

Centralia College *Trailblazer*



Athletics Coaches' Handbook

Revised May 2010

Northwest Athletic Association of Community Colleges

E-mail: NWAACC@clark.edu

Website: www.nwaacc.org Phone: 360-992-2833 Fax: 360-696-6210

Executive Director: Dick McClain

360-992-2510; dmcclain@clark.edu

Executive Secretary: Carol Hardin

360-992-2833; chardin@clark.edu

Marketing Director: Charles Warner

360-992-2792; cwarner@clark.edu

Sports Information: Tracy Swisher

360-992-2831/ tracy.swisher@comcast.net

NWAACC Member Schools:

Bellevue College

Bellevue, Washington

Big Bend Community College

Moses Lake, Washington

Blue Mountain Community College

Pendleton, Oregon

Centralia College

Centralia, Washington

Chemeketa Community College

Salem, Oregon

Clackamas Community College

Oregon City, Oregon

Clark College

Vancouver, Washington

Columbia Basin College

Pasco, Washington

Douglas College

New Westminster, B.C.

Edmonds Community College

Lynnwood, Washington

Everett Community College

Everett, Washington

Grays Harbor College

Aberdeen, Washington

Highline Community College

Des Moines, Washington

Lane Community College

Eugene, Oregon

Linn-Benton Community College

Albany, Oregon

Lower Columbia College

Longview, Washington

Mt. Hood Community College

Gresham, Oregon

Olympic College

Bremerton, Washington

Peninsula College

Port Angeles, Washington

Pierce College

Lakewood, Washington

Portland Community College

Portland, Oregon

Seattle Community College

Seattle, Washington

Shoreline Community College

Seattle, Washington

Skagit Valley College

Mt Vernon, Washington

South Puget Sound Community College

Olympia, Washington

Southwestern Oregon Community College

Coos Bay, Oregon

Community Colleges of Spokane

Spokane, Washington

Tacoma Community College

Tacoma, Washington

Treasure Valley Community College

Ontario, Oregon

Umpqua Community College

Roseburg, Oregon

Walla Walla Community College

Walla Walla, Washington

Wenatchee Valley College

Wenatchee, Washington

Whatcom Community College

Bellingham, Washington

Yakima Valley Community College

Yakima, Washington

This Handbook is intended to help answer some of the questions coaches have regarding athletic department policies and procedures.

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Contact Information

The list is composed of the athletic department staff and other offices whose assistance you may need to utilize at some point. Also, there is a Centralia College Phone Index in the Sports Programs Office.

If you need to reach a coach who is not on campus, the office staff can give you the coach's home or cell number.

<u>Contact</u>	<u>Phone</u>	<u>Ext.</u>	<u>Location</u>
Athletic Director: Bob Peters	(360) 736-9391	307	Gym 117
Office Assistant III: Angie Preston	(360) 736-9391	247	Gym 121
Office Assistant I: Sandy Ingle	(360) 736-9391	345	Gym 119
Women's Volleyball Coach: Sarah Maiava	(360) 736-9391	346	Gym 123
Men's Basketball Coach: Jason Moir	(360) 736-9391	359	Gym 123
Women's Basketball Coach: Gary Viggers	(360) 736-9391	308	Gym 124
Women's Softball Coach: Pat Hunt	(360) 736-9391	515	Gym 124
Baseball Coach: Rick Skinner	(360) 736-9391	347	Gym 126
Women's Golf Coach: Dave Klovdahl	(360) 736-9391	247	Gym 126

NWAACC Athletic Commissioners

Women's Commissioner: Shelley Bannish	(360) 736-9391	224	Stu 101
Men's Commissioner: Bob Peters	(360) 736-9391	307	Gym 117

President: Dr. Jim Walton	(360) 736-9391	200	
VP, Student Services: Dr. Michael Grubiak	(360) 736-9391	267	
VP, Finance & Admin: Steve Ward	(360) 736-9391	233	
VP, Instruction: John Martens	(360) 736-9391	411	
VP, Human Relations & Legal Affairs: Chris Bailey	(360) 736-9391	285	
Director Student Life & Involvement: Shelley Bannish	(360) 736-9391	224	
Admissions & Records: Chris Jones	(360) 736-9391	221	
Counseling Center	(360) 736-9391	265	
Financial Aid	(360) 736-9391	234	
Security	(360) 736-9391	218	
Bookstore	(360) 736-9391	310	
Human Resources	(360) 736-9391	238	
Facilities (Vans): Bonnie Meyers	(360) 736-9391	402	

