Introduction

Welcome to the 2009-10 school year, and Irvine Valley College’s 19th year of Intercollegiate Athletics. The coaching staffs and administration are very excited to offer an opportunity to our Student-Athletes to continue their competitive careers while in college, and we look forward to providing you with the assets you’ll need to be successful.

You are among the first of many generations to come that will participate and build each of the programs at IVC. Intercollegiate Athletics is no different, and the same dedication, diligence, and work ethic you’ll display in the classroom will be expected while representing the College in athletic competition.

You will also note that you are in a wholly unique situation as a Student-Athlete; you will likely be the only students to wear the school’s name, logos, colors, and mascot in public. You will represent the College in ways your fellow students will never have, and we hope you are looking forward to carrying such an honor.

With great opportunity also comes great responsibility. This is why we have assembled the Student-Athlete Handbook. We want to ensure you are fully aware of the rights and obligations with which you are associated as you participate as a member of the College’s teams. Such communication is a requisite to uphold the values and traditions of the College, and for your protection as a Student-Athlete.

A comprehensive reading of the entire Handbook is required. The more familiar you are with the contents, the more you may take advantage of your unique position at the College. We also highly recommend keeping the Handbook nearby over the course of the year as a ready reference tool.

Please feel free to raise any questions or issues you may have once you’ve read the materials. We are always interested in improvement, and your feedback will be of great value to our department as we continue to grow.

Best of Luck this Season!
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Irvine Valley College, CA 92618-0300
Thomas Guide Coordinates: Page 860, Grid G5
Mapquest site: http://www.mapquest.com/mq/2-SsSqaWPUkdTj

Athletics Phone:
949.451.5398

Athletics Fax:
949.451.5560

Athletics Personnel:

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<th>Program</th>
<th>Phone  (949) 451-</th>
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**Mission Statement**
Irvine Valley College Athletics (IVC) is committed to providing a positive, challenging, competitive, and fair athletic experience that emphasizes the principles of personal integrity, sportsmanship, wellness, and fulfillment of the Student-Athlete’s potential. These aims are achieved through attention to three general areas in the administration of its programs: 1) the role of Athletics in the academic setting; 2) the role of the Coach and the Department in the Student-Athlete’s competitive experience; and 3) the health and welfare of the Student-Athlete.

IVC is a member of both the California Community College Athletic Association (CCCAA), the governing body for community college athletics in California, and the Orange Empire Conference (OEC), the premier 2-year athletic conference in the nation. As such, we will be guided by the philosophy that athletics are an integral part of the overall educational experience of the Student-Athlete. The Department recognizes that participation in college athletics requires a significant commitment but seeks to ensure minimal interference with the Student-Athlete’s academic schedule.

Additionally, IVC Athletics promotes amateurism and participant-oriented events in which the best interest of the Student-Athletes is foremost. The Department also places priority on programs which are in their traditional season of competition.

**The Department is committed to providing an environment and resources that allow teams and Student-Athletes to achieve success on a conference, regional, or national level. In that pursuit of excellence, however, the Department emphasizes sportsmanship and personal integrity and expects Student-Athletes, coaches, and other departmental personnel to act accordingly. IVC will also strictly adhere to COA and OEC bylaws and rules, so that this generation of Student-Athlete will set an appropriate tone for those to follow, and permit the College to continue offering exceptional athletic programming.**

Athletics is fully committed to the health and welfare of the Student-Athletes who participate on varsity athletic teams. To that end, the Department seeks to provide a safe environment by providing qualified sports medicine personnel, high standard athletic training facilities, peer education, and a support network that addresses the athletic, academic, and social concerns of student-athletes. The department also promotes a positive relationship between Student-Athletes and their coaches.

In accordance with Title IX of the Education Amendments Act of 1972, the Department is fully committed to the principles and practice of equal opportunity for men and women. In addition, Athletics is dedicated to creating an environment that values cultural and gender diversity and does not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, or socioeconomic status.
Vision Statement
IVC Athletics seeks to become a premiere community college athletic program. We will accomplish this by offering our student-athletes the highest quality athletic experience available at any small college in the United States, providing fair and competitive opportunities. We will achieve that excellence by maintaining the highest quality facilities, coaching, and support for all of our athletic teams.

Additionally, the Athletic Department will contribute significantly to IVC in the areas of enrollment, retention, publicity, alumni relations, and community relations. Specifically, the department looks to pursue excellence through the following:

• Encouraging our student-athletes to succeed academically and graduate with strong GPAs, placing a minimum of 50% of all squad members on each year’s Scholar-Athlete roster (3.0 GPA or higher).
• Staffing the Athletic Department sufficiently to provide the best athletic experience possible for our student-athletes through a combination of national and regional searches to attract highly qualified candidates for all positions.
• Providing comprehensive services for our student-athletes to promote their personal, athletic, and academic growth in order to achieve their full potential. This will be accomplished by maintaining effective and visible mentoring from both coaches and peers, a strong presence from the College’s Faculty, and encouraging the use of other related services as provided by the College.
• Supporting teams so that they can be competitive among colleges of like size within Southern California and throughout the state. This will occur by providing resources that enable coaches to recruit high quality student-athletes, supply appropriate and up-to-date equipment and facilities, and ensure safe, sufficient and comfortable travel, all equivalent to those at other top community college programs in California.
• Recruiting and developing student-athletes who will contribute to the College community.
• Providing a challenging professional environment for Athletic Department staff.
• Continuing to expand and adjust to changes in the school environment, federal and state legislation, and the interests and abilities of our Student-Athletes.
• Maintaining and promoting an environment that values cultural diversity and gender equity among Student-Athletes and departmental staff.
Academics & Eligibility

Academic Obligations
1.) IVC is committed to developing students who excel both academically and athletically. Class attendance is expected. Because class time is occasionally missed due to athletic travel, excessive non-attendance during the season will not be tolerated and can result in suspension from the team or other disciplinary action.

2.) Student-Athletes are responsible for notifying their professors in advance, and arranging to make up missed work if they intend to miss a class due to regular and post-season contests. Please note that professors are not required to excuse you from class due to competition, but they are far more likely to work with you and provide assistance if you’re proactive about discussing your schedule with them early in the term. Practices, scrimmages, and non-traditional-season athletic events are not valid reasons for missing classes. In those situations athletes should attend class and arrange with the coach to make up missed practice time.

