Northwest Athletic Conference  
E-mail: NWAC@clark.edu  
Website: www.nwacsports.org  
Phone: 360-992-2833  
Fax: 360-696-6210

Executive Director: Marco Azurdia  
360-992-2510; mazurdia@clark.edu  
Executive Secretary: Carol Hardin  
360-992-2833; chardin@clark.edu  
Compliance Manager: Jim Jackson  
360-992-2833; jjackson@clark.edu  
Sports Information: Tracy Swisher  
360-992-2831/ tracy.swisher@comcast.net

NWAC 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

North Idaho College  
Coeur d’Alene, ID

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.

Table of Contents

Contact Phone Numbers 2
Athletic Department Philosophy 3
NWAC Eligibility Information for Athletes 4
Basic Eligibility Forms 5
Travel Procedures: Meals, Hotels, and Transportation 6
(see Paperwork Section for sample)
Ordering Equipment/Budgets 7
Student-Athlete Insurance (accidents, road trips etc.) 8
(see Paperwork Section for samples)
Ethical Recruiting Practices 9
Recruiting (Letters of Intent 10/11
(see Paperwork Section for sample)
Fundraising and Summer Camps 12
Policy: Hiring and Evaluating Coaches 13/14
(see Paperwork Section for sample)

Paperwork Section

Travel Advance Schedule A
Centralia College Accident Report B
Insurance Claim C
Letter of Intent D
Coaches Evaluation Form E
NWAC Tracer Report Form F
NWAC Eligibility Petition Form G
NWAC Medical Hardship Waiver Form H
NWAC Recruiting Disclaimer I
NWAC Concussion Information J
Weight Room Release Agreement K
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.

Athletic Staff and Coaches

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Ext.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director: Bob Peters</td>
<td>(360) 736-9391</td>
<td>307</td>
<td>Gym 117</td>
</tr>
<tr>
<td>Office Assistant I: Sandy Ingle</td>
<td>(360) 736-9391</td>
<td>345</td>
<td>Gym 119</td>
</tr>
<tr>
<td>Women’s Volleyball Coach: Susan Gordon</td>
<td>(360) 736-9391</td>
<td>346</td>
<td>Gym 123</td>
</tr>
<tr>
<td>Men’s Basketball Coach: Jason Moir</td>
<td>(360) 736-9391</td>
<td>359</td>
<td>Gym 123</td>
</tr>
<tr>
<td>Women’s Basketball Coach: Shane Schutz</td>
<td>(360) 736-9391</td>
<td>308</td>
<td>Gym 124</td>
</tr>
<tr>
<td>Women’s Softball Coach: Matt Bajo</td>
<td>(360) 736-9391</td>
<td>515</td>
<td>Gym 124</td>
</tr>
<tr>
<td>Baseball Coach: Jake LeDuc</td>
<td>(360) 736-9391</td>
<td>347</td>
<td>Gym 126</td>
</tr>
<tr>
<td>Women’s Golf Coach: Dave Klovdahl</td>
<td>(360) 736-9391</td>
<td>345</td>
<td>Gym 126</td>
</tr>
</tbody>
</table>

NWAC Athletic Commissioners

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Ext.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Commissioner: Shelley Bannish</td>
<td>(360) 736-9391</td>
<td>224</td>
<td>Stu 101</td>
</tr>
<tr>
<td>Men’s Commissioner: Bob Peters</td>
<td>(360) 736-9391</td>
<td>307</td>
<td>Gym 117</td>
</tr>
</tbody>
</table>

Centralia College Personnel & Departments

President: Dr. Robert Frost | (360) 736-9391 200
VP, Finance & Admin: Steve Ward | (360) 736-9391 233
VP, Instruction: John Martens | (360) 736-9391 411
VP, Human Relations & Legal Affairs: | (360) 736-9391 285
VP, Students: Robert Cox | (360) 736-9391 360
Director Student Life & Involvement/Shelley Bannish | (360) 736-9391 224
Admissions & Records | (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 Myers | (360) 736-9391 230

Media

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWAC Office</td>
<td>(360) 992-2831</td>
</tr>
<tr>
<td>The Chronicle/Aaron VanTuyl</td>
<td>(360) 736-3311 or (360) 807-8229</td>
</tr>
<tr>
<td>KELA Radio Station/Ryan Trotter</td>
<td>(360) 736-3321</td>
</tr>
<tr>
<td>KCED Radio Station</td>
<td>(360) 736-9391</td>
</tr>
</tbody>
</table>
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.
NWAC

Eligibility Information for Athletes

- The student-athlete shall be a high school graduate, or the class of which you were a member shall have graduated.

- You must be registered in a minimum of 12 credit hours of course work each quarter you plan to participate in sports.

- You must have passed a minimum of 12 credit hours of course work the last quarter you were enrolled in college (This rule applies only after your first participation in a sport contest).