Media

NWAACC Office	(360) 992-2831		
The Chronicle	(360) 736-3311		
Aaron VanTuyt	(360) 807-8229		
KELA Radio Station	(360) 736-3321		
Ryan Trotter			
KCED Radio Station	(360) 736-9391	243, 368	

Athletic Department Philosophy

Competition, Opportunity, Success

Athletic Department Mission:

Athletics will provide an avenue that compliments academic programs and enhances students overall educational experience through exposure and participation. We are dedicated to helping facilitate and promote opportunities and practices which will help students progress toward career and personal goals.

The Centralia College Athletic Department's philosophy can be summed up by its commitments: **Enhance individual student development, build a sense of identity with the college, encourage and strengthen the bond between the college and the community, foster cooperation and competition as important components of American life and by offering opportunities for unique and significant experiences.** As an educational institution, it is our mission to provide opportunities for students to grow, learn and achieve their goals.

All of us involved in athletics have a drive and a passion for competition and we love to win! As coaches, we enjoy seeing the results of our players' hard work turning into success on the playing surface. Ultimately, competition and winning is what feeds our passion for the sport we love. At Centralia College, our measure of success goes farther than wins and losses. We believe in the growth and development of the student-athlete. The overall learning experience includes preparing these student-athletes for the future as leaders.

Our measure of success includes:

- Seeing our student-athletes graduate and move on to a university and earning their degree if that is their academic goal.
- Holding student-athletes accountable for their actions, understanding that there are rules and policies that are to be followed, that life is a "choice and consequence" game. People make choices every day and must be held accountable for the consequences of those choices, good or bad, as it affects the individual and the team.
- Doing the right things when running a sports program. Being ethical, following the rules, having integrity, when going about the business of helping student-athletes grow and learn.

Providing the best in community college athletic competition; creating opportunities for our student-athletes to achieve their personal and academic goals; these build the foundation for a successful experience for everyone associated with our Athletic Department.

NWAACC

Eligibility Information for Athletes

- Athletes must be enrolled in 12 credits during each quarter when participating.
- Athletes must have completed 12 credits the quarter previous to participating.
- Athletes must have completed 36 credits prior to participating the second year in the same sport.
- In addition, to participate in a second season, athletes must maintain a 2.0 cumulative GPA.
- Participation in one sport is limited to two seasons.
- Athletes must be registered for classes within 20 days prior to the beginning of the quarter.
- Any time an athlete participates in a regularly scheduled game, match, or contest, that athlete will be charged with using one year of their eligibility of that sport.
- An athlete may be declared ineligible if during the sport season he/she represents any club, organization, or team other than your college team.
- If an athlete transfers from a community college that is a member of the NWAACC, to another member college, that athlete will be ineligible for athletic competition for a period of three quarters, exclusive of summer quarter.
- Any student convicted for use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any college-sponsored athletic event or activity.

Become familiar with these basic eligibility requirements, and make sure your student-athletes understand them.

Basic Eligibility Forms

The following forms must be on file, in the Sports Office, for each student-athlete on your team, prior to any practice. The forms are as follows:

1. NWAACC Questionnaire – Recruiting Disclaimer;
2. Physical Examination (six pages), signed by a physician and include all insurance information;
3. Assumption of Risk;
4. Centralia College Sports Programs Consent for Treatment (blue card);
5. Conduct of Student-Athlete;
6. Athletic Policies.

Recruiting Disclaimer: This questionnaire is important for determining eligibility. Inform your student-athletes if they leave off critical information, it causes difficulties which may result in missed contests. For example: Social Security Number (SSN) or (PIN number), do not report they have attended other colleges, (regardless whether or not they played sports there), or they indicated transcripts from previous colleges are on file with the Admissions Office, when they are not. Only the student-athlete can request a official transcript be sent to our Admissions Office. The Sports Office can then obtain a copy of that transcript.

The Centralia College Admission Office needs an official transcript of all previously attended colleges, regardless of athletic participation.

