



Palomar College Department of Intercollegiate Athletics

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**STUDENT-ATHLETE HANDBOOK
2019-20**

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I. GENERAL INFORMATION

ABOUT PALOMAR COLLEGE

Vision

Learning for Success

Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education.

We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Values

Palomar College is dedicated to empowering students to succeed and cultivating an appreciation of learning. Through ongoing planning and self-evaluation we strive for continual improvement in our endeavors. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and the fair treatment of all in our policies and procedures
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints in collegial decision-making processes
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and **innovation** in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

EDUCATIONAL PHILOSOPHY

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas can a citizen come to understand personal rights.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This

assumption thus becomes the main principle of public education.

In order to become an effective member of a democratic society, an individual should participate in a free exchange of ideas. Only within a democracy is the individual assured the freedom for such an exchange and for self-realization consistent with the freedoms and opportunities of others.

By providing equal opportunities for all, the community college helps its students to realize their potential. Thus their talents become more readily available to the community, and their participation in society becomes more effective.

INTERCOLLEGIATE ATHLETICS PROGRAM

Among the largest, most comprehensive and diverse programs in the state, the intercollegiate athletic program at Palomar College consists of a combined 22 men's and women's varsity-sport teams, averaging nearly 450 participating student athletes each year.

The athletic program consists of teams in the following sports: baseball, men's and women's basketball, women's beach volleyball, men's and women's cross country, football, men's and women's golf, men's and women's soccer, softball, men's and women's swimming and diving, men's and women's tennis, women's track and field, men's and women's water polo, men's and women's volleyball and wrestling. Additionally, the Athletic Department is designated to administrate a co-ed cheerleading program in support of its athletic teams.

The objective of the Palomar College Intercollegiate Athletics Program is to represent the educational mission of the institution, as well as the many communities of Northern San Diego County, in spirited athletic competition with other colleges. The program shall provide competitive opportunities for both men and women students in a wide variety of sporting endeavors.

GOALS OF THE INTERCOLLEGIATE ATHLETICS PROGRAM:

- A. Ensure all student-athletes are provided with opportunity and support to achieve their academic and athletic goals;
- B. Provide the best possible environment to enable each student-athlete to compete to the fullest extent of his or her capability;
- C. Establish support systems enabling student-athletes to develop into well-rounded, responsible, successful and mature individuals; and
- D. Encourage student athletes to assume positive leadership roles both on campus and in the community.

GOVERNING AUTHORITIES

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA)

Palomar College is a member in good standing of the California Community College Athletic Association (CCCAA). As authorized by the State Legislature, the Education Code provides the CCCAA with the authority to establish the rules and regulations to administrate the intercollegiate athletic activities of the California Community Colleges.

The California Community College system, the largest system of higher education in the world, is composed of 72 districts and 115 two-year institutions, enrolls nearly 2.1 million students and employs over 70,000 citizens of the state annually. Approximately 25,000 student athletes participate annually in intercollegiate athletics at California's Community Colleges and the CCCAA oversees nearly 100 regional and state title events, producing champions in 23 men's and women's team and individual sports each year.

PACIFIC COAST ATHLETIC CONFERENCE

Palomar College is an affiliated member of the Pacific Coast Athletic Conference, which serves as the program's official home or "all-sports" conference. The PCAC provides regional competition in the following sports: baseball, basketball (M/W), women's beach volleyball, cross country (M/W), soccer (M/W), softball, swimming and diving (M/W), tennis (M/W), track and field (M/W), volleyball (M/W) and water polo (M/W).

Along with Palomar College, the PCAC membership includes Cuyamaca College (El Cajon), Grossmont College (El Cajon), Imperial Valley College (Imperial), Mira Costa College (Oceanside), San Diego City College, San Diego Mesa College, San Diego Miramar College and Southwestern College (Chula Vista).

SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION (SCFA)

In the sport of football, Palomar College is a member of the Southern California Football Association (SCFA), which was created by action of the CCCAA Board in April, 2007 as an organization charged to administrate only the sport of football. The SCFA is composed of the 37 football-playing CCCAA member colleges located in the southern region of the state.

In its SCFA competitive grouping for the 2018 and 2019 seasons, Palomar College has been assigned to the National Division-Central League, which includes: Cerritos College (Norwalk), El Camino College (Torrance), Fullerton College, Mt. San Antonio College (Walnut) and San Diego Mesa College.

SOUTHERN CALIFORNIA WRESTLING ALLIANCE

The Palomar College wrestling program belongs to the Southern California Wrestling Alliance (SCWA), which, including Palomar College consists of 11 regional members that sponsor the sport: Bakersfield College, Cerritos College, Cuesta College (San Luis Obispo), East Los Angeles College, Mt. San Antonio College (Walnut); Rio Hondo College (Whittier); Moorpark College; Santa Ana College; Victor Valley College (Victorville); and West Hills College (Lemoore).

NCAA - NAIA

The National Collegiate Athletic Association (NCAA) and National Association for Intercollegiate Athletics (NAIA) are the recognized athletic governing bodies of the nation's four-year institutions.

While the California Community Colleges are not affiliated, nor have any authoritative standing with these organizations, it is recognized the majority of California Community College student athletes are intent on transfer to a four-year college or university to continue academic and athletic pursuits beyond their sophomore year. Depending upon the four-year school of destination, these students will be required to meet junior-level (third-year) eligibility standards of either the NCAA or NAIA in order to meet the athletic eligibility standards associated with such transfer.

SEASONS OF SPORT

The Palomar College Intercollegiate Athletic Program recognizes two distinctive seasons of sport, which coincide with the semesters of the academic year.

The fall sports include men's and women's basketball, men's and women's cross country, football, women's golf, men's and women's soccer, women's volleyball, men's and women's water polo and wrestling. The spring sports include baseball, women's beach volleyball, men's golf, softball, men's and women's swimming and diving, men's and women's tennis, women's track and field and men's volleyball.

Although basketball is recognized to span the regular semesters of the academic year (beginning in the fall, ending in the spring), it is considered a fall sport due to its starting date.

COMPETITIVE HISTORY

The proud tradition of Palomar College intercollegiate athletics dates back to the inauguration of the institution, which first opened for classes at Vista High School in the fall of 1946. Since that time, Comet teams have won 164 conference championships, 33 Southern California regional titles and 25 state championships. In addition, Palomar College teams have captured mythical national championships five times.

The institution's first-ever athletic contest is believed to have been a men's basketball game played on December

6, 1946, when a team representing Palomar Junior College defeated a club team from San Dieguito, 42-29, at the Vista High School gymnasium. Coach Hollis Westfall started the program in earnest in the winter of 1947, when he arranged a schedule for the same group of students that included the San Diego State junior varsity, San Diego Junior College (later known as San Diego City College), El Centro J.C. (now known as Imperial Valley College) and Lancaster J.C. (now Antelope Valley College). Palomar College also sponsored a men's tennis team in the spring of 1947.

The college made a strong commitment to intercollegiate athletics that May, when the board of trustees announced the hiring of Hueston Harper as head football coach and director of athletics. Harper, who had coached football, basketball, baseball, tennis and track and field teams to 35 league championships at Hemet High School, was a former standout athlete at the University of Southern California. As a Trojan, Harper was an All-Pacific Coast tackle on the great Howard Jones teams of the mid 1930s and also earned three varsity letters in track and field. Under his direction, Palomar's first football game was played against the San Diego State Frosh before an estimated 1,500 spectators at Escondido High School on October 4, 1947. PC's first win on the gridiron came two weeks later, a 7-0 decision over El Centro.

Palomar received its' first conference invitation in March of 1948, when the South Central Junior College Conference was founded in a meeting of the small Southern California schools at Citrus College. Participating members included Palomar, Citrus, Lancaster (Antelope Valley), Blythe (Palo Verde), El Centro (Imperial Valley) and Oceanside-Carlsbad (MiraCosta). Dean Stanford Bale of Palomar was appointed to draw up the league's first constitution and by-laws and M.A. Myers of Lancaster was named the first commissioner. Member schools were directed to abide by the eligibility rules of the California Junior College Association of Intercollegiate Athletics.

By the spring of 1948, Palomar was sponsoring programs in baseball, track and field and tennis, in addition to the established football and basketball teams. The Comets won their first three baseball games and participated in the first conference track and field championships on May 22, 1948 along with Blythe, Citrus and Lancaster. That summer, coach Harper added Ken Williams to the athletics staff as an assistant football coach and head basketball coach.

Women's athletics were officially initiated at the institution in the mid 1970's, but the forerunners were fabulously successful forays in the since-discontinued club sports of archery and bowling. A Palomar team won consecutive national junior college championships in archery in 1966-67 under Coach Mildred Ayers, and a co-ed bowling team, also coached by Ayers, won back-to-back state championships in 1971 and 1972. Women's

volleyball, basketball, softball and soccer soon followed. The late Vi Jeffery inaugurated the Comets' first women's basketball team and went on to become the institution's first director of women's athletics. Coach Jeffery was replaced in the role of women's director of athletics by aquatics coach Patti Waterman in 1978, a position she held through the 1987-88 academic year. Coach Waterman earned the California Community College Women's Swimming and Diving Coach of the Year Award three times, inaugurated the women's soccer program and served as the college's first women's water polo coach from 1999 through 2006.

In 1977, the Palomar softball program, under the direction of head coach Mark Eldridge, began one of the state's greatest sports dynasties ever, winning 27 conference championships, 18 Southern California Regional titles and state championships in 1989, 1993 and 2000. In the 2013 and 2015 seasons, head coach Lacey Craft, herself an alumnus of the program, guided the Comets to a fourth and fifth CCCAA State Championship and consecutive state runner-up finishes in 2018 and 2019.

Under coach Nan Haugen, the Palomar College women's tennis team produced state team championships in 1983 and 1986 and also won the state duals tournament in 1986. Current head coach Ronnie Mancao has more than maintained the winning tradition, having guided the Comets to PCAC championships in five of the past seven years while being named the USTA Regional Coach of the Year in both 2011 and 2012. In all, women's tennis has produced 16 conference titles and eight state runner-up finishes. Women's golf, inaugurated in the fall of 2007 under Coach Eldridge, has produced four conference titles and the CCCAA State Championship in 2011.

Under Head Coach Tom Craft, the Palomar College football program kicked into high gear in the mid-1980s. Craft's teams brought home 10 conference championships and four Southern California regional titles. In 1991, 1993 and 1998 the Comets not only went on to win the California Community College State Championship, but were also proclaimed national champions by *J.C. Grid-Wire*, *USA Today*, and the National Community College Football Coaches Alliance. Current head football coach Joe Early, who assisted Craft on all three national championship staffs, has guided the Comets to qualification for post-conference competition (bowl games or regional playoff appearances) in 10 of his 17 years at the helm.

