

LOS MEDANOS COLLEGE STUDENT-ATHLETE HANDBOOK



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Welcome to Los Medanos College,

You have taken the first step academically and athletically, now let us assist you with the next step of your collegiate career.

The transition to a new environment is often challenging. This handbook has been prepared to assist you with life at Los Medanos College, as a student and an athlete. You may use this book as a resource guide to the college, the athletic department, and your new surroundings.

This handbook provides information for your academic activities, athletic responsibilities, physical welfare, and for the college. Read through the entire handbook to familiarize yourself with Los Medanos College and Athletic Department rules and regulations.

Sincerely,

Richard Villegas

Athletic Director

Los Medanos College

(925)-473-7605

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MISSION STATEMENT

Los Medanos College is a student centered institution dedicated to meeting the educational needs of East Contra Costa County residents. The athletic program at LMC is designed to supplement and enhance the total educational experience of student athletes. The program is governed by the Code of the California Community College Commission on Athletics and the Constitution of the Bay Valley Conference.

Our philosophy is to:

Provide for the safety and welfare of the student as a primary concern;

Assist the student athlete in attaining his/her educational goal;

Be recognized as part of the college's total educational program;

Be characterized by the highest levels of professional instruction and supervision;

Provide opportunities for individual growth and development;

Ensure an opportunity for student athletes to achieve excellence;

Provide equal opportunity to all members of the college community;

Maximize opportunities for participation by the maximum number of students;

Aspire to achieve and maintain high levels of athletic performance within a moral and ethical framework;

Maintain the goal of cooperation within and among the various intercollegiate sport offerings;

Provide the best possible equipment and facilities;

Involve community, parents, faculty, friends and other students, as well as the coaches and athletes themselves; and

Strive to make each student athlete's experience a positive, healthful and enjoyable part of his/her college life.

PURPOSE OF STUDENT-ATHLETE HANDBOOK

This document provides information essential for your successful participation in our intercollegiate athletic program. It is important to be aware that student-athletes are bound by additional rules and regulations as set forth by the Contra Costa Community College District, the California Community College Athletic Association (CCCCAA), the Bay Valley Conference (BVC), and the LMC Athletic Department.

It is our goal to educate you and your parents (if you are under 18 years of age) to ensure that you understand these expectations. To acknowledge that you understand the information stated herein, you will be required to sign the Los Medanos College Student-Athlete Contract. Your signature then indicates that you and your parents know and understand the various topics covered in this handbook. Make sure

you ask questions if you do not fully understand any of these important items. Your signature will represent your commitment to adhere to the expectations outlined in this handbook as a condition of participation in the LMC intercollegiate athletics program.

FOUR VALUES OF MUSTANG SUCCESS

1. Academic Excellence: Strive to achieve your academic goals.
2. Athletic Excellence: Be driven to improve athletically and be competitive within our conference.
3. Good Citizenship: Develop and practice effective communication and leadership skills.
4. Commitment to Community Service: Demonstrate commitment to improving the community in which you live, work, and study.

STUDENT-ATHLETE ELGIBILITY REQUIREMENTS

I understand that in order to be eligible for intercollegiate competition, I must be **continuously and actively enrolled** and attending class in a **minimum of 12 units** at my community college during the season of sport, notwithstanding other articles/bylaws of the CCCAA Constitution and Bylaws. (Bylaw 1.3.1) Your eligibility is checked on a weekly basis through the end of each semester. If at any point during the semester of competition you drop below full time enrollment (12 units), you immediately become ineligible to compete. Therefore, you must monitor your enrollment status on a regular basis.

*Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. The college shall certify that I have an individual educational plan on file. (Bylaw 1.3.1.B)

In order to be eligible for the second season of sport, I must successfully complete and pass 24-semester/36-quarter units at an accredited postsecondary institution and complete a minimum 6 units during my last full-time term*. The 24-semester/36-quarter unit count begins with and includes the units taken during the first semester/quarter of competition for that sport and must be completed prior to the beginning of the semester/quarter of the second season of sport. Units from a course repeated to raise a grade of "D" or better shall not be counted to satisfy this second-season-of-sport unit eligibility rule. (Bylaw 1.6)

*Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. (Bylaw 1.6.1.2)

I understand that once I have competed in a CCCAA-sanctioned sport, **I must maintain a minimum cumulative 2.0 GPA** and complete **a minimum of 6 units during my last full-time term** to continue to be eligible for any sport.