Transfer Students

Student-athletes who transfer from other colleges to Centralia College have a certain criteria they must meet. Please talk to the Athletic Director; Bob Peters, Shelley Bannish - Women's Athletic Commissioner, or Chris Jones about your transfer students.

The Physical Form is lengthy. The first two pages are for the student-athlete to complete. Parent's information is needed. Page 1 is requesting the name of their parent's insurance information. The last pages are for the physician to fill out. All six pages must be filled out completely, and then signed by the physician. The lab test is optional, due to the expense of the of lab tests. ***Athletes will not participate without a physical exam.***

Centralia College Travel and Equipment

Travel Procedures: Meals, Hotels, and Transportation

Angie Preston is responsible for all travel arrangements. She can be reached at 360-736-9391 ext. 247 or 224 or by e-mail apreston@centralia.edu.

Meal Money: Meal money allocations will be determined by the Athletic Director and the Head Coach. For away games, each student athlete, manager, and coaches must sign the Travel Advance Schedule form. The Head Coach signs at the bottom of the form for each trip.

The Travel Advance Schedule, with any left over money, or hotel receipts needs to be turned in the day after the game.

Hotels: Angie will make all hotel arrangements. Hotel arrangements are generally made after the schedule has been approved. As a general rule, we book rooms in the hotel that sponsor the tournament or event. If you have a preference of a hotel, please let her know during the scheduling process. Due to our budgets, hotel prices are taken into consideration.

For all over-night trips, an itemized original receipt (listing all rooms, cost for each room, and a \$0 dollar balance at the end), must accompany the Travel Advance Schedule.

Drivers for the Vans: You must make sure you have a designated driver, (yourself, an assistant coach, or student-athlete) for the van, as soon as your schedule is finalized. It is your responsibility to make sure the driver has the following paperwork on file in Central Services prior to driving the College vehicles:

1. Driving Abstract (obtained at the Department of Motor Vehicles);
2. Copy of Drivers License;
3. Proof of Insurance.

Ordering Equipment

When ordering equipment or supplies from your budget, these are the guidelines you need to follow:

1. All requests must be approved by the Athletic Director.
2. Angie will fill out the Purchase Request forms and keep track of your budgets.
3. DO NOT order equipment or supplies over the phone, or on your personal charge cards. If this is done, you could be responsible to pay for the supplies or equipment out of your own pocket ***without reimbursement***.
4. If the order is over \$3000.00., you will need to contact the Purchasing Office and they will assist you in the bidding process. These are State Regulations.

Program Budgets

At the beginning of each year Angie will present each coach with their starting budgets and an estimate of what the yearly expenditures will be. The S & A Budget, which is collected from student fees, and is the general operating account, will be used for everyday program expenditures, (i.e., officials/umpires, travel mileage, meal money). The Athletic Director has the responsibility of working with each coach to insure budgets meet the needs of the programs and are balanced yearly.

The Fund accounts (your fundraised budget), will be maintained by Angie and monitored by the Athletic Director. It is your responsibility to inform them of any transactions that will be taking place.

All checks that are from fundraised dollars need to be made payable to:
“Centralia College Fund – name of the sport”, example:

“Centralia College Fund-Baseball”.

These accounts will be used to offset any expenditure, such as, out of state trips and NWAACC non-league travel.

Athlete Accident Insurance

Accident Insurance Information

The State of Washington and the NWAACC have an Intercollegiate Sports Injury Only Plan that is available to all students who are actively participating in a sport. This is the **Secondary** policy. The student-athletes' insurance is the **Primary** insurance policy (in most cases this is the parent's plan under which the student is insured).

The Service Representative for the policy is Lisa 1-877-246-6997 ext 132. The mailing address for submitting a claim is:

Summit America Insurance Services
5001 College Blvd., Suite 216
Leawood, KS 66211

Make sure your student-athletes have filled out two (2) Centralia College Sports Program Consent for Treatment cards. One will remain on file in the Sports Office, the other is for the Head Coach.