Comet wrestling teams under Head Coach John Woods produced five state championships between 1973 and 1986 and no less than 58 community college All-Americans. Woods went on to serve the institution as director of athletics from 1986 through 2007. In the fall of 2007, Coach Byron Campbell directed the Comet wrestlers to the State Dual-Team Championship.

Prior to the 2014-15 academic year, the Palomar College Athletic Program achieved a never-before measure

of gender equality with the introduction of women's beach volleyball, bringing the institution's total number of varsity sport offerings to 22, including 11 each for interested men and women prospects.

The breakdown of Palomar College sport championships for all time include: National Champions – Football (3), Archery (2); State Champions – Wrestling (7), Football (3), Women's Golf (1), Softball (5), Women's Tennis (3), Co-ed Bowling (2), Men's Archery (1), Women's Archery (1), Men's Cross Country (1), Men's Track & Field (1); State Regional Champions – Softball (22), Wrestling (8); Baseball (5), Football (4), Men's Golf (3), Women's Basketball (2); and Conference Champions – Softball (36), Women's Tennis (16), Baseball (16), Football (12), Wrestling (14), Men's Basketball (11), Women's Basketball (11), Women's Swimming (10), Men's Golf (9), Men's Water Polo (8), Men's Soccer (6), Women's Volleyball (6), Men's Swimming (6), Men's Tennis (5), Women's Golf (5), Archery (3), Women's Soccer (3), Women's Water Polo (4), Women's Track & Field (3) and Men's Volleyball (1).

PCAC CHET DEVORE TROPHY

The annual award honoring the Pacific Coast Athletic Conference's outstanding athletic program of the year carries the name of the conference's founding Commissioner, the late Chester S. DeVore.

The DeVore Trophy was awarded for the first time following the 2009-10 academic year to Palomar College, as determined by a point system based on a tally of each conference member's athletic performance over a complete academic year. In the now nine-year history of the award, subsequent winners have been Southwestern College in 2010-11, San Diego Mesa College in 2011-12, Palomar College for a second time in 2012-13, Grossmont College in 2013-14, Palomar College for a third time in 2014-15, Grossmont College in both 2015-16 and 2016-17 and Mira Costa in 2017-18. The 2018-19 winner was yet to be announced as of this writing.

ATHLETIC HALL OF FAME

The Palomar College Athletic Hall of Fame was officially inaugurated with the induction of 16 outstanding contributors to the program on August 25, 2012. Four years later, a gallery of 92 best-of-the-best Comets now adorn the foyer of Palomar's famed Dome Gymnasium.

The 2012 Induction Class: Mike Burgher (Wrestling); Tom Dempsey (Football); John Fairchild (basketball); Randy Johnson (baseball); Thom Kaumeyer (football); Liz Mueller (softball, track and field); Tom Petranoff (track and field); Karlyn Pipes-Neilsen (swimming); Ted Repa (basketball); Ana Marie Salazar (swimming); Tom Saxe (sports information specialist); Jon Stanley (basketball, volleyball); Kevin Swayne (football); Dana Tanaka (softball); Kim Ward (softball); and Mark Wiebe (golf).

The 2013 Induction Class: Troy Afenir (baseball); Cami Allen (softball); Augrista Belford (softball); Tyrone Davis (basketball); Aaron Gaeir (wrestling); Nan Haugen (coach); Bill Jaroncyk (football-baseball); Jeremy Killion (basketball); Tom Luginbill (football); Tony Lynds (coach); Maria Melbourne Hayes (tennis); Scott Oxandaboure (golf); Karrie Schott (softball); John Tushaus (track and field).

The 2014 Induction Class: Anthony Bolton (basketball); Dr. Joe Brennan (coach/basketball); Tony Burton (football); Chris Cain (wrestling); Jack Duby (wrestling); Karen Floyd (contributor/athletic secretary); Andy Loveland (football); Brad Henke (football); Steve Kovensky (baseball); Kenda Leffler Gooch (softball); Alicia Marrone McBride (softball); Montserrat Noboa (tennis); Sandy Onweller Dielman (water polo); Leslie Woodstra LaMontagne (swimming/diving); La'koi Wooten (basketball); Karin Yehling (softball).

The 2015 Induction Class: Tamasi Amituanai (football); April Austin-Pugh (softball); Darren Balsley (baseball); Denise Borden-Woodhams (softball); Ray Bosch (basketball); Chris Cash (football); Dick Christman (baseball); Jerry Garrett (football); Randy Hartman (track and field/cross country); Don Hubbard (aquatics coach); Don Johnson (baseball); Kathy McAleer-McKnerney (softball); Bonnie Plein (administrative contributor); Nick Vincent (baseball); and John Woods (wrestling coach/director of athletics).

The 2016 Induction Class: Jim Adkins (track/cross country); Gera Alvarez (baseball); Andy Buh (football); Shannon Downey (softball); David Faulkner (football/basketball); Allison Gibson (soccer); Joe Hall (football); Joe Ismay (wrestling/coach); Keith Miller (football); Laura Quiroz (softball); LeAnne Walther (swimming/water polo); and Jack Wiland (baseball/football/coach).

The 2017 Induction Class: John Ashworth (golf); Scott Barrick (football); Bill Dunckel (baseball); Tammy Fa'agata (softball); Paul Farley (water polo/swimming); Hilary Horman (water polo/swimming); Corey Mace (football); Lt. James "Jimmy" Mitchell (basketball); Sylvia Quirk (volleyball/track and field); Tyler Saladino (baseball); Mya Sanders (softball).

The 2018 Induction Class: Paul Castro (baseball, football); Jimmy Clark (football); Tom Craft (Coach); Ginalee Davis Baird (softball); Dave Funderburk (cross country, track and field); Steve Krainock (football); Tyler Lorenzen (football); Dr. Alan Tanner (wrestling, football).

II. ENROLLMENT AND QUALIFICATION

ATHLETIC PARTICIPATION

Prospects for Palomar College intercollegiate athletic teams may not participate in an official practice or competition, nor be issued equipment or apparel without institutional verification of the following items:

1. Current and active enrollment in good standing at Palomar College.
2. Qualification of CCCAA academic eligibility standards.
3. Satisfactory physical examination by a physician (medical doctor) approved by Palomar College.
4. Health insurance evaluation by the Palomar College athletic training staff.

ADMISSION PROCEDURE FOR FIRST-TIME STUDENT ATHLETES

Prospective student-athletes who are enrolling for the first time at Palomar College or returning after an absence of one-or-more semesters should contact the Office of Athletic Academic Counseling:

Amber Slivick

760-744-1150 Ext. 2463 or aslivick@palomar.edu

Any person meeting at least one of the following requirements is eligible to attend Palomar College:

- Has graduated from an accredited high school;
- Is a non-high school graduate 18 years or older;
- Has passed the California High School Proficiency Examination (CHSPE) or Certificate of Equivalency (G.E.D.);
- Is a minor who may profit from instruction and has permission of the local high school district;
- Has petitioned for special and obtained approval from parent/guardian, representative of the school district of residence and Palomar College Director of Enrollment Services (admitted on a permission and space-available basis).

Admission forms are available at the Palomar College Office of Enrollment Services, located on the San Marcos Campus (Bldg. SSC, Room 49); in the current Palomar College Schedule of Classes and on the college's website at www.palomar.edu. The Office of Enrollment Services can be reached at: **760-744-1150 Ext. 2164**.

To prevent delays in registration processing, all students transferring from another post-secondary

institution must have transcripts submitted to Palomar College. The intercollegiate athletic program will require transfer students to file "unofficial" (hand delivered, forwarded by FAX or e-mail) college transcripts in order to verify eligibility. Unofficial transcripts for transfer students shall be directed to:

Amber Slivick

Athletic Academic Counselor

Palomar College

1140 West Mission Road

San Marcos, CA 92069-1487

MATRICULATION

Matriculation is a process that assists students in choosing, planning and achieving their educational and career goals. It is the institution's way of supporting a student's right to succeed in college. Matriculation is a partnership between the student and Palomar College (see college catalogue for detail).

ASSESSMENT AND ON-BOARDING

Assessment is an important first step to the success of all college students. There are many pathways to complete the assessment and placement process.

The placement process helps determine a prospective student's English, reading and math courses, clear prerequisites and is one of the steps in the OnBoarding process at Palomar College.

Self-Reporting Multiple Measures

New Students

English, reading and math placement results are based on information provided by the student on the Palomar College Application.

Returning Students

Update English, reading and math placement by logging in to your *MyPalomar/eServices student portal*, click in to the *Student Center* and click on the link, "*Update Placement.*" Answer the self-reporting questions with care and accuracy.

Alternatives to Assessment

- Previous college or high school course work
- Prior college assessments
- Prior test scores

For further information, please consult with the Athletic Academic Counselor or contact the Assessment Office, located in the Student Access/Assessment Center (SU-1).

ORIENTATION

Orientation is a process that provides students with information about the college's resources, including special programs, specific services, academic expectations, procedures, advising and registration.

New Student Orientation

The new student orientation will help students to get their Palomar College education off to a great start. Students who participate in orientation are better prepared to achieve their academic, career, and personal goals. Once orientation is completed, new students will be ready to begin their academic planning and register for classes.

How to Complete the Institutional Orientation

Orientation can be completed online through the **MyPalomar** portal or in-person. To schedule an in-person orientation, choose a preferred date from the optional list provided (visit www.palomar.edu/pages/orientation). The areas marked with a red asterisk are required. Be sure to provide a valid email address and phone number.

If students have questions regarding institutional orientation, the Office of Enrollment Services can be reached at **(760) 744-1150 Ext. 3783**.

All prospective and returning Palomar College student athletes are required to attend a pre-season orientation session or sessions, specific to the intercollegiate athletic program, as organized on a team-by-team basis and conducted by the Director of Athletics.

STUDENT EDUCATION PLAN

Educational planning is the process of mapping courses semester-by-semester to achieve an intended educational goal. For student athletes, the Student Education Plan (SEP) is not only critical in preparation for transfer to a four-year institution, ***it is a requirement for eligibility under CCCAA Bylaw 1.3.7***. All student athletes should meet with the athletic academic counselor to select the appropriate course sequence that best fits their academic and athletic goals.

Per **CCCAA Bylaw 1.3.7**, **all fall-sport athletes** must have an SEP on file on or before **October 15**; **all spring-sport athletes** on or before **March 1**. All Palomar College athletes are required to complete the one-unit ACS-50 Introduction to Intercollegiate Athletics course (see p. 8) prior to the beginning of their second season of competition. A key component of the course is development of individual Student Education Plans.