I understand that **I may not and have not**: participated or competed at another college during this season of sport and have not attended an intercollegiate athletic class. I also understand that 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.**

Transfer students

1. A transfer student who did not participate in athletics prior to transferring to LMC is immediately eligible.
2. A transfer student-athlete who participated in athletics prior to transferring to LMC and comes directly from a 4-year college is eligible if they meet the GPA and units earned requirements.
3. A transfer student-athlete who participated in athletics at another California Community College prior to transferring to LMC must fulfill a residence requirement at LMC. 12 units at LMC must be completed prior to their season of sport, with no more than 8 units of the required 12 units earned during summer sessions.

ATHLETIC TRAINING/SPORTS MEDICINE INFORMATION AND REQUIREMENTS

All student-athletes are required to have a current pre-participation physical performed by a medical doctor or their associates (physician's assistant, nurse practitioner, doctor of osteopath- **Chiropractor physical will not be accepted**) before they are allowed to participate in athletics at Los Medanos College (see the appendices for a copy of the health questionnaire and physical form).

All student-athletes must pass their physical exam and have all athletic training forms (personal information, insurance information, assumption of risk/waiver, consent to treat, concussion awareness) filled out completely prior to practicing with their sport for the upcoming season (see appendices for these forms)

INJURIES/ILLNESSES: The Los Medanos Athletic Department would prefer that all injuries be reported to the Head Coach and/or Athletic Trainer immediately and, if possible, prior to seeking medical attention elsewhere. If needed, the Athletic Trainer can refer the student athlete to our Team Physician or a specialist within your particular health insurance network.

INSURANCE: Los Medanos College does have access to an athletic accident insurance if needed. This insurance is secondary to your primary health insurance. Student Athletes who do not have primary insurance need to alert and contact the Athletic Trainer Brian Powelson (925)-473-7515

ATHLETIC TRAINING ROOM: POLICIES-RULES

- Only Student-Athletes may use the Athletic Training Facility.
- Student-Athletes may only use the Athletic Training Facility while the Athletic Trainer is present.
- Computer sign-in is required before receiving treatment.
- Athletes must shower prior to any tub use.
- **NO CLEATS** in Athletic Training Facility & KAC Complex
- **NO TRASH** is to be left in the Athletic Training Facility & KAC Complex

- **NO GUM** in training room
- Athletes must be fully clothed in appropriate athletic attire to receive treatment.

The LMC Athletic Program is built on a commitment of respect and positive attitudes by and for all.

TEAM ROOMS: Policies-rules

- **NO ONE** is allowed in Team Rooms except intercollegiate team members.
- Team Rooms will be opened 30 minutes prior to practice and 75 minutes prior to game.
- Last player out of the Team Room is responsible to close door.
- Each player must use their own assigned locker for the season, locks are assigned through the equipment manager.
- Food and drink are allowed in the Team Room.
- **NO TRASH** is to be left in the Team Room.
- **NO GUM** allowed in Team Room
- Cleats can be worn only in the locker room and outside (**No cleats allowed in KAC Complex**)
- **NO METAL CLEATS IN LOCKER ROOMS** to prevent damage to the finish and epoxy of the floor.

COUNSELING SERVICES

www.losmedanos.edu/counseling

(925) 473-7450

(925) 513-1625 (Brentwood Center)

The Counseling Department is devoted to assisting students in the discovery of their career aspirations, academic interests, individual abilities, and life experiences and helps students draw on their discoveries to: 1) define a career objective, 2) select an educational goal, 3) create an educational plan, and 4) identify a major or particular field of study (e.g., art, math, sociology, etc.). The college has committed a counselor specifically dedicated to student-athletes and their personal and academic success as a resource and an integral component of the athletics program. All student-athletes are expected to see a counselor each semester and as needed for educational planning, registration of classes, etc.

Guided by the mission and core values of the College, the Counseling Department partners with students, recognizing the intellectual, psychological, cultural and social aspects of their educational development. The department promotes student success by offering comprehensive services, minimizing educational barriers, enhancing learning activities, fostering intercultural competence, referring to on and off-campus services, and assisting students in their continued exploration and clarification of their goal and life options. Whether in person, via the internet, one-to-one, or through a workshop or Counseling course, the Department facilitates student learning with the intent to build student: 1) critical thinking skills, 2) ability to apply critical thinking skills to personal life challenges, 3) strategic planning, that draws on internal and external resources; and, 4) accountability as leaders, capable of modifying personal behavior and using influence to propel them to accomplish their goals.