Claim Procedures

Information for the student-athlete:

In the event that you are injured in a practice or game, you must take the following steps:

1. Report to the trainer, physician, or hospital.
2. Obtain a Claim Form from the Athletic Department office and fill it out completely
This must be done within 30 days of the injury, or you risk a rejection of your claim.
3. Mail the claim directly to the address shown above for Summit America Insurance Services.
4. Because ours is a **Secondary** policy, you must submit your bills to your insurance **first**.
5. You must send to Summit America copies of the detailed billing from your doctor as well as the Explanation of Benefits which shows what the **Primary** insurance will pay. This must be completed for each doctor's visit. If Summit America does not have this information, it will not pay the balance you owe.
6. In the event that you do not have any insurance, our policy will pay the bill **after the student has paid the \$250.00 deductible**.

Brochures regarding the Intercollegiate Sports plan are available at the Athletic Department Office.

NWAACC Ethical Recruiting Practices

Basic recruiting guidelines:

Prior to recruiting visits and/or discussions with prospective student-athletes each year, Head Coaches and their assistants, should review the NWAACC Codebook section on recruiting.

Do not promise things that violate the NWAACC Codebook and do not make promises that you and/or your institution cannot keep with the student-athlete.

Do not speak negatively about other NWAACC coaches and/or programs (this reflects poorly on your program and the NWAACC). Rather, talk about the strengths of your program and institution, instead of, perceived weaknesses of other schools.

Do not attempt to inform recruits about a program outside of your institution. You will not have all of the information (or the correct information) about their programs.

Paint a good picture of your sport, the Western Region and the NWAACC in general, whenever talking to recruits and parents.

Letter of Intent criteria:

Prospective student-athletes need to understand the ramifications of signing an NWAACC Letter of Intent with regards to other NWAACC schools and four-year institutions. Issue a Letter of Intent for the student-athlete to sign after the appropriate signing date for your sport, do not rely on verbal agreements.

If informed by a student-athlete that they have signed a Letter of Intent with another NWAACC institution, all recruiting-related conversation must cease. Any attempt to recruit that individual after you have this knowledge is in violation of the NWAACC Codebook. You may however, verify that they have indeed signed an NWAACC Letter of Intent.

Each week the NWAACC publishes the “Letter of Intent Signees” list. It is available at the NWAACC web site, at www.nwaacc.org.

If a student-athlete is currently enrolled in a participating NWAACC institution, it is in violation of the Codebook to approach them regarding their future athletic or academic goals.

Coaches must refrain from making public comparisons, comments or discussing progress (or more specifically, perceived lack of progress), either athletically or academically, with student-athletes from another NWAACC institution.

Transfer student-athlete criteria:

When approached by a student-athlete from another NWAACC institution regarding transferring information, keep the conversation short by informing them you can speak to them about this only after:

1. They have informed their present Coach of their intention to transfer;
2. They have informed their present Athletic Director of their intentions;
3. You have made contact with their present Coach to confirm your lack of involvement in the initiation of this situation and have received their approval to talk to the student-athlete in question; and
4. Inform your Athletic Director regarding transferring inquiries.

In talking to any student-athlete that has intentions of transferring, first establish with them the high probability they will be required to sit out of competition in their sport for a period of three (3) terms excluding summer.

Recruiting Letters of Intent

The final stage of the recruiting process involves sending out the Letters of Intent to the NWAACC office, and, finally to the player. The Letters of Intent are for the upcoming year, and can be sent out after the date listed below:

Fall Sports
All other Sports

January 15th
April 1st

First, decide how you want to allocate your scholarship dollars and jobs. Secondly, give the following information to the Sports Office, then the Letter of Intent will be prepared and sent to the NWAACC office:

- **Student-athlete first and last name;**
- **Mailing address;**
- **High school attended;**
- **Number of Scholarship awards and which quarter they are for;**
- **Amount of their scholarship job** (maximum is \$1000).

Inform the recruit of the “Invalidation Date.” The letter will not be validated if received after that date.

It is important to keep your budget in mind when allocating scholarship money to new recruits. You will receive a budget each year, and within that budget is the maximum amount of scholarships you have to award. Follow the NWAACC procedures in awarding all scholarship funds.

Athletic Department Fundraising Policies

Fundraising is an integral part for athletic departments at every level of collegiate competition. Budget limitations at the community college level make it necessary to find ways to supplement resources in order to provide a high quality experience for the student-athletes and coaches involved.

It is the intent of the Athletic Department to make fundraising as simple as possible for all programs. One aspect of fundraising that makes the process cumbersome is the accounting and paperwork necessary to meet the State guidelines as established by the Office of Fiscal Management. The requirements by OFM create problems when it takes as much time to document the fund-raiser as it does to run the event itself. Although these procedures are designed to protect the college, coaches and student-athletes, they sometimes create so much work that the revenue raised is not worth the effort.