ATHLETIC ACADEMIC COUNSELING

Palomar College is privileged to have the support of athletic academic counselors who are versed in the issues, rules and regulations governing intercollegiate athletics.

This expertise ranges from the California Community College level through the CCCAA, as well as transfer requirements for four-year institutions of destination, adhering to the rules of the National Collegiate Athletic Association (NCAA) or National Association of Intercollegiate Athletics (NAIA).

ROLE OF THE ATHLETIC ACADEMIC COUNSELOR:

To assist student athletes in the accomplishment of their educational goals and to evaluate and identify characteristics that might make them prone to academic problems.

To act as an academic advocate for student athletes.

To assist student athletes in development of a Student Educational Plan (SEP); which is a CCCAA eligibility requirement (see Bylaw 1.3.2).

To advise student-athletes relative to educational programs, graduation requirements, eligibility rules and regulations and transferability.

To serve as a liaison between Coaches, student-athletes and faculty where academic issues are concerned.

To refer student-athletes to appropriate support services when required.

To monitor academic progress of student athletes.

To identify and assist student athletes with a non-educational concern that may be hindering their academic progress.

PRIORITY REGISTRATION

Term class enrollment on a priority basis will be made available to student athletes and prospective student athletes as identified by their head coach. All participating student athletes are strongly encouraged to take advantage of this benefit. Notification of periodic planning and application deadlines will be provided to participating student athletes by the coaching staff.

MANDATORY SCHEDULING WORKSHOP

To access athletic priority registration, student athletes and prospective student athletes *are required* to attend an athletic scheduling workshop, as conducted by the athletic academic counseling staff. These scheduling orientations shall be conducted in advance of the periodic semester enrollment dates and held in the library computer lab.

Notification of accessible workshop dates (both for individual athletes and teams as groups) shall be communicated in advance by the athletic academic

counseling staff to all head coaches, who in-turn shall notify their participating athletes and prospective athletes.

The mandatory scheduling workshop is designed specifically to assist participating student athletes and prospective athletes to prepare in advance of the semester enrollment date their personal course enrollment “shopping cart” in the Palomar College on-line PeopleSoft system. The operational development of course and section scheduling shall take into account each athlete’s personal needs as related to: 1) the Student Education Plan (SEP); 2) NCAA and/or NAIA transfer requirements; 3) CCCAA and institutional eligibility requirements; and 4) on-and-off season Kinesiology course selection as related to the specific sport program.

PALOMAR PROMISE

Graduates of eligible high schools within the Palomar College service area and prospective students who meet the eligible criteria for an AB540 (California Assembly Bill 540) waiver and are eligible to file a California Dream Act application can apply for the “Palomar Promise” program as a first-time applicant.

For qualifiers, the new (2017) program provides:

- One year of free course enrollment and related registration fees at Palomar College.
- Up to \$300 in textbook assistance per semester.
- Specialized academic and career planning with related support services.
- Priority enrollment while enrolled at Palomar College.
- A free campus parking permit.

For further information on the Palomar Promise, which is available to all qualified students and has no direct association with intercollegiate athletics, can be obtained through the Teaching and Learning Center:

760-744-1150 Ext. 3931

FINANCIAL AID

Grants-in-aid or financial assistance of any kind *based upon athletic accomplishment or potential* is both prohibited and illegal at California Community Colleges. However, assistance and/or information may be provided to students and prospective students in regard to state or federal financial-aid programs that are made available to *all students*.

Information on options for financial assistance is available at the **Palomar College Financial Aid & Scholarship Office**, located in **SSC (Student Services Center) Room 50**. Interested student-athletes and/or prospects may contact the office by phone at:

(760) 891-7510

Or on line by logging on to the **Palomar College website at: www.palomar.edu/fa/**

SCHOLARSHIP

Private scholarships sponsored by individuals and organizations are available to all students and managed by the Office of Financial Aid and the Palomar College Foundation. Selection criteria and amounts are determined by the donors.

Student-athletes are prohibited by the institution as a member in good standing with the California Community College Athletic Association from receiving any form of grant-in-aid *based upon athletic qualification and/or achievement, or established expressly for student athletes*.

However, student athletes are encouraged to contact the Palomar College Office of Financial Aid to apply for any of the many scholarships that are made available to all Palomar College Students.

Scholarship grants that provide financial assistance for student-athletes for the purpose of transfer after their community college or two-year institutional athletic eligibility has been exhausted are not the purveyance of the CCCAA, nor the Palomar College Athletic Program.

III. INSTITUTIONAL ACADEMIC POLICY

ATHLETIC ACADEMIC SUPPORT PROGRAM

The Palomar College Athletic Department is committed to supporting the academic process of its student athletes. The goal of the program is not only for athletes to be successful on the field or court, but in the classroom as well. Through the Student Athlete Academic Support Program, the athletic department has implemented periodic monitoring, assisted access to an on-campus study lab and tutoring services in an effort to assist student athletes meet their personal academic goals and transfer requirements.

STUDENT-ATHLETE ACADEMIC MONITORING

The Palomar College Institutional Information System tracks and assesses the student athlete’s academic progress and sends important information about a student athlete’s academic performance directly to the athletic department, where all student-athlete academic deficiencies are addressed.

- Year-round tracking and assessments will be conducted on the fifth (5th) and tenth (10th) week of each semester.
- For all classes with a reported standing grade of D or lower, a tutorial referral will be issued.
- Once a referral has been issued, student athletes will have five (5) open class days (Monday-Friday) to make an appointment with the Athletic Academic Support staff. The purpose of this

appointment is to arrange for tutoring and/or assistance. Student athletes failing to report within the five-day period shall be dismissed from athletic participation until the appointment has been completed.

- The Academic Support Team is responsible to ensure that all student athletes are aware of the academic assessment and referral process. This effort is designed to increase awareness, provide direct academic assistance where needed and ultimately, contribute to the success of the student athlete and the athletic program as a whole.

ACS-50 COURSE REQUIREMENT

The ACS-50 class, Introduction to Intercollegiate Athletics (see the Palomar College Class Schedule under the heading Athletics and Competitive Sports) is a one-unit introductory course dealing specifically with the confluence of academics and intercollegiate athletics.

For all Palomar College student athletes, the course is a **mandatory** institutional requirement. It is recommended for enrollment by all incoming freshmen athletes during the semester in which their first season of participation is conducted (fall for fall-sport athletes, spring for spring-sport athletes). It is an **institutional eligibility requirement** for all sophomores to have completed prior to the semester in which their second season of competition is to be conducted.

The ACS-50 course provides invaluable preparation for those student athletes intending to continue athletic participation at the four-year level. In addition, in-season enrollment in the course provides student athletes with a countable academic unit toward the 12/9 unit requirement for eligibility.

STUDY LAB AND PEER TUTORING

Campus study labs and peer tutoring are Palomar College resources designed to provide all students with the environment and resources to succeed in reaching their academic goals.

- Student athletes are recommended to contact the Athletic Academic Counselor or their coach for information and access to these resources.
- Study labs with student access to computer terminals, printers and various reference materials are located in the Campus Library (LL Bldg.), The Learning Center (TLC Bldg.) and in various centers for specific educational disciplines (i.e., reading, math, English) throughout the campus.
- One-on-one general tutoring and peer tutoring is provided on an appointment basis.

- A computer lab (located at the Athletic Academic Counselor's Office, M-4) is available for specific use by student athletes.

GENERAL TUTORIAL SERVICES

Student athletes who require academic assistance should begin their search by contacting the Athletic Academic Support Staff.

The Tutorial Center, located on the library's first floor, provides help in many academic subjects. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired for the Center are trained in tutoring methods and learning strategies.

For more information about this service, contact the Tutorial Center at (760) 744-1150 Ext. 2448 or visit www.palomar.edu/pages/tutoring

ATTENDANCE POLICY

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

Further, there shall be no expected, nor implied waiver of individual class attendance due to participation in activities associated with the athletic program (i.e., athletic activities do not provide for an excused absence; it is the responsibility of the individual student to notify and/or clear any such anticipated absence with his-or-her instructor ***prior to the activity***).

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

DROP POLICY

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

REQUIRED ENROLLMENT IN INTERCOLLEGIATE SPORT COURSE

All student athletes are ***required*** to be enrolled in the units-earning Athletics and Competitive Sports (ACS) course during the semester in which their sport is conducted. At no time will participating student athletes be allowed to audit or waive the in-season intercollegiate sport course.

ACS COURSE DESIGNATIONS

Baseball (M)	ACS-155 (Spring)
Basketball (M/W)	ACS-110 (Fall)
Beach Volleyball (W)	ACS-180 (Spring)
Cheerleading (Co-Ed)	ACS-55 (Fall/Spring)
Cross Country (M/W)	ACS-160 (Fall)
Football (M)	ACS-145 (Fall)
Golf (M/W)	ACS-115 (M-Fall; W-Spring)
Soccer (M/W)	ACS-125 (Fall)
Softball (W)	ACS-101 (Spring)
Swim/Dive (M/W)	ACS-135 (Spring)
Tennis (M/W)	ACS-120 (Spring)
Track & Field (W)	ACS-165 (Spring)
Volleyball (M/W)	ACS-130 (W-Fall; M-Spring)
Water Polo (M/W)	ACS-140 (Fall)
Wrestling	ACS-150 (Fall)

Head coaches may recommend and/or require enrollment in associated Kinesiology courses either during the season of sport or at another time during the academic year. Student athletes should check with the head coach for such course designations prior to each term enrollment.

PCAC ACADEMIC HONORS PROGRAM

Each season of sport, the Pacific Coast Athletic Conference will honor those intercollegiate athletes who best represent the term “student athlete” by achieving excellence both in the classroom and in competition.

Qualifying criteria for this recognition includes: (1) Successful completion of a season of sport as a member in good standing of an intercollegiate athletic team; and (2) completing a minimum of 12 semester units while posting a minimum 3.0 grade point average during the semester in which the season of sport has been conducted.

IV. ELIGIBILITY REQUIREMENTS

SIMPLIFIED CCCAA ELIGIBILITY RULE

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

First Time Participation

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

work. This is a standard that must be maintained throughout the season of sport. **(IMPORTANT NOTICE:** A “late-start” class cannot be counted for the in-season eligibility requirement until the official start date of the class.)

4. You have a Student Ed Plan (SEP) on file with the Athletic Counselor; fall-sport athletes by Oct. 15; spring-sport athletes by Mar. 1.