Eligibility
1.) To be eligible to participate in intercollegiate athletics a student-athlete must be enrolled in a minimum of 12 units during the semester competition. Eligibility is checked at the beginning of each semester and on a weekly basis through the end of each academic term.

2.) If at any point during the semester a student-athlete is enrolled in fewer than 12 units (e.g., withdraws from a class and receives a grade of "W") the student-athlete immediately becomes ineligible to compete. The Student-Athlete is responsible for notifying their coach and the Director of Athletics immediately if he or she is enrolled in fewer than 12 units.

3.) If a Student-Athlete is not academically eligible to compete in intercollegiate athletics, he or she may not be allowed to work out or practice with the team. This will decision will be made by the coaching staff for that sport.

4.) The Student-Athlete may complete their two seasons of eligibility at any time, but delays will jeopardize their potential for transfer and competition at NCAA institutions.

5.) A transfer student who did not participate in athletics prior to transferring is immediately eligible.

6.) A transfer student who participated in athletics prior to transferring, and comes directly from a 4-year college, is immediately eligible if they meet GPA and units-earned requirements.

7.) A transfer student who participated in athletics prior to transferring, and comes directly from another 2-year college, must fulfill a residence requirement at IVC. 12 units of course work towards a degree at IVC must be completed prior to their season of sport, with no more than 8 of those units earned during summer terms.

8.) Continuing student-athletes must pass a minimum of 24 units between seasons of competition, and maintain a minimum of a 2.0 cumulative GPA in all courses, taken at all colleges. A maximum of 9 summer units may be used in this circumstance. 18 of these units must also pass additional requirements towards a degree, a certificate, or remediation. See the CCCAA bylaws for more information at http://www.coasports.org/working/pdf/d-bylaw%201.pdf.
Counseling
Sheryl Christensen (nee Kempkes) has a long history with the IVC Athletics department, and is a knowledgeable source for information on eligibility and transfer requirements. Ms. Christensen can provide advice on how to attain your eligibility, graduation, and/or transfer goals, but note that student-athletes are ultimately responsible for their own academic plan and progress. To optimize your academic experience at IVC, appointments in each semester to see Ms. Christensen are recommended.

Please also note that Ms. Christensen will limit her counseling to academic issues. She will speak frankly on your academic potential, leaving you and your coaching staff to strategize on how to use various other methods available to Student-Athletes, such as redshirt or grayshirt seasons, injury waivers, or other provisions outside of the academic arena. Student-Athletes should consult with their coaching staff and/or Sports Medicine (as applicable) to discuss these strategies as they pertain to their individual situation.

1.) Prior to the beginning of each season of competition, Student-Athletes must make and keep an appointment with the academic counselor assigned to IVC Intercollegiate Athletics. That appointment will be made at the annual squad meeting for each team.

2.) An Individual Education Plan (IEP) shall be completed during this appointment. It is important that student-athletes understand their academic and athletic goals prior to this meeting – an honest discussion with your coaching staff about your athletic potential is recommended.

3.) Any student-athlete who fails to keep their counseling appointment will be suspended from their team’s first competition. Further, those who do not have an IEP on file will not be permitted to compete or practice, beginning with the date of first competition, until the IEP is completed.

4.) To assist in this process, Student-Athletes may also consider enrolling in the College Studies (CSTU1) course at Irvine Valley College. The course is UC and Cal State transferable, and an IEP is part of the course work. Please note that the IEP must still be filed with Ms. Christensen, but that such in-depth study by the Student-Athlete may be of tremendous benefit when planning to meet NCAA and transfer requirements. Those who are enrolled in College Studies will not be required to meet with Ms. Christensen during that academic year.

5.) Students who wish to meet with Ms. Christensen for academic planning, transcript evaluation and/or career counseling should plan on spending approximately 30 minutes with Ms. Christensen. In this way, they are assured of enough time to have their questions answered and to get to know a counselor on a one-to-one basis. Every Wednesday morning, the Counseling Center begins scheduling counseling appointments for Ms. Christensen for the following week. For information, students may call 451-5319.
1.) It is a privilege, not a right, to be a member of an intercollegiate athletic team at IVC. Membership on an athletic team means accepting the responsibility of representing the College in the most positive manner possible. Student-Athletes must remember that they are representatives of Irvine Valley College and their teams at all times, and must comport themselves in a manner befitting that role. Any behavior that is viewed unfavorably by other individuals may create an unacceptable impression of their team, the Athletic Department, and IVC.

2.) Each student-athlete is expected to show a high degree of sportsmanship and to be neat, courteous, and respectful of others.

3.) Any behavior exhibiting racial, ethnic, religious, or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; or any offensive or anti-social behavior will not be tolerated and can result in suspension from the team or other disciplinary action.

4.) Student-Athletes are subject to COA Bylaw 4.31.1 on decorum and conduct. IVC student-athletes will sign an acknowledgement statement indicating a full understanding of the responsibilities and duties as they applicable to all student-athletes state-wide.

Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

A. PARTICIPANT-is a player, coach, team member, team attendant, official, or college staff member.

B. DISQUALIFICATION-is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc., and is not under the jurisdiction of this policy.

C. EJECTION-is defined as the immediate removal from further participation in an event as a result of abusive verbal or physical behavior.

D. VERBAL OR ABUSIVE BEHAVIOR-is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.

E. PHYSICAL ABUSE-is defined as any physical act that results in ejections.

F. EVENT-is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

5.) Hazing or Harassment– Athletics adheres to a principle of Health and Safety of student-athletes. Hazing is never an appropriate level of conduct, and IVC Athletics has established guidelines in this area.

Definitions

a. Harassment in General

Verbal, physical or visual conduct of a racial, ethnic or other type, which, in the employee’s opinion is unwelcome, disruptive, interferes with his/her ability to perform his/her job, and/or which creates an intimidating, offensive or hostile environment.

b. Sexual Harassment

Sexual harassment includes, but is not limited to, the commission of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature where:

1.) Submission to such conduct is made an explicit or implicit term or condition of employment;

2.) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
3.) Such conduct has the purpose or effect of substantially interfering with an individual’s work or school performance; and/or
4.) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

Examples of sexually harassing or offensive conduct include, but are not limited to, committing or encouraging the following:
1.) Sexual flirtation, touching, advances or propositions;
2.) Sexual comments including sexual gestures, jokes or comments made in the presence of any employee or student who has indicated, or it is reasonable to believe, that such conduct is unwelcome in his or her presence;
3.) Graphic or suggestive comments or gestures about an individual or his or her dress or body;
4.) The display of nude, sexually oriented or explicit pictures, posters, calendars, graffiti, objects or other materials...