- Participation in one sport is limited to two seasons.

- You must be registered for classes within 20 days from the beginning of the quarter.

- To participate in a second season of any sport, you must earn a minimum of 36 credits from the first quarter of participation in that sport and maintain a cumulative grade point average of 2.00 during any quarter of participation.

- Any time you participate in a regularly scheduled game, match or contest, you will be charged with one year of eligibility in that sport.

- You may be declared ineligible if during the sport season you represent any club, organization or team other than your college team.

- If you transfer from a community college that is a member of the NWAACC to another member college, you will be ineligible for athletic competition for a period of three quarters exclusive of summer quarter.

- Any student convicted for illegal use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any college sponsored athletic event or activity.

- The use or possession of alcoholic beverages or of any form of tobacco by any participant (student, coach, faculty, staff or official) during any NWAACC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that 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. Physical Examination (six pages), signed by a physician and include all insurance information;
2. Assumption of Risk & Hazards;
3. Athletic Policies;
4. Conduct of Student-Athlete;
5. Facility Waiver & Release Agreement for HWC Weight Room;
6. NWAC Concussion Information;
7. NWAC Questionnaire – Recruiting Disclaimer;
8. Centralia College Sports Programs Consent for Treatment (blue card).

**Recruiting Disclaimer**: This questionnaire is important for determining eligibility. Inform your student-athletes that if they leave off any crucial information, it causes difficulties that may result in missed contests. For example, missing Social Security Number (SSN) or (SID number); if they do not report that they have attended other colleges, (regardless whether or not they played sports there); or if they indicate transcripts from previous colleges are on file with the Admissions Office, when they are not. Only the student-athlete can request an 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 Claudia Garcia 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. **Physicals are good for two years. Athletes will not participate without a physical exam.**
Centralia College Travel and Equipment

Travel Procedures: Meals, Hotels, and Transportation

Sandy Ingle is responsible for all travel arrangements. She can be reached at 360-736-9391 ext. 345 or by e-mail single@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 and/or hotel receipts, needs to be turned in the day after the game.

Hotels: Sandy 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 Driver’s 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. Sandy 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 Sandy 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 Sandy 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 NWAC non-league travel.
Athlete Accident Insurance

Accident Insurance Information
The State of Washington and the NWAC 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
7400 College Blvd. Ste. 100
Overland Park, KS 66210

Make sure your student-athletes have filled out a Centralia College Sports Program Consent for Treatment card. Copies of these will remain on file in the Sports Office; the other is for the Head Coach to be put into First Aid kit to be used in case of injury during away games.

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.
**NWAC**

**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 NWAC Codebook section on recruiting.

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

Do not speak negatively about other NWAC coaches and/or programs (this reflects poorly on your program and the NWAC). 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 NWAC in general, whenever talking to recruits and parents.
**Letter of Intent criteria:**

Prospective student-athletes need to understand the ramifications of signing an NWAC Letter of Intent regarding other NWAC 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 NWAC institution, all recruiting-related conversation must cease. Any attempt to recruit that individual after you have this knowledge is in violation of the NWAC Codebook. You may however, verify that they have indeed signed an NWAC Letter of Intent.

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

If a student-athlete is currently enrolled in a participating NWAC 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 NWAC institution.

**Transfer student-athlete criteria:**

When approached by a student-athlete from another NWAC 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 intends to transfer, 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 Letters of Intent are for the upcoming year, and can be sent out after the date listed below:

**January 15th** – Volleyball, Golf, Baseball & Softball
**April 1st** – Men’s & Women’s Basketball

First, decide how you want to allocate your scholarship dollars and jobs. Secondly, give the following information to the Sports Office, and then the Letter of Intent will be generated on the NWAC website. The following information must accompany each request, (preferably by email so I can save the info):

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

Letters of Intent are now done online. Tell your recruit to monitor their email closely (if they haven’t received it tell them to check their SPAM folder) and to follow all directions. Once they have printed and signed the Letter of Intent, they must **mail, fax, email, or deliver it** to the Sports Programs Office. The mailing address is:

**Centralia College**
**Sports Programs Office**
**600 Centralia College Blvd.**
**Centralia, WA 98531**

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

If you think they might hand deliver it, be sure to tell WHERE my office is - **I am in the Sports Programs Dept. of the Health & Wellness Center Room 119.** I mention that because one recruit had their mother deliver it and she gave it to someone in Registration. By the time it got to me, it was one day past the invalidation 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 NWAC 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.

**Summer Camps**

It is important that the Sports Programs Office knows of your plans if you are going to hold a summer camp. Please inform the office what dates, times and the place(s) you will be holding your camp so that arrangements can be made in reserving a venue.

*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 NWAC requirements. This includes a Knowledge Test of the Rules and Regulations of NWAC 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.