Services provided:

1. Exploration of solutions to personal and educational problems

2. Exploration of educational and career choices
3. Exploration of career and technical majors offered at LMC
4. Exploration of majors offered at four-year institutions
5. Advice concerning general education requirements
6. Advice concerning major and transfer requirements
7. Assistance in adjusting to college
8. Assistance in developing effective study habits and study skills
9. Assistance in developing an educational plan—abbreviated and comprehensive
10. Development through completion of targeted Counseling courses: Orientation To College (COUNS 30), Career Development (COUNS 32), Transfer Planning (COUNS 33), College Success (COUNS 34)

Mission Statement

The Counseling Department embodies a comprehensive, student-centered approach. We believe in fostering the strengths of our diverse student population and working collaboratively with all student services to empower students in their educational process. We believe in cultivating shared responsibility in navigating the educational system that results in positive student outcomes and personal growth.

Program Student Learning Outcomes

1. Students will be able to clarify their educational goals after meeting with a counselor during express counseling.
2. Students will understand how to reach their educational goals after meeting with a counselor to complete the educational plan.

Student Code of Conduct CCCCD Student Services Procedure [3027](#)

STATE DECORUM [POLICY](#) (Number 9 on the attached eligibility report)

SOCIAL MEDIA - Social Networking... BE AWARE!

(Facebook, Instagram, Snapchat, Twitter, YouTube, Pinterest, etc.....)

Be careful of what you show to the public about yourself. Yes, it's GREAT that the internet allows you to share photos/videos of yourself having fun with friends, however, BEWARE!

College admission officers and college coaches now check these sites prior to making decisions on offering admission to college and giving college scholarships.

DO NOT put anything on the internet that you would not want a college official to use judging you!

As your Athletic Director I want to remind you that as student-athletes, you are representatives of the LMC Athletics program and of the institution. I want to reinforce the notion of student-athletes as leaders with responsibility and accountability for their actions.

FERPA- Family Educational Rights and Privacy Act

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to ensure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records.

In conformance with federal and state laws, Los Medanos College hereby provides notice that the Contra Costa Community College District Governing Board has adopted the following policy regarding access to student records maintained by the College

Release of Student Records:

- No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances.
- Student records shall be released pursuant to a student's written consent.
- "Directory information" may be released in accordance with the definitions in Board Policy 3013.

CAMPUS PARKING REGULATION & REINFORCEMENT

All vehicles parked on the campus, whether in a parking lot, gravel lot, or on any perimeter road must have a valid parking permit. Be aware that there is designated student parking areas, as well as faculty and staff parking areas. Parking permits are required for spring, fall and summer. Session-long permits can be purchased online through the InSite/WebAdvisor link, www.4cd.edu/webadvisor. Daily permits can be purchased at kiosks in the parking lots. Limited parking meters are provided.

Students who park in faculty/staff spaces will be ticketed. Students can park in staff lots after 5:00 p.m., except in Lot B. These defined areas are indicated on the campus map, which may be picked up at the information desk or in the Police Services Office.

Copies of the college parking regulations are available in the [Business Office](#) and the [Police Services Office](#). The College District assumes no responsibility for damage or loss to vehicles or persons using parking facilities.

Parking regulations are enforced 24 hours a day, from 7:00 a.m. on Monday through 5:00 p.m. on Friday. Parking regulations are not enforced on weekends or holidays. Important: To avoid a citation, a parking permit must be visible at all times, while parked on campus.

STUDENT SERVICES

Philosophy

LMC recognizes that student services are an integral part of the student's educational experience from the initial recruitment through the attainment of educational goals. Student success depends on the collaboration and cooperation of instructional areas and student services, which fosters appreciation of the ethical, cultural, and aesthetic heritage of humanity.

Goals

- We encourage student awareness and their full use of Student Services to help define and achieve their goals.
- We foster student engagement, respect, socially responsible behavior and self-advocacy in a supportive learning environment.
- As Student Services leaders, we collaborate with campus and community partners to ensure consistent and quality services.
- As educators and advocates, we are committed to understanding and addressing the needs and goals of our students.

Objectives

- Sponsor activities that complement academic programs, enhance personal development, provide opportunities for leadership development, reflect cultural diversity and contribute to the general enrichment of the student and the college community.
- Assist students in exploring career options and defining an educational plan to achieve career and transfer goals.
- Provide leadership, coordination, and collaborative efforts among instructional areas, student services, other institutions and community agencies to meet the needs of a diverse population.
- Conduct ongoing research, planning and evaluation to ensure that the student services mission is being accomplished.