Actions that may not be examples of hazing include assigned activities directly related to the administration of practice or games such as the carrying of water, equipment, radios, or laundry. Other activities which may not be defined as hazing include but are not limited to: team parties with community games, or going out with teammates, unless an atmosphere of humiliation, degradation, abuse, or danger arises.

Coaches are expected to understand this policy and, to the best of their abilities, educate their athletes in the meaning and importance of the policy. Student-athletes will be required to sign a statement verifying their understanding of the hazing policy and intention to abide by its rules.

Note: Any violation of the above may result in suspension or dismissal from the team and/or other direct measures taken by the College and/or the Athletic Department.

6.) Participants in our intercollegiate athletic program are to receive the same treatment as other students. They have no unique privileges in admissions, grading, living accommodations, or financial aid. Similarly, athletes are not denied the rights and opportunities that would be available to them as non-athletes. Per COA bylaw 4.2.1, student-athletes are held to a strict policy of non-use of any substances as part of their participation in Intercollegiate Athletics. Therefore, we as a Department endorse these guidelines for drug, alcohol and tobacco abuse outlined below.

The Department is committed to a policy which specifically **prohibits possession and/or consumption of alcoholic beverages, tobacco or other drugs by any student-athlete or other undergraduate college students at any time or place when they are in the charge of the IVC coaching staff, or at any official team or departmental function.** These guidelines specifically prohibit consuming, possessing, or transporting alcohol, tobacco or illegal drugs while traveling in vans, buses, airplanes, or private automobiles to or from practices, contests and events, banquets and public appearances, as well as at on-site accommodations, from the time the team leaves campus until its return.

The **use or sale of illegal substances is prohibited.** In accordance with the laws of the State of California, IVC does not condone under-aged drinking or use of illegal substances by its students. The College provides no sanctuary from the law and recognizes its responsibility to cooperate with law enforcement officials in matters pertaining to illegal use of drugs and/or alcohol.

**It is a violation of departmental policy to provide alcohol or illegal drugs to a prospective student-athlete (regardless of whether a student-athlete or student-host has reached the legal drinking age).** Student-athletes who will host prospective student-athletes during the year shall undergo a training session prior to hosting a prospect. Coaches are required to communicate and reiterate this policy to all student-athlete hosts throughout the year.
If a student-athlete is involved in an alcohol, tobacco or other drug-related incident, the Director of Athletics will determine whether the circumstances warrant suspension of the student-athlete from practice and/or game competition. Other consequences may include referral to mandatory evaluation and counseling as a condition of continued participation. The following are the minimum actions to be taken upon each offense. Please note that these are not seasonal offenses, but “carry-over” from year-to-year:

First Offense:
- A minimum suspension equal to 10% of the sport’s total number of contests.
- Mandatory counseling with IVC Health Center personnel, to be determined at the Health Center’s discretion

Second Offense:
- A minimum suspension of 1-year of competition.
- Mandatory counseling with IVC Health Center personnel, to be determined at the Health Center’s discretion
- Mandatory meeting with the Vice President of Student Affairs

Third Offense:
- Dismissal from all participation in IVC Intercollegiate Athletics

7.) You will be held responsible for adhering to team rules as provided by the Head Coach of each sport. Within the intercollegiate athletic program, all decisions directly related to individual and team performance (i.e., practices, playing time, positions, travel squad, etc.) are at the sole discretion of the Head Coach, and these decisions are final. Additionally, Head Coaches may instill rules pertaining to the conduct of that sport. In order to participate in Intercollegiate Athletics, Student-Athletes will comply with these directives.

8.) Please be aware that the Internet can be accessed by anyone. Remember that as the College’s most-public students you represent IVC Athletics at all times. Thus, it is recommended that student-athletes not post information including photographs, text, or join "groups" that do not promote positive behavior. Remember that the general public, including news reporters, also have access to these websites (Facebook, MySpace, Friendster, etc.). While the Athletic Department will not, and cannot, ban your use of these websites, please exercise caution if you are a member.

It is highly recommended that you not post any personal information including your address or phone number to any on-line site. As a student-athlete you are highly visible and people are generally interested in you. Also, use discretion when posting pictures of yourself, your teammates and friends to your website. Do not allow yourself to be photographed in a compromising position. A photo could be "tagged" to you leaving you little control over the content or usage of the photograph. Inappropriate language, behavior or on-line postings may result in suspension or dismissal from the LSU Athletics program.

-- Language courtesy of LSU Intercollegiate Athletics (2009)
Student-Athlete Services

Because of its commitment to the welfare of Student-Athletes, Athletics will offer its full support to the academic process and the specific academic, health, economic and social assistance mechanisms provided by the College. Due to the extra commitment necessary to participate as an intercollegiate athlete, Athletics will also provide in-house opportunities for the benefit of the Student-Athlete. They are unique in nature, as they address issues pertinent to Student-Athletes only, and are offered exclusively to IVC Student-Athletes.

1.) Post–season Evaluations and Exit Interviews - At the conclusion of each sport season, Student-Athletes may be asked to complete a written evaluation of the sport program. Your input is valued. The survey does not require a signature, so we hope that you will share real and honest opinions. At the end of your competitive career, we may also ask for your feedback via an Exit Interview with a member of the athletic administration, in most cases a faculty representative. This information is critical in order to gain further insight toward improving our services and opportunities, and your voluntary participation is welcomed.

2.) For purposes of academic progress, student services, and being a respected member of the campus community, IVC Student-Athletes are regarded in exactly the same measure as all other students on campus. Fortunately, it also means that an extensive array of student services and assistance opportunities are at their disposal.