Second Season (Continuing) Eligibility

1. You have maintained a minimum 2.0 cumulative grade point average, calculated from the semester in which your first season of competition was conducted.
2. You have completed a minimum of 24 units from the beginning of your first season of competition and ending prior to the semester of your second season, of which 18 units must be in academic course work.
3. You have passed a minimum of six (6) units in the preceding semester in which you have been enrolled as a full-time student.
4. You are currently enrolled in a minimum of 12 units, nine (9) of which must be in academic course work. **(IMPORTANT NOTICE:** A “late-start” class cannot be counted for the in-season eligibility requirement until the official start date of the class.)

Transfer from Another California Community College

1. You must honestly and accurately provide notification of previous post-secondary institution(s) attended. Failure to do so would be grounds for immediate dismissal from intercollegiate athletic participation.
2. You must be currently enrolled in a minimum of 12 units, nine (9) of which must be in academic course work. **(IMPORTANT NOTICE:** A “late-start” class cannot be counted for the in-season eligibility requirement until the official start date of the class.)
3. You must have successfully completed a minimum of 12 units at Palomar College.

4. A CCCAA Form 2 “tracer” (request for written verification) will be sent to your prior institution to determine the extent of your athletic participation at that college.
5. A transcript from the transferring college (prior institution) will be required to determine academic eligibility requirements (grades and units passed).
6. If you have previously participated in a sport at another California Community College, as measured from the semester in which your first season of competition was conducted, you must have passed 24 units (18 in academic course work), with a minimum 2.0 grade point average and have passed at least six (6) units in the preceding semester in which you have been enrolled as a full-time student.

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

1. You must honestly and accurately provide notification of previous post-secondary institution(s) attended. Failure to do so would be grounds for immediate dismissal from intercollegiate athletic participation in the state and at Palomar College.
2. You must be currently enrolled in a minimum of 12 units, nine (9) of which must be in academic course work.
(IMPORTANT NOTICE: A “late-start” class cannot be counted for the in-season eligibility requirement until the official start date of the class.)
3. You must have completed 24 units, 18 of which must be in academic course work, from the last season played.
4. You must have a cumulative 2.0 grade point average, as measured from the semester of your first athletic participation.
5. You must have passed at least six (6) units in the preceding semester in which you have been enrolled as a full-time student

AMATEURISM

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

involved in professional sports activities under the following conditions:

- A. An athlete may be a professional in one (1) sport and an amateur in all other sports, but shall be ineligible only in that sport in which the athlete has been deemed to be a professional. Professional athletes who have their amateur status restored shall still be considered professional in that sport according to the CCCAA Constitution. Athletes shall be eligible if they have, prior to enrollment in a college institution, tried out at their own expense with a professional sports organization or received not more than one (1) expense-paid visit, provided the visit did not exceed 48 hours.
- B. A student athlete shall not try out for a professional team while participating in a California Community College season of sport.
- C. An athlete may participate in a contest as an individual or as member of a team against professional athletes, as long as all other sections of the CCCAA Constitution are observed.
- D. An athlete may participate in a sport competition with individuals who are competing for cash or comparable prizes, provided the athlete does not receive payment for participation.
- E. Athletes who try out or compete against professional teams or individuals may receive reimbursement for their actual cost of food, lodging and transportation as verified in writing by the event sponsors.
- F. Attending a school or clinic sponsored by a professional sports organization is not interpreted as “trying out” or “playing” for a team, provided no scheduled games are played.
- G. Athletes may officiate and/or teach as a part of private or public instructional programs.

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

- A. Takes or has taken payment in any form for sport participation.

- B. Has ever played on a professional team, unless the student meets the criteria as listed in CCCAA Bylaw 1.1.2.
- C. Has agreed to be represented by an agent of an organization in the marketing of his/her athletic ability and/or accomplishments.
- D. Subsequent to becoming an athlete at the collegiate level, has accepted any remuneration for or permitted use of his/her name or likeness to advertise or endorse any product or service.
- E. Is an international student and has his/her educational costs partially or fully paid by the student's national sports body or sport club.

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

RESIDENCE

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

Determination of California residency for the purpose of enrollment status may only be considered and/or verified by the Palomar College Office of Enrollment Services.

TRANSFER ELIGIBILITY

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

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

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

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

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

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

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

ELIGIBILITY CERTIFICATION

Palomar College shall certify athletic eligibility by submitting a CCCAA Form 1, Student Eligibility and CCCAA Form 3, Team Eligibility, to the conference commissioner's office, postmarked prior to the first contest in any sport. Addendums to the Form 3 may be submitted at a later date, but the athletes listed on addendums are not eligible until the postmarked date.

Colleges are also required to verify weekly that all student athletes appearing on the Form 3 are in compliance with the 12-hour rule (Bylaw 1.3.1). In this regard, in-season eligibility checks shall be conducted by the Director of Athletics each week between Monday at 6 a.m. and Tuesday at 12 p.m. and documented by written notification to each head coach.

IMPORTANT NOTICE

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

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

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

Within 10 working days after the end of each competitive season, all CCCAA member colleges are required to send to the conference commissioner the final Form 3 for each sport, indicating which students competed in a game, meet or match and signed for confirmation by the head coach and director of athletics.

SEASON OF COMPETITION

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

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

When a sport season spans two (2) semesters (i.e., basketball), continuing students who meet the requirement of CCCAA Bylaw 1.3.1 (12-hour rule) may compete until the next new semester or quarter has begun. In order to remain eligible for the second semester segment of the season, a student athlete must have successfully completed at least six (6) units during the preceding academic term with a cumulative 2.0 grade-point average, beginning with and including the units taken during the first semester of competition. Institutional verification for eligibility for continuing competition will be completed within one week of the posting of grades for the academic term by the institution.

A student athlete may not participate in more than the number of games, meets or matches as authorized for a sport as listed in Bylaw 3 of the CCCAA Constitution.

NUMBER OF SEASONS OF COMPETITION

No student athlete shall be allowed more than two (2) seasons of active collegiate competition in any one sport at a California Community College. It is not necessary for the two seasons to run concurrently.

Overall at the post-secondary level, student athletes are allowed a maximum of four (4) seasons of competition in any one sport.

INTERPRETATION

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

IMPORTANT NOTICE

Student athletes should not attempt to interpret CCCAA, nor NCAA Eligibility rules and regulations without qualified assistance.

ELIGIBILITY INFRACTION

Should an ineligible student athlete be discovered to have competed in regular or post-season intercollegiate athletic contest(s), the specific sport program shall be subject to forfeiture of all competition (team and/or individual) in which the student athlete participated.

Such forfeiture(s) may result in the loss of conference place standings, post-season qualification and advancement and/or championship consideration for both teams and individuals. The ineligible student athlete shall be immediately suspended from all contest activities.

V. FOUR-YEAR COLLEGE TRANSFER

PERIOD OF ELIGIBILITY DEFINITIONS

Four-year-college-bound student athletes should be aware of the following basic eligibility terms, definitions and requirements associated with transfer to a four-year institution:

NCAA FIVE-YEAR CLOCK

Student athletes planning to play at a Division I school have five-calendar years in which to complete four seasons of competition. The five-year clock starts when a student athlete enrolls as a full-time student at any college. Thereafter, the clock continues, even if the student athlete spends an academic year in residence as a result of injury, academic deficiency, transfer or redshirt based on competition. It also progresses if the student does not attend school or even if attends part-time during his or her college career.

NCAA/NAIA 10-SEMESTER/15-QUARTER CLOCK (NCAA Division II Institutions and Lower)

Student athletes planning to play at an NCAA Division II or III school or NAIA affiliate are allowed the first 10 semesters or 15 quarters in which they are enrolled as a full-time student to complete four seasons of competition. Student athletes use a semester or quarter any time they attend classes as a full-time student, or are enrolled part-time and compete. Student athletes do not use a term if they only attend part-time with no competition participation or are not enrolled for a full term.

“GRAYSHIRT”

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

shirt may be enrolled in the intercollegiate athletic team course and participate in practices and workouts; but may not be included on the team travel roster, nor receive any benefits provided to regular participants in the program.

“REDSHIRT”

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

MEDICAL REDSHIRT

A student athlete who begins a season of sport as a participant and has not had a redshirt year may, if suffering a *verifiable season-ending injury*, petition for appeal to have the season considered a medical redshirt year (reinstated in his/her five-year count) provided the following provisions are met: 1) the injury occurs prior to the mid-point of the season based upon the total number of intercollegiate contests conducted; and 2) the student-athlete has participated in 30% or less than those contests. Written evidence of the injury and confirmation of participation levels must be provided as a component of the petition for appeal (see CCCAA Bylaw 1.8.1.D).

NCAA 40-60-80 RULE

(Satisfactory progress toward degree completion)

After four (4) semesters, a student athlete must have completed at least 40% of his or her degree requirements to maintain athletic eligibility for the ensuing semester. This includes courses that meet requirements for general education, a certificated major, and/ a minor (if one is required). Most majors require a minimum of 125 hours, so student athletes must complete at least 50 hours to reach 40% completion. In succession, the same rule applies following the sixth (60%) and eighth semesters (80%) in order to maintain eligibility status.

NCAA SIX-UNIT RULE

A student athlete transferring to a four year institution at the NCAA Division II or III level must have successfully completed a minimum of six (6) units in academic course work during the final semester at their previous school to gain athletic eligibility at their school of destination or certifying school..

TRANSFER TO AN NCAA MEMBER SCHOOL

About the NCAA

The NCAA, consisting of more than 1,300 member schools, conferences, organizations and people, is the organization through which many colleges and universities govern their athletics programs. It is committed to fairly administering college athletics and protecting the best interests of more than 380,000 student-athletes.

The 1,051 active member schools are divided into three major divisions: Divisions I, II and III. Schools choose which division they will join. One key difference is that Divisions I and II may offer athletics scholarships; Division III does not award athletics scholarships, but may offer financial aid based on academics or need.

Know your initial-eligibility certification status

Once you have identified which school you want to attend, you need to look at your initial- eligibility certification status. Since NCAA schools require all athletes to meet minimum academic standards before they can play, make sure that you have met the requirements.

If you are thinking about transferring to a Division I or II school, you must first figure out if you would have qualified to play had you chosen to go there as a freshman after you graduated from high school. We call that being a qualifier. The core courses you took in high school, the grades and number of credits you earned, and your scores on standardized tests all combine to help determine whether you are a qualifier. In part, your Eligibility Center status determines which transfer rules apply to you and how many seasons you may play.

Figure out if you are a qualifier, partial qualifier or non-qualifier

Why is this important? In part, your NCAA Eligibility Center qualifier, partial qualifier or non-qualifier status determines which transfer rules apply to you and how many seasons of competition you may have remaining to play at your new school.