FINANCIAL AID

Los Medanos College has a broad range of financial aid programs available. Financial assistance is available through grants, fee waivers, work study, and student loans. All students are encouraged to apply for financial aid.

The following programs are administered through the Financial Aid Office, and require students complete a [Free Application](#) for Federal Student Aid (FAFSA) and [California Dream Act Application](#) (AB-540 students only)

Grants

Grants are the primary form of financial aid available at LMC. Grants are “free” money that students may obtain by taking classes and do not have to be paid back.

- California Promise Grant: For eligible California residents, the Promise Grant assists students with mandatory enrollment fees for the entire academic year (Summer, fall, and spring semesters).
- First time + Full Time = Free Tuition(FT3) Program: Tuition-free college for first-time, full-time students.
- Federal Pell Grant: The Pell Grant is money provided by the government to assist students in paying for college. Eligible students receive a specified amount each year based on their Expected Family Contribution (EFC) and the Cost of Attendance.
- Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students who receive a Pell grant and demonstrate the highest need
- Federal Work Study: Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.
- Cal Grant: Cal Grants are state grants awarded to California residents.
- Student Success Completion Grant: The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and Cal Grant C recipients attending a California Community College full time (12 units or more).
- Chafee Grant: The California Chafee Grant Program gives up to \$5,000 annually in free money to foster youth and former foster youth to use for vocational school training or college courses.
- Scholarships: LMC Foundation Scholarships open yearly November-February and are available to current LMC students with an established GPA of 2.0 or higher. Each scholarship has its own criteria and eligibility requirements.

Other Forms of Aid

- Federal Direct Loan Program: The Federal Direct Loan Program is administered directly with the United States Department of Education Federal Direct Subsidized and Unsubsidized Loans. These are low-interest loans from the U.S. Department of Education. Unlike grants, Federal Loans do need to be paid back.

For more information about our services and specific eligibility requirements for grants and loans visit the [Los Medanos Financial Aid Office](#)

EOP&S

Who we are:

EOPS is a state-funded, student support service program established to promote the enrollment, retention, persistence, and success (i.e., transfer, degrees, certificates) of students from low-income, underrepresented backgrounds in higher education by offering services that are above, beyond, and in addition to services available to all Los Medanos College students.

What we do:

- Priority Registration
- Textbook Support
- Leadership & Life Skill Workshops
- EOPS Scholarships
- University Tours
- Supplies & Survival Kits
- Study Halls
- Individual & Group Counseling
- Transfer Assistance
- Student Employment Opportunities

Eligibility Requirements for EOPS:

- Be a California resident or AB-540 student
- Be enrolled full-time (12+ Units). DSPS student may be eligible with a reduce unit load
- Be qualified for the California Promise Grant A or B
- Have completed LESS than 70-degree applicable units
- Meet educational disadvantage criteria

LMC ATHLETIC DIRECTORY

College Phone: (925) 439-2181

Athletics Fax: (925) 427-1599

Athletics Website: www.losmedanos.edu/athletics

Community College District: CONTRA COSTA

Conference: Bay Valley

Colors: Cardinal/Gold Mascot: Mustangs

ADMINISTRATION

President: Bob Kratochvil..... (925)473-7301bkratochvil@losmedanos.edu

VP Student Services: Tanisha Maxwell.....(925)473-7421tmaxwell@losmedanos.edu

VP Instruction: Natalie Hannum.....(925)473-7401.....nhannum@losmedanos.edu

Athletic Director: Richard Villegas..... (925)473-7605rvillegas@losmedanos.edu

Kinesiology Dept Chair: Colleen Ralston (925)473-7606cralston@losmedanos.edu

Academic Advisor: Michelle Mack..... (925)473-7453mmack@losmedanos.edu

Equipment Manager: John McDermott.....(925)473-7616jmcdermott@losmedanos.edu

Athletic Trainer: Brian Powelson..... (925)473-7615bpowelson@losmedanos.edu

HEAD COACHES

Baseball: Anthony D’Albora..... (925)473-7608 adalbora@losmedanos.edu

Basketball (M): Derek Domenichelli..... (925)473-7607ddomenichelli@losmedanos.edu