As part of your participation in Intercollegiate Athletics, Student-athletes are encouraged to review two important areas of the IVC website for further details:

For student services: www.ivc.edu/students
For duties and responsibilities as an IVC student:
Sports Medicine & Insurance

The Sports Medicine Staff's responsibility is to provide injury care, management, and rehabilitation of athletic injuries for our student-athletes. This care consists of preventative measures prior to practices and games, first aid and critical care during practices and contests, and treatment and rehabilitation after activity and/or injury. Staff members work to serve student-athletes, and should be treated with the respect and courtesy they deserve.

A student-athlete should notify the coach immediately if he or she is injured. The coach, the athletic trainer, or the Athletic Office should be notified, if possible, before a student-athlete goes to the hospital or doctor if injured as a result of practice, a game, or any other event directly related to IVC Intercollegiate Athletic teams. This will be the only method that can ensure the Student-Athlete maximum institutional assistance as it applies to a standard of care and related to Student Insurance.

1.) The Department of Athletics requires every student-athlete to obtain an annual pre-participation exam (PPE) prior to the beginning of his/her intercollegiate practices and competitions. This is facilitated by the Sports Medicine staff in one of two ways:

- The Student-Athlete may choose to obtain a free pre-participation exam (PPE) as arranged by the Sports Medicine Staff. This opportunity will be offered by the College as part of a pre-season health screening in association with the IVC Team Physicians. All paperwork related to the PPE will be handled at the time of the PPE. Any referrals for additional examination will be established at that time with the assistance of the Sports Medicine Staff. It should be noted that a student-athlete must be officially admitted to the College and enrolled in the appropriate Intercollegiate Athletics course in order to obtain services from the health center and the athletic training room.
- A Student-Athlete may obtain a PPE from an off-campus source, although an IVC PPE form, available from the Sports Medicine staff, must be used. Should a Student-Athlete choose this option, all costs will be the responsibility of the Student-Athlete. Once the Student-Athlete has received clearance from his/her licensed MD (NOT Physician’s Assistant, Chiropractor, Nurse, etc.), written verification, including the IVC PPE form, must be presented to the Sports Medicine Staff.

All PPE’s will be considered current for 12 months from the date of the exam. At that time, the student-athlete will be required to obtain an updated PPE prior to the next season of competition.

2.) Student-Athletes will be provided with day-to-day care of Intercollegiate Athletics-related injuries and illnesses by the Sports Medicine Staff. Sports Medicine personnel will work in conjunction with the College’s Team Physician Network and the coaching staffs to ensure the most efficient and appropriate service. In order to meet this charge, the cooperation of student-athletes in the following areas will be required:

- All injuries should be reported immediately to the Coaching Staff and the Sports Medicine Staff.
- If emergency treatment is required while the Student-Athlete is away from the campus and training or competing as part of an authorized Intercollegiate Athletics event, it is the responsibility of the accompanying sports medicine personnel, or head coach in the absence of such personnel, to contact EMS and ensure appropriate care is provided to the Student-Athlete.
- The Sports Medicine Staff may assist in referrals to the team physicians.
- Student-Athletes must report to the Training Room on-time to ensure that they will not be late for practice.
- All student-athletes are required to shower prior to post work-out treatments.
• Dirty practice gear and shoes are not allowed in the Training Room.
• Practice equipment is to be left outside the Training Room.
• Tobacco use of any kind is not allowed.
• Rehabilitation treatments are by appointment only. (Failure to make or keep an appointment does not guarantee treatment at a later time.)
• Student-athletes should understand that medical confidentiality will be observed, but that his or her ability to participate safely in practice and games will be discussed with the head coach.
• Questions or problems concerning the Sports Medicine Program should be referred to the Director of Athletics.

Training Room hours:
• For Rehabilitation - as posted at the training room.
• For Game and Practice Preparation – as posted at the training room.

3.) Insurance - It is highly recommended that every student-athlete provide his or her own insurance coverage as the primary source of payment for athletically-related injuries. IVC Athletics provides medical injury insurance of a secondary nature for athletically-related injuries, for medical expenses for injury related to practice, competition, or travel related to practice or competition. This applies to all injuries, including, but not limited to, orthopedic, dental, optical and others.

Seeing a medical professional outside of the coverage provided by the College may result in expenses not covered by the College’s Student Insurance.

4.) Nutritional Supplements and Banned Substances – IVC does not advocate the use of nutritional supplements. Companies producing supplements are not strictly regulated, nor are the products they make monitored by the FDA. Before using any supplement, review the product with Sports Medicine personnel or the team doctor. Additionally, for those considering a transfer to an NCAA institution, Bylaw 31.2.3 of the NCAA Manual lists of banned substances that may compromise your future eligibility.
NCAA Bylaws - Benefits

In accordance with COA rules and regulations, IVC is responsible for the control and conduct of its intercollegiate athletic program. This responsibility includes accountability for the acts of all of its "athletic representatives." As student-athletes may be considering transfer to an NCAA institution for future competition, it is important to note the NCAA rules actually apply to amateur athletes prior to enrollment at an NCAA school.

As such, please review the following list which includes some, but not all, of what are considered "extra benefits" by the NCAA and therefore are not permitted to be provided to student-athletes:

- A special discount, payment arrangement or credit on purchase (e.g., airline ticket, clothing) or services (e.g., laundry, dry cleaning, tailoring).
- A loan of money in any amount.
- A guarantee of bond.
- The use of an automobile.
- The purchase of a meal or service at commercial establishments.
- Transportation to or from a summer job.
- A benefit connected with off-campus housing (e.g., individual television sets or stereo equipment, specialized recreational facilities, room furnishings or appointments of extra quality or quantity) that is not available on the same basis in the housing provided to at least one-half of the other members of the student body living in on campus housing.
- Signing or co-signing a note with an outside agency to arrange a loan.
- Selling or giving a student-athlete tickets to athletic, College, or town events.
- The use of personal properties (e.g., boats, summer homes, cars, stereos).
- Providing Christmas or birthday gifts.

In addition, NCAA rules stipulate that a student:

- may not make or bill long distance telephone calls utilizing College telephones.
- may not use copying machines or FAX machines at no cost.
- may not knowingly provide information to assist individuals in organized gambling activities.

