-Conduct-Discipline-Procedures-and-Due-Process.pdf>

XI. SEXUAL HARRASMENT POLICY:

Any form of sexual harassment is a violation of the student-athlete code of conduct and the law. Sexual harassment is defined as unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace, or in the educational setting. If you believe you are the victim of sexual harassment by someone within the Laney College community, you should direct your complaint to the College’s Title IX Officer, Vicki Ferguson, Vice President of Student Services, located in T-813.

TITLE IX STATEMENT

Title IX provides that: “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Although Title IX prohibits sex discrimination campus-wide, it has been defined to apply to intercollegiate athletics. Title IX compliance requires equity as that term has been defined under the law. Laney College believes that all student-athletes have a right to participate in an athletic program free of discrimination, including sexual

harassment and retaliation. Laney College believes in the educational value of intercollegiate athletics and as such offers a broad-based intercollegiate athletic program that is sustained by the same level of support for each of its sports teams. Laney College supports all sports on a comparable level relative to each specific sport and its inherent costs of preparation and competition. Any Title IX concerns should be directed towards the Title IX Coordinator. Their contact information is located on page 3 of the handbook.

NON-DISCRIMINATION POLICY

It is the policy of Laney College to provide equal employment opportunity, equal educational opportunity, and affirmative action in the provision of educational and other services. The college operates in compliance with the Civil Rights Act of 1866, Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1987, Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and by the Civil Rights Act of 1991, the Age Discrimination Act of 1975, as amended by the Civil Rights Restoration Act of 1987, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, California Labor Code Section 1102.1, Government Code Sections 11135 et seq., and all other applicable laws, and regulations, and applicable requirements related to the receipts of federal and/or state funds. In so doing, the college does not discriminate, and prohibits harassment on the basis of race, color, religion, ancestry, national origin, sex, age, mental disability, physical disability including (HIV and AIDS), medical condition (Cancer), or marital status, or sexual orientation. Laney College does not discriminate on the basis of age, race, color, gender identity, sexual orientation, national origin, or disability.

XII. Athletic Training Room Policy:

A. Hours:

- 1) The training room hours will be established to meet the needs of any athletic team at Laney College.
- 2) Hours will accommodate drop-in and scheduled appointments, usually from 11:30 a.m. to 7:00 p.m.
- 3) The training room is available exclusively to female student-athletes from 11:30 a.m. - 12:30 p.m. during the week.

B. Appointments:

- 1) Evaluation, treatment, rehabilitation, and taping is usually done on a “first come, first serve basis” with priority given to teams “in-season.”

- 2) During busy times, sign-up lists may be posted or generated by computer login, especially for football pre-game taping.
- 3) Tardiness may result in a loss of appointment time.

C. Attire:

- 1) All student-athletes should be dressed and groomed in an appropriate and conservative manner at all times.
- 2) Clean, comfortable, and loose-fitting clothing should be worn at all times during treatment sessions. Shoes are not to be worn on treatment tables.
- 3) Shorts and t-shirts are required for the PPE, both men and women.

D. Conduct:

- 1) A positive and encouraging attitude is required from all student-athletes while being in the training room.
- 2) Electronics, loitering, sleeping, loud talking, profanity and coarse joking is prohibited at all times.
- 3) Student-athletes must follow athletic trainer's verbal and written instructions and directions at all times.

E. Miscellaneous Dos and Don'ts:

- 1) Tape will not be provided for uniforms, shoes ("spatting") or for personal appearance.
- 2) The Athletic Training Room is not to be used as an access to locker rooms, rest rooms, lobby, and coaches' offices, etc.
- 3) Student-athletes must shower prior to using the whirlpool and must supply their own towel.
- 4) Towels will be provided for general hygienic purposes and are not to be removed.
- 5) Spiked or cleated shoes are prohibited at all times in the training room. Shoes are prohibited on treatment tables.
- 6) Food is prohibited at all times, including seeds, gum, and spit tobacco.

- 7) Use ice scoopers to get ice from ice machines and ice chests at all times. Lids on coolers shall never be removed. Lids can be opened on ice chests. No ice bags will be supplied as drinking containers.
- 8) Modalities for active players will not be given on game days.
- 9) When drinking from the Water Boy, no contact is to be made with the nozzle. Always use the “waterfall” method.
- 10) No bags or backpacks allowed in the Athletic Training Room.