Contact the **NCAA Eligibility Center** to determine your status:

- Go to www.eligibilitycenter.org; or
- Call **877-262-1492**.

Should you register with the Eligibility Center?

The Eligibility Center is responsible for evaluating academic records of high school athletes who want to play at Division I or II schools during their initial year of collegiate enrollment. Division III athletes do not need to go through the Eligibility Center.

Note: If you never registered with the Eligibility Center, you will be classified as a *non-qualifier*. Schools cannot assume that you would have been either a qualifier or a partial qualifier unless they have a final certification report from the Eligibility Center.

NCAA ELIGIBILITY REFERENCE TERMS

Four-year college-bound student athletes should familiarize themselves with the terms, language and interpretations they can expect to encounter with athletic counselors, compliance officers and recruiters:

Two-year college — An institution where students can earn an Associate of Arts (AA) degree, an Associate of Science (AS) degree or an Associate of Applied Science degree within two years. Some people call these schools community colleges or junior colleges.

Certifying school — The new school that you want to attend determines whether you are eligible to play.

Eligibility Center — The NCAA Eligibility Center evaluates your high school academic record and amateurism history to determine if you are eligible to participate during your initial year of enrollment at a Division I or II college. The Eligibility Center is a separate legal entity that provides service to NCAA member institutions.

Exception — If you meet an exception, it means that a specific regulation will not apply to you (for example, the residence requirement for a transfer student-athlete to become eligible for competition). The certifying school determines whether you are eligible and has the authority to grant exceptions.

Financial Aid — or **Scholarship** — any money you receive from a college or another source, such as outside loans or grants. Financial aid may be based on athletics, financial need or academic achievement.

Full-time — Each school determines what full-time status means. Typically, you are a full-time student if you are enrolled for at least 12 credit hours in a term, but some schools define a full-time student as someone who takes fewer than 12 credit hours in a term.

Membership of the NCAA — The colleges, universities and athletics conferences that make up the NCAA. Members introduce and vote on rules and establish programs to govern and promote the goals of intercollegiate athletics. The membership is divided into three competitive divisions (I, II and III), each with its own governing structure.

National Letter of Intent (NLI) — The Eligibility Center administers the National Letter of Intent program, not the NCAA. NCAA schools that are part of the program may send a National Letters of Intent to a prospective student-athlete they have recruited to participate in their intercollegiate sports programs. The letter is a legally-binding contract. It explains what athletics financial aid the school agrees to provide the student-athlete for one full academic year, only if the student is admitted to the school

and is eligible for financial aid under NCAA rules. If you sign a National Letter of Intent, you agree to attend that school for one academic year and other schools that are part of the National Letter of Intent program can no longer recruit you. For more information, go to <http://www.nationalletter.org>.

Non-qualifier — A student who has not graduated from high school or who, at the time specified in the NCAA rules, has not successfully completed the required number of core-curriculum courses or has not presented the required GPA and/or SAT or ACT score required to be a qualifier. If you are a non-qualifier, you cannot practice, play or receive athletically related financial aid from a Division I or II school during your first academic year in residence. You will have only three seasons of competition in Division I, however a fourth season may be granted if you have completed 80 percent of your designated degree program prior to the start of your fifth year of enrollment.

One-time transfer exception — You may be immediately able to play a sport at your new school if you:

- Do not transfer to a Division I school for baseball, men's or women's basketball, football or men's ice hockey (unless you were not recruited by the original institution and have never received athletically related financial aid);
- Have never transferred before from a four-year school;
- Are both academically and athletically eligible; and
- Receive a release agreement from the school from which you are transferring.

Partial qualifier — A student who has met some, but not all of the academic requirements necessary to be a qualifier. If you are a partial qualifier, you can practice on campus and receive financial aid from a Division II school, but you cannot play for one academic year. Division I does not have partial qualifiers.

Permission-to-contact letter — or **written permission to contact** — If you are enrolled full time in a four-year school, athletics staff members from an NCAA school cannot contact you or your parents unless they first have a letter from your current athletics director (or athletics administrator designated by the athletics director). If your current school does not grant you written permission-to-contact, the new school cannot encourage you to transfer and — in Divisions I and II — cannot give you an athletics scholarship until you have attended the new school for one academic year. If you are transferring from a school

that is not a member of the NCAA or NAIA, you do not need a permission-to-contact letter.

Play — Intercollegiate competition versus a team from another school or participating in a contest, game, match, meet, event against another school's team or player.

Progress toward degree — Student moving toward degree completion at a reasonable pace. The definition applies to all students of the school and is governed by the school, the conference and NCAA legislation.

Qualifier — A student who, for purposes of determining eligibility for financial aid, practice and competition, has:

- Graduated from high school;
- Successfully completed the required core curriculum consisting of a minimum number of courses in specified subjects;
- Obtained a specified minimum GPA in the core curriculum; and
- Obtained a specified minimum SAT or ACT score.

Recruited — If a college coach calls you more than once, contacts you off campus, pays your expenses to visit his or her campus, or in Divisions I and II, issues you a National Letter of Intent or a written offer of financial aid, you are considered to be recruited.

Season of competition — Generally, NCAA rules say that any competition in a season — regardless of the amount of time — counts as having played a season in that sport. If you play any time during a season, regardless of how long you played, it counts as having played for an entire season in that sport. Your season of competition starts when you spend one second in competition on the field, court, gym or track.

Sitting out — or **academic year in residence** — Under the basic transfer regulations, you must spend an academic year in residence at the school to which you are transferring. If you transfer from a four-year college to an NCAA school, you must complete one academic year in residence at the new school before you can play for or receive travel expenses from the new school, unless you qualify for a transfer exception or waiver. To satisfy an academic year in residence, you must be enrolled in and successfully complete a full-time program of studies for two-full semesters or three-full quarters. Summer school terms and part-time enrollment do not count toward fulfilling an academic year in residence.

Student-athlete — A student whose enrollment was solicited by a member of a school's athletics staff for the purpose of the student participating in an athletics

program or a student who reports for practice.

Transferable credit hours — Credit hours earned at your previous school that your new school will accept toward your degree. Each school determines how many and which credit hours are acceptable for transferring.

Transfer trigger — A condition that can affect your transfer status. A student who triggers transfer status is a student who:

- Enrolled full-time during any term and attended class or in Division I if you are enrolled full time and are on campus on the opening day of classes.
- Reported for a regular squad practice.
- Practiced or competed while enrolled as a part-time student.
- Received institutional financial aid while attending summer school.

Waiver — An action that sets aside an NCAA rule because a specific, extraordinary circumstance prevents you from meeting the rule. An NCAA school may file a waiver on your behalf; you cannot file a waiver for yourself. The school does not administer the waiver, the conference office or NCAA does.

Walk-on — An athletic prospect who is not typically recruited by a school to participate in sports and does not receive a scholarship from the school, but who becomes a member of one of the school's athletic teams.

IMPORTANT NOTICE

The above section (beginning p. 12) is intended to serve as basic information regarding NCAA transfer requirements. The section does not cover the policies or bylaws of National Association of Intercollegiate Athletics (NAIA) member schools, which may provide an additional option to the continuance of intercollegiate athletic participation at the four-year level.

It should be noted that Palomar College—as a recognized California Community College and two-year institution-- is not a member of the NCAA, nor does it conduct its intercollegiate athletic program under NCAA rules and regulations. In this regard, such rules as printed herein are subject to change at any time without notification to the California Community College and or Palomar College specifically.

Ultimately, student athletes wishing to transfer to the four-year level and continue to compete in their sport will require assistance with interpretation from a designated compliance officer representing their four-year college or university of destination.

VI. STUDENT-ATHLETE CONDUCT AND ETHICS

GENERAL CONDUCT

- A. Understand and abide by the Palomar College Student Conduct Code, which is available in its entirety in the **Office of Student Affairs**, room **SU-201** and appears in **Section 4** of the **annual Palomar College Catalog**. The Palomar College Student Conduct Code applies to all students; therefore, it should be noted that all Palomar College *student athletes* are considered first to be Palomar College *students*. In this regard, issues and/or actions relating to a conduct violation associated with an intercollegiate athletic activity may also be considered for review under the policy and regulations set forth in the Palomar College Student Conduct Code and administered by the Office of Student Affairs.
- B. Obey all federal, state and local laws.
- C. Do not use, purchase, nor provide tobacco products, alcohol and/or non-therapeutic (illegal) drugs and/or substances.

ATHLETIC PARTICIPATION AGREEMENT

In agreeing to join the Palomar College Intercollegiate Athletics Program, student-athletes must be willing to accept personal responsibility above and beyond that of other students. Any failure to meet these responsibilities may result in suspension or total loss of intercollegiate athletic participation privileges.

Please keep in mind that participation in the intercollegiate athletics program is ***a privilege, not a right***. The obligations of Palomar College Student Athletes include, but are not limited to, responsible conduct in the following areas:

- A. Abide by the Palomar College Code of Student Conduct.
- B. Abide by all team, department, Palomar College District, conference and California Community College Athletics Association (CCCAA) rules.
- C. Personal commitment to the policies, procedures and regulations of the Department of Intercollegiate Athletics as specified in this *Student-Athlete Handbook*.
- D. Maintain qualifying academic standards, as outlined in this publication.

- E. Achieve and maintain optimum physical conditioning and athletic preparedness.
- F. Attend all organized meetings, practices and competitions, unless officially excused by the head coach.
- G. Follow through on training and rehabilitation recommendations of the athletic trainer and sports medicine practitioners.
- H. Take proper care of equipment and return it in good condition; report lost or stolen items immediately.

STUDENT-ATHLETE RESPONSIBILITY

Palomar College students who wish to participate on the institution's intercollegiate athletic teams are expected to accept, practice and project the following list of responsibilities in representation of the institution:

- A. An unconditional acceptance and understanding of the concept that participation in intercollegiate athletics is a *privilege that must be earned*, not a guaranteed "right" of entitlement;
- B. Represent the Palomar College District and community with class, integrity and the highest ideals of good sportsmanship in all competition;
- C. Maintain the highest standard of civility and positive image in daily functions away from athletic preparation and competition;
- D. Follow to the letter all rules and regulations for competition, practice sessions, team meetings, training, travel and equipment management as set forth by the Department of Intercollegiate Athletics and/or the head coach of each specific sport program;
- E. Understand and adhere to the academic eligibility requirements of the California Community College Athletic Association;
- F. Accept *personal responsibility* for adherence to eligibility standards and academic standing;
- G. Display respect for teammates, coaches, administrators, contest officials, athletic department and campus personnel at all times.

DRESS CODE

Head coaches may set specific dress code standards for student-athletes when traveling or attending an activity, either as a team or an individual.