Student-Athletes should also be aware that the NCAA reserves the right to drug test during post-season competition. All IVC Student-Athletes may be subject to these regulations, as IVC attempts to provide a comprehensive athletic experience designed to maximize all potential transfer and competition offerings following the end of athletics eligibility at IVC.
Equipment

It shall be the policy of the Department of Athletics to issue equipment to members of intercollegiate teams. Each Student-Athlete will be issued uniforms, and when appropriate, practice gear, outerwear, locks, and other equipment prescribed by the coach. Student-Athletes are responsible for caring for all equipment issued to them and returning it at the end of the season or when terminating their participation on an intercollegiate team.

Each individual using clothing or equipment must:
1. Sign-out all items to be used for the season and read and sign the policy on clothing and equipment distribution.
2. Assume responsibility for returning each item in the same condition in which it was signed-out (taking into consideration normal wear due to use).
3. Return all items as directed. Items that are lost or stolen are the responsibility of the Student-Athlete.

Lost or stolen equipment - Each student-athlete is responsible for his/her own athletic uniform and corresponding equipment (helmet, belt, etc). At the end of each season student-athletes must return all assets to the Equipment Manager. Each team will be assigned a date and time for the return of all assigned gear. If a student-athlete fails to return their gear by that date, they are subject to the following financial actions:

- If the missing items are returned 1-7 days after the due date, the student will be charged a $10 handling fee.
- If the missing items are returned 8-14 days after the due date, the student will be charged a $25 handling fee.
- If the missing items are returned 15-21 days after the due date, the student will be charged a $50 handling fee.
- If the missing items are not returned within 21 days, or is declared lost by the student, the items will be considered permanently lost. At that point the student will be charged a $100 handling fee and the replacement cost of the items lost. Please note that a single item will be much more expensive to replace than the original purchase price.
- If a student-athlete is to be charged for lost gear, a financial “Hold” will be placed on that student’s record. Registration, transfer, transcripts, graduation checks and other college services will not be available to a student until the student’s account is made current by paying the handling fees and/or replacement costs.

Laundry - Laundry for practice gear and warm-ups will be the responsibility of the Student-Athlete unless otherwise instructed. Uniforms may be cleaned by IVC personnel at the direction of the Head Coach. Coaches will collect uniforms at the end of each contest; re-issue will be made prior to the next competition.
Media Relations

The Athletics Department provides a variety of support roles for IVC’ Student-Athletes and the media who cover Laser Athletics. Athletics produces publications, press releases, websites and publicizes IVC Student-Athletes, coaches, and sports programs. Athletics personnel also records results, statistics, and handles media needs. If you have questions pertaining to the media, please see the Director of Athletics.

There are three simple rules in dealing with the media as a Student-Athlete at IVC:

- All media interviews are to be arranged through the Sports Information Office.
- Do not give out your telephone number to members of the media without permission from your coach or the Athletic Director.
- No exchange with a member of the media should ever be considered “off the record.”

We encourage your interaction with the media, as it provides an avenue for the entire College to show the quality of our Student-Athletes, and academic and Athletics programs. If you are unsure of yourself in such a setting, you may always request that the Athletic Director of your coach “sit-in” during the interview. Please let your coach know of your needs.
1.) Athletes are expected to attend every practice, on time, unless they have a class or are ill. Athletes must notify their coach **prior** to practice if they cannot attend.

2.) All athletes are expected to follow the coaches' instructions regarding practice, discipline and team matters. Each student-athlete and/or coach has the right to appeal unfavorable decisions to the Athletic Director after first attempting to resolve the issue with the parties involved.

3.) Coaches and players are to be dressed in an appropriate manner at all times when representing their team and IVC. During away trips, athletes are expected to wear appropriate attire and exercise neatness. Coaches may have more specific requirements that go beyond this minimum.

4.) Student-athletes who participate in a predetermined number of athletic contests can receive varsity letter awards at the conclusion of their season. The head coach of the program will determine varsity letter status.

5.) The Department of Athletics has adopted a policy encouraging community service from our student-athletes. This is for the mutual benefit of the Student-Athlete’s bio and resume, as well as for the continued marketing of the College. Throughout the year, you will hear about various opportunities to interact with these community entities, or to provide support to their work. Additionally, teams often participate in other activities providing service to others in the community.
Appendices
Complete (type or print) and send this form to your conference commissioner prior to your first contest:

Irvine Valley College  Orange Empire Conference
Your Present College  Your Present Conference

Is this your 1st or 2nd Season in this sport?  

Last Name, First, MI

Social Security/ID#  Today’s Date

Present Address, Street, City, State, Zip Code  Telephone #  Date of Birth

High School Last Attended, City, State, Zip Code

Spring, 200

Last Date Attended

Accurately account for all your time between high school graduation and the present. Beginning with the year you left high school, list employment dates, periods of unemployment, armed forces service, and all education institutions in which you have registered, including your present college. Do include summer schools. Do not include summer jobs.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Colleges Attended or Jobs Held, City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 2008 Pre sent</td>
<td>Irvine Valley College</td>
<td></td>
</tr>
<tr>
<td>08 2007 05 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 2006 05 2007</td>
<td></td>
<td></td>
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<tr>
<td>08 2005 05 2006</td>
<td></td>
<td></td>
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<tr>
<td>08 2004 05 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 2003 05 2004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Including this college and this season, list all of the colleges and sports in which you have practiced, scrimmaged, or competed, including club sport, JV, and varsity contests since high school: (If you only practiced or scrimmaged in a sport, please so state.)

Sport  College  Varsity, JR Varsity, Club  Semester  Yr

Irvine Valley College  Varsity  Fall  2008

For College Office Use Only:

The signature below verifies this student's Eligibility to participate at this college:

First Competition  Yes  No  N/A

*Enrolled in 12 Units (See Constitution Article 10.2)  Yes  No  N/A

Individual Educational Plan on Filed  Yes  No  N/A

Transcripts Received  Yes  No  N/A

*Passed 24/36 Semester/Quarter Units (See 10.5)  Yes  No  N/A

Has a 2.0 GPA from First Participation  Yes  No  N/A

Satisfies the Transfer Rule  Yes  No  N/A

Coach’s Signature  Date

Athletic Director’s Signature  Date

Registrar’s or Administrative Representative’s Signature  Date

Tracer Sent: Date  Tracer Returned: Date  07/04
Student Athlete: Please read the following sections and statements prior to signing this form. If you have questions, please ask the individual administering the form.

