

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

<b>Title:</b>	<b>Intercollegiate Athletics</b>
<b>Revision Date:</b>	<b>11/09; May 22, 2014; January 11, 2016</b>
<b>Responsible Area:</b>	<b>Vice President, Instruction</b>
<b>Responsible Office:</b>	<b>Athletics</b>
<b>Reference:</b>	<b>BP 5700, Education Code Section 66271.6, 66271.8, 67360 et seq.; Title IX, Education Amendments of 1972; ACCJC Accreditation Standard II.C.4</b>

College of the Siskiyou offers twelve intercollegiate sports. Women's sports include cross country, soccer, basketball, volleyball, softball, and track & field. Men's sports include cross country, soccer, baseball, basketball, football, and track & field.

The teams are open to all students who have not exhausted their eligibility at the community college level. In addition to these requirements, transfer students who have competed at another California Community College (but have eligibility remaining) must also pass 12 units in residence at College of the Siskiyou before they are allowed to compete for the college. Daily eligibility checks are conducted throughout all sports seasons.

**A. FORM PROCEDURES**

**Form 1** - The Athletic Director and the Coordinator – Athletics meet with the individual teams at the beginning of their season of sport to complete eligibility forms. The Athletic Director explains each step of the Form 1, Student Eligibility Report.

**Form 2** - Athletes who have attended another post-secondary institution complete Form 2, Student Athlete Transfer Report. Transfer Reports are sent by the Coordinator – Athletics and once received and checked they are attached to the athletes Form 1 for review by the Athletic Director and Registrar.

**Form 3** - Form 3's are completed by the Coordinator - Athletics and sent electronically to the California Community College Athletics Association (CCCAA); a hard copy is sent to the Conference Commissioner and a copy is filed in the individual programs folder.

**COS Form 1 – Alcohol, Drugs, Tobacco, Theft, and Fighting Rules** – All athletes are required to fill out this form.

**COS Form 2 – Administrative Services Waiver Forms** – All athletes are required to fill out this form.

**COS Form 3 – Declaration Requirements** – All athletes are required to fill out this form.

**B. ELIGIBILITY PROCESS**

The responsibilities of the Coordinator – Athletics are to assure all appropriate CCCAA eligibility requirements are met.

The Coordinator – Athletics completes Form 1 by checking off eligibility requirements and staples the individual's necessary information to Form 1. This information may include:

- Transfer Reports and transcripts from other institutions;
- Concise Student Schedule;
- transcripts from current college;
- Student Education Plan (SEP).

When all athlete eligibility is complete the information is then given to the Coach for his/her signature and date. After signed by the coach, the information is forwarded to the Athletic Director who checks for accuracy and ensures that requirements are met: he/she then signs and dates Form 1.

Form 1's with attached information are then forwarded to the Director of Admission and Records or administrative representative who checks that all requirements are met and signs and dates Form 1. The eligibility information is then sent back to the Coordinator – Athletics who completes the Form 3. When completed the Form 3 is signed by the Head Coach to verify eligible athletes. The Athletic Director then reviews Form 3 for final submission.

The Coordinator – Athletics then submits the Form 3 electronically to the CCCAA, mails a hard copy along with the original Form 1's to the Conference Commissioner, and a hard copy is placed in the individual program's file.

**C. FORM LOCATION**

All required information for each athlete's eligibility, including a Form 1 and concise student schedule and may include a Transfer Report, Student Education Plan, and unofficial transcripts are filed in each programs folder and are kept in a secure location in the Athletic Department's office.

**D. ELIGIBILITY CHANGES**

The Athletic Director is responsible for both keeping up-to-date on CCCAA Eligibility policies as well as keeping the department informed on any changes to these policies.

The Athletic Director attends the spring CCCAA Convention and fall CCCAA Conference and all meetings where new legislation is presented. All new information is discussed with the Coaches and Coordinator – Athletics at department meetings.

**E. BYLAWS 1.3.1 AND 1.4.2**

Each weekday the Coordinator – Athletics runs the online eligibility report which list each athlete by sport, units enrolled and provides the students active units for the semester. The Coordinator – Athletics then verifies that all athletes on the Form 3 are actively enrolled and attending a minimum of 12 units. It is required every Tuesday at 11 a.m. to do a participation

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eligibility check which consists of verifying the athlete's active units. All student-athletes who are ineligible must correct the deficiency prior to the week's competition or they may not compete.

The Coordinator – Athletics checks eligibility daily. If an athlete drops below 12 units the coach is contacted personally by the Coordinator – Athletics. The coach will be notified not to play the athlete in any competition until he/she is enrolled in and actively attending 12 semester units.

If an athlete who drops below the required 12 units registers for a class that meets the eligibility requirements his/her updated class schedule is attached to the current daily eligibility report. The coach is then notified by the Coordinator – Athletics that the athlete is eligible to participate.