SPORTSMANSHIP

Palomar College student athletes are expected to exhibit and practice good sportsmanship and presence of class in all activities associated with the program.

Sportsmanship and/or sportsmanlike conduct requires more than the absence of negative actions in public. The concept encompasses a positive attitude of acceptance and respect for opponents, teammates, coaches, contest officials, support personnel and spectators, regardless of the situation. Good sportsmanship both welcomes and celebrates diversity and tolerance among competitors, coaches, officials and interested observers.

Through discussions with their coaches, student-athletes are expected to know what constitutes appropriate and inappropriate behavior during competition. At all times, athletes representing Palomar College are expected to conduct themselves in a manner that provides for a positive reflection upon their sport, institution, community and associates.

Unacceptable behavior on the playing field, court, pool or track includes, but is not limited to, the following:

- A. Physically abusing officials, coaches, opponents, teammates and/or spectators;
- B. Engaging in public criticism of game officials, conference personnel, another institution or its student-athletes or personnel;
- C. Throwing objects; damaging equipment;
- D. Inciting players or spectators to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent, official or spectator).
- E. Using obscene or other inappropriate language or gestures;
- F. Making public statements that are derogatory, controversial or outside the college's accepted media policy;
- G. Engaging in areas that constitute harassment (verbal, physical, sexual, or any combination thereof);
- H. Participating in any action that violates generally recognized ethical standards of Intercollegiate Athletics participation.

The Department of Intercollegiate Athletics maintains a right to investigate incidents of un-sportsmanlike conduct and any other misconduct involving a student-athlete and may sanction or discipline the offending student-athlete(s) accordingly, consistent with district, conference and/or CCCAA policy and regulation.

STATEMENT OF DIVERSITY, EQUALITY AND NON-DISCRIMINATION

Collectively, the Palomar College Athletic Program celebrates differences and diversity and is an advocate of the civil rights and safety of all persons with whom it carries an association. This includes, but is not limited to, all student athletes, coaches, staff members, opponents, contest officials and spectators who may participate in or associate with the activities of the program.

In compliance with the official policies and practices of the institution, federal and state laws, the Palomar College Athletic Program is committed to creating a safe and secure environment for all persons associated with its many endeavors, regardless of race, creed, ethnic background, gender, national origin, religious affiliation or sexual orientation.

Any conduct which may be perceived to undermine the spirit and intent of this statement, specifically in the form of verbal abuse, bullying, harassment, physical threat or violence shall not be tolerated, will be considered grounds for dismissal by the athletic administration and may result in further disciplinary action under the Student Code of Conduct standards.

CCCAA DECORUM POLICY

Beyond the above written codes of conduct for Palomar College student athletes is the official CCCAA State Decorum Policy, which is specific in its intent and resulting sanctions. To the letter, the policy reads as follows:

As a student athlete participating in intercollegiate athletics at a California community college I understand the following offenses will result in the stated discipline:

- A. *My first offense (ejection) in a contest will result in a suspension from the following game.*
- B. *My second offense (ejection) will result in a suspension from all remaining contests including post-conference competition.*
- C. *Striking or attempting to strike an official is an immediate ejection and disqualification from participation in California community college athletic activities for 60 months.*
- D. *Participant(s) entering the field of play from the bench in reaction to a confrontation shall be ejected and disciplined as in points A and B.*
- E. *The use or possession of any form of tobacco, alcohol and/or any other controlled substance during a California community college-sponsored activity shall initiate a suspension and be disciplined as in points A and B above.*

GAMBLING AND BRIBERY

The NCAA has established specific guidelines concerning involvement in gambling and bribery at the collegiate level. Although the CCCAA *Constitution and Bylaws* do not broach the subject, the standards also apply to student athletes at the community college level. It should be known that any violation of the NCAA code in this area will affect a community college student athlete with four-year college transfer ambitions well beyond his or her community college years.

Gambling and bribery threaten the integrity of intercollegiate athletics as well as the student-athlete's eligibility to participate. Participation in gambling or bribery activities—even if not associated with California Community College-level events—will result in disciplinary action by the department of intercollegiate athletics and ultimately the NCAA. In addition, the likelihood exists for local, state and/or federal prosecution of the individual(s) involved.

As it may regard a gambling or bribery issue, student-athletes are responsible for the following:

1. Immediately reporting to the head coach any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
3. Contacting the head coach or director of athletics when questions occur concerning an inappropriate release of team information.

INSTITUTIONAL, CONFERENCE AND CCCAA VIOLATIONS

Violations of the Palomar College Student Conduct Code are reported to the Vice President of Student Services, who will forward information regarding the violation to the Office of Student Affairs and the Department of Intercollegiate Athletics in accordance with institutional policy.

Violations of conference and/or CCCAA policies will be reported to the conference commissioner, the director of athletics and student-athlete's head coach.

If a student-athlete is found to be in violation of a team, institutional, conference or CCCAA rule or regulation, the penalty imposed is dependent upon the severity of the offense and may include one or more of the following sanctions:

- 1.) Oral warning;
- 2.) Written warning;
- 3.) Disciplinary probation;
- 4.) Suspension from the squad/team;

- 5.) Dismissal from the squad/team;
- 6.) Intervention and/or counseling requirement; and/or
- 7.) Suspension or expulsion from the college (as considered and sanctioned by the Palomar College Governing Board).

STUDENT-ATHLETE INITIATIONS

The Palomar College Athletic Department has in force a **zero-tolerance policy** for team and/or individual student-athlete "initiation" activities in any form.

Unsanctioned initiations of first-year team members fall under the category of "harassment" and/or "hazing" and are strictly prohibited. Every Palomar College student athlete, whether a first-year freshmen, first-year transfer or returning sophomore is entitled to be treated with equality and respect by the coaches and other team members.

Any Palomar College student athlete or group of student athletes engaging in any practice perceived to constitute an initiation or harassment of another student athlete or athletes risk sanction in regard to their intercollegiate athletic privilege. Any first-year student athlete who willfully participates in such activity without reporting it is also subject to sanction.

Activities perceived to constitute a team initiation or individual harassment associated with team membership shall be reported immediately to the director of athletics.

CRIMINAL VIOLATION

When a student-athlete is *charged* with violating a local, state or federal law and the misconduct involves a violent action, illegal drugs, gambling, weapon(s) and/or any felony charge(s), the student-athlete may be suspended from practice and/or competition in the intercollegiate athletics program until the charges have been addressed and/or adjudicated by the legal system.

If such action is taken, the student-athlete will be provided with written notification of the decision. Reinstatement or continuing suspension will be predicated upon the actions taken by the legal system. Student-athlete support services, such as use of the weight room, athletic training room and/or academic support services may or may not be utilized by the student-athlete under such suspension, as determined by the administration, based upon the severity of charges.

DISCIPLINARY APPEALS PROCESS

In the interest of due process, the student-athlete may appeal a decision to impose a disciplinary sanction or suspension with the director of athletics. Such request must be made in writing and submitted to the director of athletics within five (5) working days after receipt of the notice of suspension. In turn, the administration overseeing the intercollegiate athletics program shall respond within a period of five (5) working days. Based upon information available to the director of athletics and/or the student

services administration, the sanction and/or suspension may be upheld, reversed or modified.

ILLEGAL DRUG AND ALCOHOL POLICY

It is the expectation of the Palomar College Department of Intercollegiate Athletics that student-athletes perform at optimum standards, both academically and athletically. Consistent with this fundamental expectation, participating student-athletes are prohibited from using illegally obtained anabolic steroids, cocaine, amphetamines, marijuana, crack-cocaine, heroin [or any form thereof], alcoholic beverages for minors and/or any other controlled substance as prohibited or regulated by federal or state law.

Such use by any member of an intercollegiate athletic team is expressly prohibited, whether occurring before, during or after the team's season of sport.

The use of illegal drugs, underage consumption of alcohol and citations of illegal drug and/or alcohol abuse, such as (but not limited to) disorderly conduct and/or DUI (driving under the influence) leading to a conviction, constitutes violation of the privilege to represent the institution in the activities associated with intercollegiate athletics.

Cases involving known or suspected student athletes involved in the illegal consumption and/or abuse of alcohol or illegal drugs as associated with intercollegiate athletic activities shall be referred to the director of athletics, the Office of Student Affairs, the Vice President of Student Services and the Office of the President. If deemed appropriate an intervention may be initiated.

Intervention may include any one or combination of the following:

- A. Collaborative work between the athletic department and/or head coach with the Student Health Services Center, to develop a confidential action plan addressing the needs of the student-athlete relative to substance abuse;
- B. If warranted, random and routine drug testing (paid for by the offending party) prescribed to address individual circumstances; and/or
- C. Student-athletes provided the opportunity to self-report or self-disclose in a confidential manner to the head coach and/or director of athletics in order to receive evaluation and subsequent counseling and/or rehabilitative services.

Sanctions in illegal drug and/or alcohol abuse cases may include any one or a combination of the following:

- A. Suspension from all athletically related instructional courses and team activities, to include practice, travel and competition;

- B. Permanent dismissal from the intercollegiate athletics program;
- C. Referral to local law-enforcement authorities for prosecution.

VII. SPORTS MEDICINE AND ATHLETIC TRAINING

ROLE OF THE CERTIFIED ATHLETIC TRAINER

The role of Palomar College athletic trainers, as certified by the *National Athletic Trainers Association* (NATA) is to:

Aid in the prevention, assessment and administration of athletic injuries;

Establish and maintain a professional relationship with Coaches and the intercollegiate athletic administration;

Maintain accurate records for individual student athletes in regard to medical referrals, insurance claims and rehabilitative progress;

Maintain a daily commitment to both learning and instruction;

Develop, maintain and seek to improve communications with student-athletes, coaches and the athletic administration;

Maintain a clean, hazard-free work environment conducive to the prevention, care and management of athletic injuries.

ATHLETIC TRAINING FACILITY RULES AND REGULATIONS

1. The athletic training room (ATR) is a co-educational facility. Appropriate dress is required of the student athletic trainers (SAT's) and athletes at all times (i.e., no "halter" tops, shirts must be worn at all times, except when receiving treatment specific to an area requiring removal);
2. All athletes shall enter the training room thru the main entrance, located across from the tennis courts;
3. All athletic training treatments will cease 15 minutes prior to practice sessions.
4. Taping will stop 15 minutes before the start of practice.