It is becoming the philosophy of the Centralia College Athletic Department to assist in bringing all program resources together to promote a couple of events that will benefit each sports team. Each coach and team will still be required to fundraise to meet the needs that exceed the operational budget. The Athletic Department will continue to work with the Foundation Office in organizing one or two major events that can bring in revenue, which can then be split between each program to supplement their operating budget. The key for success is that ***all our athletic programs*** participate; to make the event a success.

Currently, we are hosting the Seattle to Portland Bike Ride, (STP), that hopefully can bring in a significant amount of revenue to help achieve some of the yearly goals for revenue support resources. (This is for scholarships and program needs). Another major campaign that is in the planning stages is to continue to revive the Booster Club. This could not only generate support for our student-athletes but also provide additional resources without taking a lot of time away from coaching.

Any coach who has ideas regarding fundraising for their program is encouraged to bring those ideas to the Athletic Director for input and approval. Centralia College has a Foundation Office that is out in the community working to obtain support from businesses and individuals. We need to coordinate our activities for financial support so we are not continually contacting the same people.

All fundraising activities must be approved by the Athletic Director before implementation.

Sports Programs Policy on Hiring and Evaluating Coaches

Hiring Process – Head Coaches

The Vice President of Student Services gives approval before the hiring process can begin. The Vice President shall approve the job description and salary. The Athletic Director and Vice President determine the timeline for filling the coaching position.

The Athletic Director coordinates with Human Resources for advertising and listing of the position.

The Athletic Director shall convene a Screening Committee. The committee shall consist of the following personnel:

Vice President of Student Services.

Director of Student Programs.

Athletic Director.

Men's and Women's Athletic Commissioners.

Current student-athletes involved in the sport that is being advertised.

(Any exceptions are approved by the Vice President of Student Services).

The Screening Committee shall:

- review applications and select applicants to interview;
- determine which questions to ask applicants, (questions must not violate any statutes or regulations pertaining to the Fair Labor Standards Act);
- review the strengths and weakness of each applicant and make recommendation to the Vice President of Student Services.

The Vice President of Student Services, after a discussion with the President, will make the hiring decision. The Athletic Director will be contacted to personally make the offer on behalf of the college. This appointment is contingent upon the results of a Criminal History Background Check.

As a condition of employment, head coaches must be annually certified in accordance with NWAACC requirements. This includes a Knowledge Test of the Rules and Regulations of NWAACC Code Book and a current First Aid and CPR card.

Contracts are issued on a yearly basis. Renewal is subject to an annual review.

Hiring Process – Assistant Coaches

This policy applies to paid and non-paid (volunteer) assistant coaching positions.

There is no formal process.

The head coach may use any informal legal process to review candidates that are approved ahead of time by the Athletic Director. The Head Coach shall recommend the selection to the Athletic Director.

The Athletic Director has the appointing authority to hire the Assistant Coach. After discussion with the Head Coach, the Athletic Director shall make the final decision, and shall authorize the Head Coach to make the offer on behalf of the college. This appointment is contingent upon the results of a Criminal History Background Check.

Contracts are issued on a yearly basis. Renewal is subject to an annual review.

Non-paid coaches are required to complete the volunteer forms in the Human Relations Office.

Evaluation Process – Program and Head Coach

The Athletic Director shall periodically attend practices and games for each sport, each season.

The Athletic Director shall meet with each Head Coach each season to informally discuss:

- strategies to improve program.
- professional development plans (coaching clinics, etc).

The Athletic Director shall actively solicit on-going input from students, coaches, and parents throughout the season.

The Athletic Director shall solicit written input from students, regarding the program and Head Coach, for each individual sport through the Coaches Evaluation Form. This is done at the end of the season. The coach is made aware of the process.

The Athletic Director shall compile the Coaches Evaluation information and review it with the Head Coach after the season has been completed. The Athletic Director shall also review with the Head Coach the evaluation of the assistant coaches.

The Head Coach shall evaluate each Assistant Coach by whatever evaluation is appropriate. The Head Coach shall review this evaluation with the Assistant Coach at the end of the season.