Basketball (W): Richard Villegas..... (925)473-7605 rvillegas@losmedanos.edu

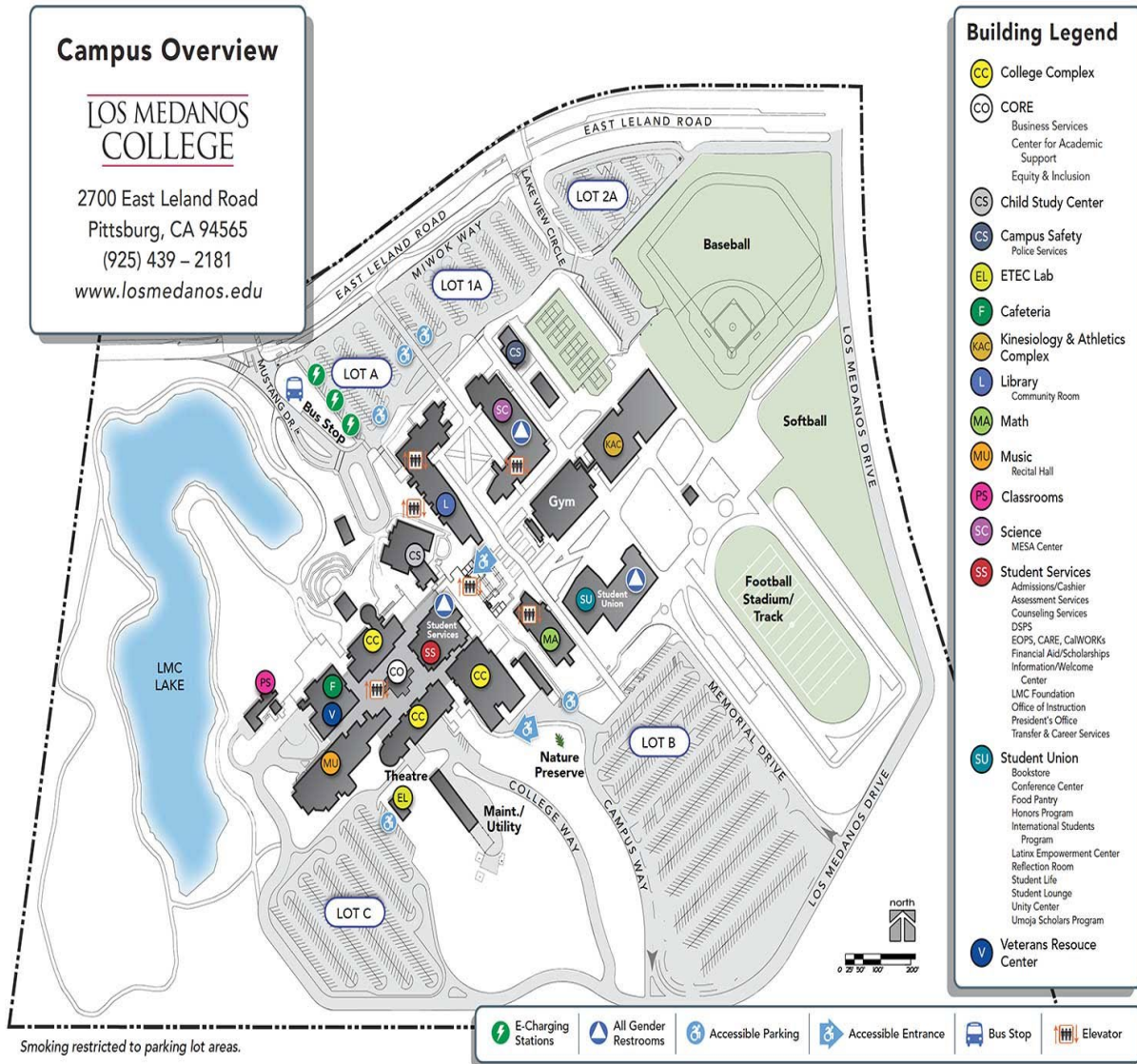
Football: Chris Shipe..... (925)473-7611 cshipe@losmedanos.edu

Soccer (W): Zach Sullivan..... (925)473-7612 zsullivan@losmedanos.edu

Softball: Tim Rognlien..... (925)473-7609 troggnlien@losmedanos.edu

Volleyball (W): Lou Panzella..... (925)473-7610 lpanzella@losmedanos.edu

ATHLETIC FACILITIES



Los Medanos College

Student Athlete Signature Page

I have received the Los Medanos College Student Athlete Handbook. I understand that I am responsible for knowing the contents of the handbook as it relates to rules, regulations, policies, conduct, and my eligibility status.

I also understand that I am authorizing Los Medanos College to release any and all athletic and academic information for reporting and transferring purposes. Information may include, but not limited to, athletic statistics, height, weight, age, academic transcripts, course schedules, and year in school, etc.

Student Athlete Signature _____

Date _____

Student Athlete Printed Name _____

Sport _____