5. No treatments, with the exception of ice, are to be self administered;
6. Student athletes are required to shower prior to all post-practice and or post-competition treatment. An athlete will not be treated without a shower. The training room is an allied health facility and should be treated as such. Ice “to go” is the only exception;
7. Smoking, eating and/or chewing tobacco is prohibited at all times in the training room;
8. Foul language (swearing), spitting, horseplay and “trash talking” is prohibited in the training room;
9. Medical supplies (i.e., crutches, splints, braces, etc.) will not be removed from the facility at any time without consent of a certified athletic trainer. Such materials shall be signed out for with the athletic trainer. If not returned in same condition, the item’s cost shall be added to the student’s general account.
10. Athletic training staff decisions regarding treatments, taping and administration of the facility are final;
11. Cleats or spiked athletic shoes must be removed *prior* to entering the athletic training room and placed on the shelves provided;
12. Sleeping and/or lounging on training tables will not be tolerated;
13. Student athletes are prohibited from the head trainer’s office area unless their presence is requested;
14. Athletic equipment and/or belongings, such as shoes, sport bags, textbooks and protective gear may be placed on the shelves provided in the ATR.
15. **THE ATHLETIC TRAINING ROOM IS PLACE OF BUSINESS WITH A SINGLE, SPECIFIC PURPOSE. It is not a social meeting place nor “hangout.”** Loitering is strictly prohibited.
16. Student athletes with specific and required training needs will be admitted and served in an orderly fashion only;
17. **A STUDENT ATHLETE SHALL NEVER ENTER THE TRAINING ROOM WITH A DEMANDING ATTITUDE.** When the specific training need is met, student athletes shall vacate the premises **IMMEDIATELY.**

TRAINING ROOM POLICIES

Use of the Athletic Training Room (ATR) is for enrolled student-athletes, visiting competitors, staff and students of Palomar College only. It must be clearly understood by Coaches and student athletes alike that the ATR and training staff is limited. In-season student athletes have priority of treatment without exception. All student athletes will be treated based upon availability of training personnel, time and space.

The goal of the ATR is to provide student athletes with primary athletic training procedures for sport-related injury or illness. Student athletes at PC are expected to follow the rules of the ATR TO THE LETTER and treat the training staff with respect and common decency. Those who cannot abide by these simple concepts will be banned from the Athletic Training Room.

ATHLETIC TRAINING PROCESS FOR STUDENT ATHLETES

1. Sign in if you intend to receive a treatment, tape, wrap, etc., including ice.
2. The head trainer or assistant trainer must inspect and evaluate ALL new injuries within 48 hours of occurrence.
3. Injured athletes must receive treatment at least one hour prior to practice or in the morning prior to the rush before practice begins. Should a class schedule conflict with this requirement, be sure to discuss the issue with your coach and the trainer. No treatments or taping will be done 15 minutes prior to practice.
4. Student athletes are expected to clean up after themselves; among other items, please:
 - a. Empty ice bags and throw the bag out.
 - b. Discard plastic wrap in the garbage.
 - c. Re-rack hot pack covers to dry and put hot packs away.

CONFIDENTIALITY

All medical reports, referrals and tests are released with the student-athlete’s expressed written consent only. Coaches will be informed of conditions that preclude an athlete’s activity or an effect upon athletic participation only.

Under the federal law regarding confidentiality, the trainer, a coach and/or other athletic department personnel are forbidden to discuss a student athlete’s injury, without the written consent of the athlete, provided the athlete is 18 years of age or older.

Please refer to the Health Insurance Portability and Accountability Act (HIPAA) in the insurance coverage section below.

SEXUAL HARASSAMENT

The Palomar College Department of Intercollegiate Athletics has a *zero-tolerance policy* in regard to sexual harassment. Any training room situation that creates an uncomfortable feeling should be reported to the head athletic trainer, the head coach and/or the director of athletics immediately. It must be understood by all concerned that there are numerous situations in sports medicine that make sexual harassment a particularly sensitive issue.

Athletic trainers are required to touch athletes in order to make an evaluation and determine the best remedy and/or treatment process. Professionalism and sensitivity are of the utmost importance in this regard. Social interaction between student athletes and certified or student trainers is discouraged.

The Palomar College Athletic Training Program observes and adheres to the sexual harassment policy of Palomar College, identified as Palomar College District Board Policy 3020.

NON-PRESCRIPTION DRUG MEDICATIONS

Non-prescription medications are kept on hand for use by student athletes and athletics staff personnel only as based on need. Medications used in the athletic training room are limited to over-the-counter products.

A certified athletic trainer will distribute all medications and all medications will be distributed from the original container only. All distributed medications will be recorded for tracking purposes.

PRESCRIPTION MEDICATIONS

Prescription anti-inflammatory medications may be distributed by the certified athletic trainer at the discretion of the team physician.

PROCEDURES FOR INJURY MANAGEMENT

When injury occurs to an athlete during a sponsored athletic activity, the following protocol will commence:

1. The head coach or designee will confirm that the injury and/or accident is reported properly to the athletic trainer or training room staff preferably on the date the injury has occurred or within the 48-hour reporting period.
2. The certified trainer will conduct an appropriate evaluation. Based on the physical findings of the evaluation, the athlete will be referred to the team physician if necessary.
3. A student insurance accident injury claim form will be completed and forwarded to the following:
 - a. Student Insurance, Inc.
 - b. PC Health Services Center

4. An appointment with the team physician will be arranged accordingly. If time and coverage opportunity permits, the PC certified trainer may accompany the student athlete. During the evaluation with the physician, the certified athletic trainer will discuss the extent of the injury and treatment options.
5. Should surgery be required following a thorough evaluation, a pre-surgical rehabilitation protocol will be established by the orthopedist and certified athletic trainer and followed in the ATR.
6. The orthopedic surgeon shall determine post-surgical rehabilitation. The athlete will attend physical therapy sessions for the purpose of rehabilitation, as directed by the trainer.
7. Throughout the rehab protocol, the attending physical therapist and the PC certified trainer will maintain a professional working relationship to ensure athlete compliance and safe return to intercollegiate athletic activity.
8. The orthopedic surgeon will determine when the affected athlete will be able to resume physical activity. It is at this point the orthopedic surgeon will transfer rehabilitation responsibilities from the attending physical therapist to the athletic trainer.
9. The affected athlete will follow a safe return to unrestricted activity as determined by the orthopedic surgeon and the athletic trainer.
10. In the case of concussion, a graduated return-to-play protocol shall be initiated and overseen by the Athletic Trainer and/or designated Team Physician. This process shall include specific, phased stages of rehabilitation and functional exercise, designed to provide the optimum physical and mental recovery of the student athlete before a return to competitive participation.

VIII. INSURANCE COVERAGE

INTERCOLLEGIATE ATHLETIC ACCIDENT INSURANCE PLAN

The Palomar College athletic insurance policy provides secondary coverage (\$50 deductible for Class II athletes or \$100 deductible for Class I athletes*) for all registered student athletes who incur a loss from bodily injuries:

1. While taking part in a covered activity described below, sponsored by and supervised by the policyholder; or
2. Traveling straight to and from the activity as a member of a group under the policyholder's supervision.

*Class I Sports: Football, Soccer, Wrestling
Class II Sports: All other sports

COVERED ACTIVITY

Coverage is in force while registered students are on school premises participating in an instruction program when class is in session or while taking part in school-sponsored activities and they have a completed physical form on file in the Athletic Training Room.

Students are covered while participating as a member of one of the athletic teams, named on the roster of such team and/or classified as a member of such team, participating in a practice session or contest under the supervision of a coach, or traveling as a member of the team under supervision of the college to or from a contest or activity that is conducted away from the usual place of practice or play.

A supervised and sponsored sports activity:

1. Takes place:
 - a. on a sports organization's premises during scheduled hours; or
 - b. at another site at which the covered activity is officially scheduled; and
2. Is sponsored, organized or otherwise provided by the institutional sports program; and
3. Is supervised by a coach, referee, or another adult specifically assigned supervisory duties and authority for that covered activity by the sports organization.
4. **IMPORTANT:** Student athletes injured in a Palomar College intercollegiate athletic activity (i.e., class/practice session or sanctioned competition) are *personally responsible* to report the injury to their coach and follow up with direct communication regarding medical treatment and/or rehabilitation activities with the Office of the

Athletic Trainer. Students who fail in this process risk the inability of the Palomar College District to initiate and/or apply sufficient and/or available insurance coverage to pay claims associated with such treatment or rehabilitation activities.

PRIMARY/SECONDARY PAYMENT OF CLAIMS

In regard to insurance claims payment of treatment resulting from a verified covered activity, it must be noted that the personal or family accident/health insurance of the student athlete will be considered *primary*; the institution's insurance carrier as *secondary*.

Student athletes are responsible to report all injuries at the time of their occurrence and return all treatment billing documents to the athletic trainer in a timely manner.

IMPORTANT NOTICE

The aforementioned is a brief description of institutional insurance coverage at Palomar College. The master policy contains complete details of the specific provisions, limitations and exclusions. The master policy is on file at the college and will prevail at all times. Students may request a complete copy of the master policy from the college through the Office of Risk Management.

HIPAA PRIVACY RULE AND PROTECTED HEALTH INFORMATION

Student athletes, as well as coaches and administrators are advised to be aware of federal legislation regarding the privacy of medical information, known as the Health Insurance Portability and Accountability Act, enacted on April 14, 2003.

These regulations were passed by Congress in 1996 to deal with rising health-care costs and the medical industry's growing use of electronic commerce and the internet. Among the many objectives of the legislation is to protect privacy of medical information. HIPAA includes rules forbidding health-care providers, insurers and claims clearinghouses from selling or providing medical information to those who do legitimately need it. Clearly, under this law, it is the *right of the individual student athlete* to determine who should have access to information regarding an injury or physical condition resulting from intercollegiate athletic activity.

Palomar College student athletes will be *requested* to sign a written release of information authorization, so that the PC training staff, referred team physicians, head coach and director of athletics may expedite the process of insurance coverage, rehabilitation and, ultimately, return to activity. However, a student athlete is *not required* to do so. While the signing of an information authorization will create an unimpeded atmosphere for the management of insurance claims and free transfer of progress reports between trainer and coach, other considerations may exist.

STUDENT HEALTH CENTER

All currently enrolled students who have paid a health fee qualify for a variety of free or low-cost health benefits through the Student Health Center.

Registered nurses are available during operational hours to assist with health needs, evaluate health concerns and provide treatment or community referrals. Services include: emergency/first-aid care, immunizations, TB tests, hearing, vision, and blood-pressure screenings and cholesterol blood testing.

Over-the-counter medications are available in Fast-Aid Stations located in Health Services, the Administration area and the Student Union on the San Marcos campus and by the Health Services Office in Escondido. Health counseling and education are also offered to assist students with nutrition, sexually transmitted infections, lifestyle alternatives and wellness.