1. I understand that in order to be eligible (Bylaw 1), a student athlete must be continuously and actively enrolled and attending class in a minimum of 12-credit units at his/her community college during the season of sport, notwithstanding other articles/bylaws of the Constitution. Such eligibility shall be required for non-conference conference, and postconference participation.
   * Of the 12 units, at least 9 shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete’s education plan. By the second semester or quarter of attendance and competition at a community college, the college shall certify that the student athlete has on file an individual education plan.

2. I understand that the Bylaw 1.5 requires that actual competition in a scheduled game, meet, or match (except scrimmages) in any institution above the high school level during a sports season shall be recorded as one season’s competition in that sport.

3. Bylaw 1.6 requires that in order to be eligible for the second season of sport, the student athlete must complete and pass 24-semester/36-quarter units between seasons of competition. These units must be completed prior to the beginning of the semester or quarter of the second season of sport. Units completed and passed during the first season of sport shall be included in the calculation of the 24-semester/36-quarter unit requirement. Units from a course repeated to raise a grade of “D” or better shall not be counted to satisfy this second season of sport unit eligibility rule. All units shall be completed and passed at a regional accredited postsecondary institution.
   * Of the 24-semester/36-quarter units to be completed 18-semester/27-quarter units shall be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete’s education plan. (See Bylaw 1.6.1.E)

4. I have not attended class(es) at another California community college this semester/quarter. I have not participated or competed at another college during this season of sports. I have not attended an intercollegiate athletic class.

5. I understand that once I have participated/competed in a COA sanctioned sport, I must maintain a minimum 2.0 GPA in my course work to continue to be eligible for any sport.

6. I have never been paid for athletic competition, and I am an amateur in this sport.

7. I understand that I may not receive financial assistance or other special privileges for my participation in athletics.

8. I authorize college authorities to release information about my athletic and academic records, as well as my height, weight, and year in college, for the sole purpose of determining athletic eligibility.

9. I understand that I may not compete or practice with any other community college. As a member of a team sport, I may not compete/practice with any outside team in that sport during the season of that sport.

10. I understand that to be eligible to transfer and compete at an NCAA college I may need to register with the NCAA clearinghouse and meet specific transfer requirements.

11. STATE DECORUM POLICY—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 postconference competition.
   C. Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (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 A or B.
   E. The use or possession of any form of tobacco, alcohol, and/or other controlled substances during a California community college-sponsored activity shall be ejected and handled as in A or B.

12. I understand that there are special rules for student athletes. I understand and will abide by the above statements and all rules of athletic eligibility. My signature below certifies that the information I have given on each side of this form is true. Information falsely given or concealed by me will cause my college’s forfeitures of all games, meets, and/or matches in which I may compete, and that I may be designated ineligible for further competition. If I do not agree with any item above, my explanation is attached to this form.

Student Athlete’s Signature ___________________________ Date ______/____/_____ 07/04
CCCAA Student-Athlete Transfer Form

To:
Name: __________________________
Title:   __________________________
Institution:  __________________________
Address:  __________________________
C/S/Z:   __________________________
E-mail:   __________________________
Phone:   __________________________
Fax:   __________________________

From:
Name: __________________________
Title:   __________________________
Institution:  __________________________
Address:  __________________________
C/S/Z:   __________________________
E-mail:   __________________________
Phone:   __________________________
Fax:   __________________________

The California Community College Athletic Association, member conferences and institutions review the eligibility record of all students who transfer to member institutions from other colleges and universities. We are asking for your cooperation in securing the following information and a copy of an unofficial transcript for a student indicating previous enrollment at your institution.

Name of Student-Athlete: (First name, middle initial, last name)
_________________________________________________________________________________________________

By signing, I request that my athletic and academic records be provided to Irvine Valley College for purposes of certifying my eligibility to practice and compete in intercollegiate athletics.
_________________________________________________________________________________________________
Signature           Date

Was the student enrolled and attending class?  Yes☐   No☐   If Yes, dates:  from ___________ to ___________  

Did the student transfer to your institution?  Yes☐   No☐   
If Yes, please list previous institutions:________________________________________________________________

Did the student participate in intercollegiate athletics practice at your institution? Yes☐   No☐   

Did the student participate in intercollegiate athletics competition at your institution? Yes☐   No☐   

If the student-athlete competed, please complete the following information for each year of attendance:

<table>
<thead>
<tr>
<th>Sport</th>
<th>School Year</th>
<th>Compete in traditional segment?</th>
<th>1st/2nd year of competition?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes☐   No☐</td>
<td>1st☐   2nd☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes☐   No☐</td>
<td>1st☐   2nd☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes☐   No☐</td>
<td>1st☐   2nd☐</td>
</tr>
</tbody>
</table>

Name of Person Completing this form: __________________________
Title/Position: __________________________________________
Phone: __________________________ Fax: __________________________ E-mail: __________________________
This form shall be completed by all student athletes who are from outside the recruitment area.

**DIRECTIONS:**

A. Have each out-of-recruitment area student complete this form at the time of or as soon as possible following first contact.

B. When the student enrolls at your college, attach this FORM C to the college’s copy of the eligibility FORM 1 for first-contact verification.

### TO BE COMPLETED BY THE STUDENT ATHLETE:

**(Please type or print)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Birth Date</th>
<th>Today’s Date</th>
</tr>
</thead>
</table>

Your Current Address: Street, City, State, Zip Code

<table>
<thead>
<tr>
<th>High School of Last Attendance</th>
<th>Date of Last Attendance</th>
</tr>
</thead>
</table>

High School Address: Street, City, State, Zip Code

<table>
<thead>
<tr>
<th>List your sport(s)</th>
<th>List the community college(s) you would normally attend</th>
</tr>
</thead>
</table>

I hereby certify that I made the first contact with:

<table>
<thead>
<tr>
<th>College</th>
</tr>
</thead>
</table>

and that I have chosen this college without prior contact by members of the staff or persons representing the college. I understand that any misinformation will result in loss of eligibility and forfeiture of contests.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**ATHLETIC DIRECTOR: PLEASE KEEP ON FILE AT YOUR CAMPUS.** 07/05
Appendix D – IVC Acknowledgement Statement

Irvine Valley College Athletics
Acknowledgement Statement

Student Name ___________________________________  Sport _____________________

Per College and District policy, student-athletes must affirm the following:

- That the student-athlete will access and read the IVC Student-Athlete Handbook at www.ivc.edu/athletics;
- That the student-athlete has been permitted the opportunity to review all documents and the Handbook in a timely manner;
- That the student-athlete shall abide by all policies and regulations of the CCCAA, Orange Empire Conference, Irvine Valley College, and the South Orange County Community College District;
- That the student-athlete is aware of the special responsibilities of representing the College in intercollegiate competition, practice and during travel;
- That the student-athlete is receiving no financial assistance (housing, transportation, tuition, books, etc.) from any person related to IVC including, but not limited to, coaches, faculty, staff, or boosters.
- Further, the student-athlete agrees to the following requirements to practice, compete, and receive equipment:

> CCCAA Student Eligibility Form-Form 1
> CCCAA Student Athlete Tracer Report-Form 2 (if necessary)
> CCCAA Out-of-District Student Contact Record-Form C (if necessary)
> IVC Acknowledgement Statement
> IVC Academic Declaration of Intent & IEP
> IVC Media Information and Release
> IVC Self-Transportation Release
> IVC Felony Disclosure Statement
> IVC ASIVC membership
> SOCCCD Athletics Risk Agreement
> IVC Emergency Card
> IVC Health History Form
> IVC Pre-Physical Doctor Notes
> IVC Physical Results
> IVC Athletics Insurance form
> Remain enrolled in a minimum of 12 units during the season
> Enrollment in the correct Intercollegiate Athletics and/or PE courses
> Return all IVC issued equipment and apparel as instructed
> Use District-provided transportation as directed by IVC coaching staff
> Authorize the release of unofficial transcripts to and from IVC for athletically-related purposes

__________________________________   _____________________   ______________
Signature       Sport           Date
Appendix E – SOCCCD District Consent Form

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
PARTICIPATION CONSENT & WAIVER AGREEMENT

For and in consideration of permitting (student) to enroll in and participate in (activity) conducted by South Orange County Community College District at College in the County of Orange, and State of California, beginning on the day of , 20 , the Undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and for whatever period said activities or instructions may continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against South Orange County Community College District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF (student)
BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

In the event of illness or injury, I do hereby consent to whatever x-ray examinations, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgement of the attending physician, surgeon or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. It is understood that the resulting expenses will be the responsibility of the participant, parent, or guardian.

As stated in California Code of Regulations, Section 55450, I understand and do hereby assume all of the above mentioned risks which may arise out of or in connection with athletic participation and associated activities arranged for the participant by the South Orange County Community College District as noted above.

I fully understand that participants are to abide by all rules and regulations governing conduct during athletic participation. Any violation of these rules and regulations may result in that individual being dismissed from the activity with any expenses incurred being the responsibility of the participant and/or his/her parents/guardian.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against South Orange County Community College District he/she shall indemnify and save harmless the same South Orange County Community College District or any of it's officers, agents or employees from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the above and the following page titled Athletic Code of Conduct, has been fully and completely advised of the potential dangers incidental to engaging in the activity and is fully aware of the legal consequences of signing the within instrument.

Student Signature

Parent or Guardian Signature
(Only if student is under 18 years of age.)

Date

Date

THIS FORM MUST BE ON FILE WITH THE COLLEGE BEFORE THE STUDENT WILL BE ALLOWED TO PRACTICE FOR/OR PARTICIPATE IN THE ABOVE LISTED ACTIVITIES.

Original to Athletic Director.................................................................Yellow Copy to Athlete

FS#31 07/2005
ATHLETIC CODE OF CONDUCT

The Athletic Departments of both Irvine Valley College and Saddleback College recognize that Student Athletes are important representatives of the District and their College. Student Athletes are highly visible representatives of the District and their College while at their own campus and while participating at off-campus athletic contests and events. Student Athletes must willingly sacrifice their time and their personal individualism for the benefit of their team. Student Athletes must also conform to the following general guidelines of personal conduct while they are members of a College athletic team:

1. **TRAINING RULES:**
   A. Student Athletes who are apprehended for the possession and/or consumption of non-prescription drugs or controlled substances may be disciplined in accordance with District policy and may be expelled from the athletic team.
   
   B. Student Athletes must also comply with all Training Rules that are specified by the College's Athletic Department.

2. **CONDUCT OF STUDENT ATHLETES:**
   A. Any behavior by the Student Athlete which reflects badly upon the athletic team or the College will not be permitted. Student Athletes may be expelled from the athletic team for such behavior.
   
   B. All Student Athletes must travel to and from athletic contests with their team. Student Athletes who cannot travel with their team must obtain Athletic Department approval on the Student Voluntary Transportation Agreement (Form FS#32). Prior to individual travel by the Student Athlete, this Form must be approved and signed by the College's Athletic Director and team coach. Student Athletes who are under the age of 18 must also obtain their parent or legal guardian's signature on this Agreement.
   
   C. Student Athletes are personally responsible and liable for the athletic uniform items and equipment that are issued for their use. All items must be returned to the College at the conclusion of the athlete's participation on the team or at the end of the sport season. Student Athletes and/or their parents or legal guardian are financially liable for the replacement cost of uniform items or equipment not returned to the College.

3. **ELIGIBILITY REGULATIONS:**

   All Student Athletes must be able to demonstrate eligibility in accordance with the requirements established by the governing State and local commissions for athletics.
Appendix F – IVC Felony Disclosure

IVC Intercollegiate Athletics
Felony Sentence Disclosure

Under penalty of perjury, the undersigned student-athlete declares that the provisions of Section 67362 of the California Education Code are not applicable to their participation in intercollegiate athletics at Irvine Valley College.

Section 67632 mandates that a student may not participate in intercollegiate athletics at a California public college or university if all of the following criteria are applicable:

> A conviction, and
> Tried and sentenced as an adult in any state or country, and
> The sentence was made after enrollment in any college or university, and
> Currently serving any portion of their term of probation or assigned prison term or parole period, and
> For any of the following felonies (number listed is for CA penal code):

  187 - Murder with malice aforethought
  209 – Kidnapping
  210 – Kidnapping for ransom or reward
  211 - Robbery
  220 - Assault
  243.8 – Battery on a sports official
  245 – Assault with a deadly weapon
  261 - Rape
  262 – Rape of a spouse
  264.1 – Aiding in Rape
  286 - Sodomy
  288 – Lewd or lascivious act with a child
  288a – Oral copulation
  288.5 – Substantial sexual conduct with a child
  289 – Sexual assault with duress
  459 - Burglary
  664(a) - Attempted murder during the commission of a crime

The undersigned student-athlete may be subject to disciplinary action, including, but not limited to, suspension, dismissal, or expulsion, if the student-athlete knowingly provides false information in this declaration. If you are unsure of your status, please consult with the Director of Athletics prior to signing.