XIII. Infraction of Rules & Regulations:

Any violations or infringements of league, conference, college or team rules or regulations committed by student-athletes at Laney College will result in appropriate disciplinary penalties determined by the head coach, athletic director, or conference officials of each sport. Student-athletes will face the following:

A. Penalty:

- 1) The head coach of each sport determines the degree of penalty for infraction of rules or regulations committed by student-athletes.
- 2) Conference of each sport at Laney College also determines with head coach’s disciplinary actions for student-athletes based on the violations or infringements committed.
- 3) Conferences as well as the right to appropriate sanctions based on the severity of the conduct committed by student-athletes.

B. Appeal Procedure of Grievance:

- 1) Student-athletes wishing to appeal the penalties of an infraction should follow the Student Academic Grievance Procedures of Laney College.
- 2) A Laney College catalog can be found at the Laney College counseling offices. For more information regarding Student Academic Grievance Procedures. Go to <http://web.peralta.edu/admissions/schedule-of-classes/catalogs/> to have access to the Laney College Catalog as well as all the Peralta Community Colleges Catalogs. Information on grievances can be found at: <http://web.peralta.edu/trustees/files/2011/04/AP-5530-Student-Rights-and-Grievance-Procedure.pdf>
- 3) You can also contact the athletic director to inquire additional information about

XIV. Substance Abuse Policy:

The Athletic Department at Laney College believes that abuse of any type of drug by both men and women student-athletes may jeopardize their mental and physical health, safety, or athletic and academic performance both on the playing field and in the classroom. All student-athletes participating in a sport must follow and comply without any exceptions the following:

A. Policy

- 1) The use of any form of illicit sport performance enhancing drugs (i.e. steroids, creatine, stimulants, hormones, peptide, anabolic agents, etc.) or street drugs (i.e. cocaine, heroin, inhalants, pills, etc.) are not permitted or compatible with athletic participation. Those who choose to use and abuse their bodies and minds with sport enhancing or street drugs will not be allowed to participate in any sport.
- 2) Abuse of any type of alcoholic beverages (e.g. beer, tequila, whiskey, brandy, vodka, cognac, etc.) is not tolerated at any time. Alcohol is not permitted the day preceding an athletic event, nor before or during a school sponsored event or athletic contest, not any time during or away on a trip.
- 3) In regards to the use of tobacco, the Athletic Department will enforce the State Athletic Code section 4.02.1: “The use or possession of any form of tobacco, and/or other controlled substances by any participant (student, faculty, staff, or officials) during a California Community College sponsored athletic activity is prohibited.”

B. Health Education or Program Referral:

Drug, tobacco, and alcohol treatment and education are the priorities of the Athletic Department. To ensure a non-smoking, non-drinking, and non-drug environment, all student-athletes in our sport teams must enroll or seek professional help with the following:

- 1) A Health Education (1) course is recommended for all student-athletes at Laney College. The class will provide valuable education about drug abuse, alcoholism, the danger of tobacco, and other health issues in society.
- 2) Student-athletes with severe substance abuse must see a School Nurse in order for the nurse to make any referrals to substance abuse programs. After referral,

student-athletes must attend a substance abuse counseling program. Counseling sessional for substance abuse will be confidential with a professional counselor who will assist student-athletes by providing valuable advice and strategies about how to avoid and stop consuming drugs, alcohol, or tobacco.

C. Violation Procedures:

The Athletic Department at Laney College takes its Substance Abuse Policy extremely seriously and will handle disciplinary penalties for any violations of drug, alcohol, or tobacco abuse committed by student-athletes. Isolated individual violations or isolated team violations concerning substance abuse are subject to appropriate disciplinary action from the athletic director, head coach, and conduct officer.

Listed below are the guidelines that will be enforced if substance abuse issues occur:

- 1) **1st Offense:** One game suspension from athletic competition.
- 2) **2nd Offense:** Two game suspension from team meetings, practices, and athletic competition. In addition, the student-athlete must agree to attend a substance abuse rehabilitation program and show progress.
- 3) **3rd Offense:** Termination from the sport team and from participating in other sports at the college.

Information regarding the Laney College Drug Abuse and Alcohol Prevention Program can be found at: http://laney.edu/health_center/drug-abuse-alcohol-prevention-program/

XVII. Equipment and Uniforms

All issued equipment and uniforms are the property of Laney College. It is the responsibility of the student-athlete to return all issued equipment and uniforms at the end of the season or at the time of separation from the team. Failure to do so, will result in a hold put on official or unofficial transcripts and tracers. It will be the responsibility of the student-athlete to pay the replacement cost of any missing or misused and damaged equipment or uniform.

The Athletic Department has an open-door policy meaning the Athletic Director is always available by appointment and possible drop in. The Athletic Specialist is also available to answer any questions or concerns, and can set appointments with either the Athletic Director or Counselor for any personal matters. This does not only have to pertain to athletics, as we are here to serve and support our student-athletes.