Appointments are necessary for routine nursing procedures and physician visits. For more information, call (760) 744-1150 Ext. 2380 on the San Marcos Campus.

BEHAVIORAL HEALTH COUNSELING

Behavioral Health Counseling exists to facilitate the emotional, psychological, social and academic wellness for currently enrolled Palomar students by providing high quality time-limited counseling and outreach services with professionally trained therapists. Students whom are currently enrolled and have paid the health fee can receive up to six (6) visits at no charge.

The professional staff can provide support and information regarding: anxiety or stress; cultural/racial concerns; continued sadness; relationship or family issues; divorce or separation; difficulty concentrating; work-related problems; anger management; difficulty coping with life issues; healthy living/nutrition; difficulty sleeping; and other psychological issues. The office also provides dedicated veteran services and support.

To make an appointment, please call during normal business hours to the **Behavioral Health Counseling Services Center** at (760) 744-1150, Ext. 2381.

IX. GENERAL OPERATIONS POLICY

EQUIPMENT ISSUE

All items of athletic equipment, including apparel and travel bags, which may be issued for the express purpose of intercollegiate athletic competition and preparation for intercollegiate athletic competition, shall be considered property of Palomar College on loan.

In this regard, such equipment shall be issued and managed solely by the athletic equipment manager only after confirmation of a student's pre-practice physical and eligibility qualifications.

The following regulations will be adhered to in regard to all institutional issued athletic equipment and apparel:

1. It shall be the sole responsibility of the student athlete to maintain, store and care for all items issued by the PC Department of Intercollegiate Athletics.
2. At no time shall the student athlete alter an issued item of protective equipment or apparel. Should any problem exist in regard to a proper fit, safety function and/or appearance, the student athlete should immediately notify the coach and/or equipment manager to effect an adjustment.
3. Should a student athlete launder a contest uniform or other issued item of apparel and the garment is faded and/or damaged in the process, the student athlete will be responsible for replacement. If uniforms are to be laundered at home, please: BE SURE TO USE ONLY COLD OR WARM WATER; WASH WHITE ITEMS SEPARATE FROM COLORS; DO NOT USE BLEACH; DRY ON LOW HEAT OR HANG ITEMS TO AIR-DRY. NEVER DRY WITH HIGH HEAT.
4. All athletic apparel and/or equipment issued to a student athlete must be returned to the athletic equipment manager immediately upon the completion of the season of sport or upon the student athlete's termination from participation.
5. Should any item(s) of equipment and/or apparel fail to be returned to the equipment manager in issue condition upon the completion of the season of sport, the student athlete will be billed for the institution's cost amount of the item(s).
6. Failure to either return or pay in full for unreturned item(s) shall result in an institutional hold on the student athlete's academic records and ultimate academic progression, through the office of enrollment management.

ATHLETIC LOCKER ROOMS

Lockers in the designated athletic locker rooms will be issued by the athletic equipment staff to in-season student athletes only. Lockers issued to in-season student athletes shall include a built-in or issued lock. If desired, off-season student athletes may be furnished with a locker in the general physical education locker rooms.

Student athletes are required to clear lockers within five (5) days of the completion of their athletic season. After the five-day period, all athletic lockers will be cleared by the equipment staff, which will not be responsible for items left in lockers.

Palomar College assumes no responsibility for items and/or valuables presumed lost or stolen in the athletic or physical education locker rooms.

STUDENT-ATHLETE TRAVEL REGULATIONS

Team travel is a key component of the intercollegiate athletic experience. Whenever transportation is provided by the institution for an intercollegiate athletic competition or related activity, the following regulations shall be adhered to with *no exception*:

1. Student athletes must understand and accept the concept that AN ATHLETIC ROAD TRIP IS A BUSINESS TRIP. It is not a holiday, vacation nor amusement. Palomar College student athletes will travel with one single purpose in mind: to arrive at the site of competition prepared both physically and mentally to compete to the very best of their ability.
2. Adhere to the official travel itinerary and directions of the coaching staff throughout the travel period. BE ON TIME and prepared to travel with the proper personal items, issued equipment and team apparel as required for competition.
3. If transportation to and from an athletic event is provided for a Palomar College team or individual student athlete, the student athlete is forbidden to drive his or her own vehicle to the competition site. Should a student athlete arrive at a road contest site under these conditions, he or she shall be declared ineligible for that specific competition. The Palomar College District shall assume no responsibility, nor bear any costs associated with such travel by a student athlete.
4. If, under extenuating circumstances (as recognized and accepted by the head coach), a student athlete should require transportation arrangements other than those arranged for the team, alternate transportation may be provided by the student athlete's parent, provided a travel waiver form, signed by the student athlete of parent if the student is a minor and the head coach is filed with the director of athletics prior to the established team departure time. Such arrangement must also be approved by the head coach in accordance with team policy.
5. On athletic road trips involving overnight lodging, participating student athletes, student trainers and/or student team managers are forbidden to:

- a. Engage in the use of alcoholic beverages or any illegal substance at any time during the duration of the road trip.
 - b. Allow entry into the student athlete's room of lodging by any person that is not a member of the official team travel party.
 - c. Incur charges for ANY incidentals at the place of lodging that are not personally paid for (i.e., phone calls, room service, in-room movies, soft drinks and/or snacks). Such charges incurred on the team's official billing statement shall result in the immediate suspension of the student-athlete(s) traced to that room and be held until the Department of Intercollegiate Athletics is reimbursed in full.
6. Violation of any of the above travel policies may result in a participation suspension or dismissal from the intercollegiate athletic program and referral to the Office of Student Services for consideration in regard to violation of the Palomar College Student Code of Conduct.

PALOMAR COLLEGE 2019-2020 ACADEMIC CALENDAR

Board Approved 12/11/2018

May-19						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	14	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SPRING 2020						
Jan-20						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUMMER 2019	
M 28-Jun 21	Summer 4-week (1) session
Jun17-Jul 26	Summer 6-week session
Jun17-Aug 9	Summer 8-week (1) session
Jun24-Jul 19	Summer 4-week (2) session
Jun24-Aug16	Summer 8-week (2) session
Jul22-Aug16	Summer 4-week (3) session
Jul 4	Holiday - Independence Day
Varies	Summer grade due 5 days after class ends

SUMMER 2019						
Jun-19						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Feb-20						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FALL 2019	
Aug 15-16	Plenary
Aug 19	Fall semester/Fast Track 1 begins
Aug 24	Fall Saturday classes begin
Sep 2	Holiday - Labor Day
Sep 3	Census Date
Sep 27	Holiday - Native American Day
Oct 12	Fast Track 1 ends
Oct 14	Fast Track 2 begins
Nov 11	Holiday - Veterans' Day (observed)
Nov 25-27	Non-Instructional Days
Nov 28-29	Holiday - Thanksgiving
Nov 30	Non-Instructional Day
Dec 14	Fall semester/Fast Track 2 ends
Dec 19	Fall grade rosters due
Dec 20-Jan 1	Winter Break - College Closed
Dec 25	Holiday - Christmas
Jan 1	Holiday - New Year's Day (observed)

Jul-19						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar-20						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPRING 2020	
Jan 2-24	Winter Intersession
Jan 20	Holiday - Martin Luther King Jr Day
Jan 23	Plenary
Jan 27	Spring semester/Fast Track 1 begins
Feb 1	Spring Saturday classes begin
Feb 10	Census Date
Feb 14	Holiday - Lincoln's Day
Feb 15	Non-Instructional Day
Feb 17	Holiday - Washington's Day
Mar 21	Fast Track 1 ends
Mar 23-27	Spring Break - Campus Closed
Mar 28	Non-Instructional Day
Mar 30	Fast Track 2 begins
May 22	Commencement
May 23	Spring semester/Fast Track 2 ends
May 25	Holiday - Memorial Day
May 29	Spring grade rosters due

SUMMER		FALL 2019				
Aug-19						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Apr-20						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sep-19						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May-20						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Oct-19						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUMMER 2020						
Jun-20						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov-19						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-20						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec-19						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUMMER		FALL 2020				
Aug-20						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FALL 2018 SEMESTER MEETING DAYS					
M	T	W	TH	F	S
14	16	16	16	15	16

SPRING 2019 SEMESTER MEETING DAYS					
M	T	W	TH	F	S
15	16	16	16	15	15

SUMMER 2020	
M 26-Jun 19	Summer 4-week (1) session
Jun22-Jul 31	Summer 6-week session
Jun22-Aug14	Summer 8-week session
Jun22-Jul 17	Summer 4-week (2) session
Jul20-Aug14	Summer 4-week (3) session
Jul 3	Holiday - Independence Day
Varies	Summer grades due 5 days after class ends

LEGEND					
	Plenary				
	Semester or Session Begins				
	Spring Recess				
	Last Class of Term or Session				
	Instructional Days				
	Classes not in session				
	Holidays / Campus Closed				
	Summer Sessions/Intersessions				
	Ins Day	Flex	Ins+Flex	Sat	All Total
Fall	77	4	81	16	97
Spring	78	3	81	15	96
	155	7	162	31	193



Palomar College Comets

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Fall semester begins	20	21	22	23	24
25	26	27	28	29	30	31



Palomar College Comets

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Holiday - Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Holiday - Native American Day	28
29	30					



Palomar College Comets

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween		



Palomar College Comets

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Holiday- Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Holiday- Thanksgiving	29 Holiday- Thanksgiving	30



Palomar College Comets

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Winter Break College Closed	21 Winter Break College Closed
22	23 Winter Break College Closed	24 Winter Break College Closed	25 Winter Break College Closed Holiday- Christmas	26 Winter Break College Closed	27 Winter Break College Closed	28 Winter Break College Closed
29 Winter Break College Closed	30 Winter Break College Closed	31 Winter Break College Closed				



Palomar College Comets

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Winter Break College Closed Holiday - New Year's Day	2 Winter Interession begins	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Holiday - ML King's Day	21	22	23	24 Winter Interession ends	25
26	27	28	29	30	31	



Palomar College Comets

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 Holiday - Lincoln's Day	15
16	17 Holiday - Washington's Day	18	19	20	21	22
23	24	25	26	27	28	29



Palomar College Comets

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Spring Break Campus Closed	24 Spring Break Campus Closed	25 Spring Break Campus Closed	26 Spring Break Campus Closed	27 Spring Break Campus Closed	28
29	30	31				



Palomar College Comets

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12 Easter Sunday	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Palomar College Comets

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Mother's Day	11	12	13	14	15	16
17	18	19	20	21	22 Commencement	23
24	25 Memorial Day	26 Summer 4,8,12 week classes begin	27	28	29	30
31						