__________________________________________________________________________________________
Name            Sport
__________________________________________________________________________________________
Signature       Date
Appendix G – Transportation Waiver

South Orange County Community College District

Student Voluntary Transportation Agreement
Irvine Valley College Athletics

Today’s Date _____________________

Student Name _______________________________ Student ID# ___________________

Activity/Sport _______________________________

I understand that the South Orange County Community College District (SOCCCD) may be providing transportation to and from Irvine Valley College (IVC) as part of competition and/or practice for the above activity/sport. However, I may not wish to avail myself of the transportation provided by the District.

I hereby request permission to provide for my own transportation and my own expense.

By signing below, I fully understand and agree that the District is in no way responsible, nor does the District assume liability, for any injuries, losses or death resulting from this non-District sponsored transportation, although the District may suggest travel time, routes or ‘caravaning’ to or from this activity/sport. I fully understand that such suggestions are not mandatory.

__________________________________________ ______________________________
Student Signature      Date

__________________________________________ ______________________________
Parent/Legal Guardian (if under 18 years of age)  Date

__________________________________________ ______________________________
District Approval Signature     Date
Appendix H – Media Release

IVC Student-Athlete
Media Information & Release

Release language

The information you provide will assist the Athletic Department and Sports Information Director in publicizing your efforts on our website, in local media, in your hometown newspaper, and with the colleges recruiting you. Please provide as much information as you have and be as specific as possible.

Full Name: ________________________________ Nickname: ____________
Sport: ________________________________ Position: ______________
Frosh/Soph: _______________________ Previous College: ____________
High School: ______________________ Graduation Yr.: ______________

Previous Athletic Honors/Statistics (all-league, All-CIF, All-Tourney, team honors, stats, club, etc.) Please give as much as information as possible.

Club: ______________________________

HS Freshman: ______________________

HS Sophomore: ______________________

HS Junior: ______________________

HS Senior: ______________________

Previous College: ______________________

Best game you’ve ever played (where, when, score, what happened): ______________

Goals for your season/career at IVC: ______________________
Appendix I – Academic Declaration of Intent

Academic Individual Education Plan (IEP) 
Student-Athlete Declaration of Academic and Athletic Intent

I understand that in order to practice and compete as an intercollegiate student-athlete at a California Community College, I must meet CCCAA Bylaws for academic enrollment and progress;

I understand that there are many methods to become, and remain, academically eligible;

I understand I must meet with an Irvine Valley College (IVC) academic counselor prior to the first competition in each season in which I compete;

I understand that I must complete a multi-year academic Individual Education Plan (IEP) with an IVC academic counselor based on my declaration of academic and athletic goals. This Plan will accurately reflect my intent to compete, redshirt, grayshirt and/or transfer;

I understand that if I intend to transfer and compete at the 4-year level (Declaration 1, 2, or 3 below), my IEP will include appropriate course work to begin and maintain eligibility as per CCCAA Bylaws, and a transfer path fitting of my academic and athletic history and goals;

I understand that if I do not intend to continue competing at the 4-year level (Declaration 4 below), my IEP need only include those courses necessary to meet CCCAA Bylaws for initial and continuing eligibility;

I understand that although I must meet with a counselor and complete and IEP per CCCAA Bylaws, I am ultimately responsible for scheduling and completing the necessary courses to meet my current and post-competition academic and athletic goals.

Please check one of the following Declarations:

☐ 1) I intend to transfer and compete at the 4-year level upon completion of my eligibility at Irvine Valley College. I will not redshirt or grayshirt, and intend to transfer after two years of competition.

☐ 2) I intend to transfer and compete at the 4-year level upon completion of my eligibility at Irvine Valley College. I will redshirt, and intend to transfer after two years of competition.

☐ 3) I intend to transfer and compete at the 4-year level upon completion of my eligibility at Irvine Valley College. I will grayshirt, and intend to transfer after two years of competition.

☐ 4) I do not intend to compete at the 4-year level.

Name (print) _______________________________ Sport ________________________
Signature _________________________________ Date _________________________
ASIVC Co-Curricular Funding
Student-Athlete Declaration of Intent

I understand that in order to compete and receive the benefits of ASIVC funding for co-curricular activities, that I must purchase the “ASIVC Sticker” for the semester in which my sport competes:

**Fall:**
- Basketball, Men’s
- Basketball, Women’s
- Golf, Women’s
- Soccer, Men’s
- Soccer, Women’s
- Volleyball, Women’s

**Spring:**
- Badminton
- Baseball
- Golf, Men’s
- Tennis, Men’s
- Tennis, Women’s
- Volleyball, Men’s

In order to compete, I will provide my Head Coach **proof of the purchase** of the required ASIVC co-curricular sticker in the form of a **photocopy of the receipt** prior to the first competition for my sport.

**Name (print) ____________________________  Sport ______________________
Signature ______________________________  Date ______________________**
Appendix K – Privacy Q&A

Frequently Asked Questions About FERPA

What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How am I informed about my rights under FERPA?
Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this Web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent?
There are several exceptions to FERPA’s general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of “directory information” if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

What is “Directory Information”?
FERPA defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, “directory information” includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the “directory information” notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37)

If I am a parent of a college student, do I have the right to see my child’s education records, especially if I pay the bill?
As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an “eligible student’s” education records to the parents of the student, without the student’s consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent’s status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

Can a postsecondary institution disclose financial records of an eligible student with the student’s parents?
If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student’s parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.
What if my child is a minor and he or she is taking classes at a local college while still in high school – do I have rights?
If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

May a postsecondary institution disclose to a parent, without the student’s consent, information regarding a student’s violation of the use or possession of alcohol or a controlled substance?
Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a “dependent student” as defined in FERPA, the institution may disclosure such information, regardless of the age of the student.