



# ***Cypress College*** ***Athletics***

***Coaches Handbook 2020-2021***

# CYPRESS CHARGERS

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# CYPRESS CHARGERS

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# CYPRESS CHARGERS

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## INTRODUCTION

This handbook is provided to Cypress College Athletics personnel in an effort to clarify the organization, philosophy, policies and procedures of the Athletics Department. This manual is intended to be used in conjunction with the Cypress College Faculty Handbook, North Orange County Community College District (NOCCCD) Board Policies, California Community College Athletic Association (CCCCAA) Constitution and Bylaws, and the Orange Empire Conference (OEC) Constitution and Bylaws. Coaches are expected to familiarize themselves with this handbook and related publications.

## MISSION STATEMENT

The purpose of the Cypress College athletic department is to provide an athletic program for the students of the college. The program should strive to earn the support and respect of the college administration, faculty, staff, student athletes, alumni, and general public. The department will provide the student-athlete an opportunity for the best possible education and athletic experience.

## PHILOSOPHY

Cypress College supports intercollegiate athletics as part of a comprehensive college. Athletics promote social growth, leadership qualities, individual character, physical fitness, and the development of life-long learning practices. The College also believes that an exemplary exercise science program, including health and fitness courses, provides a sound basis for an intercollegiate athletic program.

The college encourages the development of programs for student-athletes and endeavors to provide a variety of programs, support services, and activities necessary to meet the needs of our athletes. The college is also compliant with the mandates of gender equity and Title IX and will exhibit equal opportunity in athletics. The Board of Trustees, administrative and support staff, and coaches coordinate and control intercollegiate athletic competitions to ensure compliance with the CCCCCAA Constitution, OEC Constitution and Bylaws, and the highest standards of student-athlete conduct. The college's aim is for the experience of all participants to reflect dignity and exemplify competition at its finest. It is with this basic philosophy that Cypress College operates to best accomplish and fulfill the goals of wholesome and desirable experiences for all participants and to offer the opportunity for students of the college to reach their full athletic potential.



## ATHLETIC DEPARTMENT GOALS

1. Safety and welfare of our student athletes.
2. Recognition that our programs support the comprehensive mission of the College.
3. Offer competent and high-quality professional instruction and supervision.
4. Provide opportunities for individual growth and development.
5. Provide equal opportunity to all members of the College community.
6. Achieve excellence in academics and competition.
7. Maximize opportunities for participation.
8. Maintain high levels of athletic performance, within a moral and ethical framework.
9. Promote teamwork and collaboration in the administration of our teams, OEC Conference, and CCCAA counterparts.
10. Strive to provide the most effective equipment and facilities.
11. Involve community, parents, faculty, friends, student-athlete alumni, and other students in Charger athletics.
12. Strive to make each student's athletic participation a positive, healthy, and enjoyable part of their college experience.

*(Last revised 2012-2013)*





## KINESIOLOGY & ATHLETICS DIVISION ORGANIZATIONAL CHART

### NOCCCD Board of Trustees

Dr. Barbara Dunsheath, Ed Lopez, Stephen Blount, Jacqueline Rodarte, Jeffrey Brown,  
Ryan Bent, Ester Plavdjian, Chloe Reyes

### NOCCCD Chancellor

Dr. Cheryl Marshall

### Cypress College President

Dr. JoAnna Schilling

### Vice President – Instruction

Vacant

### Vice President – Student Services

Dr. Paul de Dios

### Dean, Student Support Services, Kinesiology & Athletics

Dr. Richard Rams

### Full Time Faculty

Bill Pinkham (Associate Athletic Director)

Nancy Welliver

Anthony Hutting (KIN Club Advisor)

Andrew Alhadeff (Fitlab Coordinator, KIN SLO Lead)

Larry Beidler

Mark Canner

Margaret Mohr (Dept. Coordinator)

Silvie Grote (Curriculum Chair)

Sergio Cutrona (Academic Senate Rep)

### Adjunct Faculty

### Division Office Manager

Taylor Thomas

### Athletic Director

Wes McCurtis

### Head Coaches

### Athletic Counseling

Dana Bedard, Jeff Cutkomp

### Athletic Training

Scott Tucker

Certified Athletic Trainers (Prof. Experts)

### Eligibility (Admin II)

Yvonne Cota

### Sports Information/Marketing

Brett Franchino

### Equipment Coordinator

Teresa Sestito

### Equipment Attendant

Carlos Gonzales

### Hourly Staff

# CYPRESS CHARGERS



## California Community College Athletic Association

The CCCAA is the state governing body for California Community College Athletics. They establish and enforce the rules and regulations to administer the athletic activities of the nearly 25,000 men and women student athletes in the state. The CCCAA has 109 member colleges.

[www.cccaasports.org](http://www.cccaasports.org)



ORANGE EMPIRE CONFERENCE

## Orange Empire Conference

Cypress College is a member of the OEC, along with Fullerton, Golden West, Irvine Valley, Orange Coast, Riverside City, Saddleback, Santa Ana, and Santiago Canyon. The OEC is widely regarded as one of the top two-year athletic conferences in the nation.

[www.oecsports.com](http://www.oecsports.com)



## Cypress College Athletics

Cypress College is currently rated the #1 CA Community College and #3 two-year college in the nation. In 54 seasons of athletics, the Chargers have accumulated 86 Conference Titles and 35 State Championships, while sending hundreds of student athletes on to play at 4-year universities.

[www.CypressChargers.com](http://www.CypressChargers.com)

# WE ARE #CYPCITY



Follow the Chargers on social media for updates, photos, videos, and more!

## @CypressChargers



## ADMINISTRATIVE PROCEDURES

The Dean is ultimately responsible for all phases of the Kinesiology & Athletics division. Coaches report all business-related activities to the Athletics Director.

Reports, if required, shall be submitted to the Athletics Director who will forward to the Dean for review. **Put all requests in email/writing.** The Athletics Director and Dean maintain an “open door” policy. However, if you would like to ensure the opportunity to meet, appointments can be made with the Athletic Eligibility Secretary or Division Office Manager.

**Coaches are responsible for material contained in the following bulletins and communications:**

- CCCAA Constitution
- Championship Handbooks
- Orange Empire Conference Constitution
- Cypress College Bursar forms & Procedures
- Classroom-Related Programs and Activities (CRPA)
- Bursar Accounts and Purchasing Guidelines (See Appendix C & D)
- Athletic department memos
- Minutes of meetings
- Department notices
- Conference notices, minutes, and bulletins
- Sport coaches meetings
- Email reminders and communications from the Dean and Athletic Director

**It is the responsibility of the coaching staff to:**

1. Follow administrative procedures outlined in the handbook.
2. Conduct all programs within the rules and regulations of the CCCAA, OEC, and College.
3. Represent the College, athletic department, and community in a positive manner; one that will promote the philosophy of the athletic department.
4. Provide a quality program for all student athletes.
5. Emphasize to the student athlete the importance of good citizenship and proper conduct on the campus, which fits within the College's rules regarding conduct.
6. Recommend to the Athletic Director/Dean assistant coaches for employment or volunteer assignments. The Dean may request a consultation prior to recommendation for employment or volunteering.
7. Forecast program needs, including supplies, uniforms, and facilities and communicate these needs in a timely manner.

**All assistant coaches and volunteers must take the CCCAA R-2 test, meet with the Athletic Director, and be Board approved before they can be involved in the Athletic program.**

## GENERAL DUTIES & RESPONSIBILITIES

### A. Responsibilities of the Athletic Department

It is the responsibility of the Athletic Department to operate in a way that is consistent with the College's mission and goals.

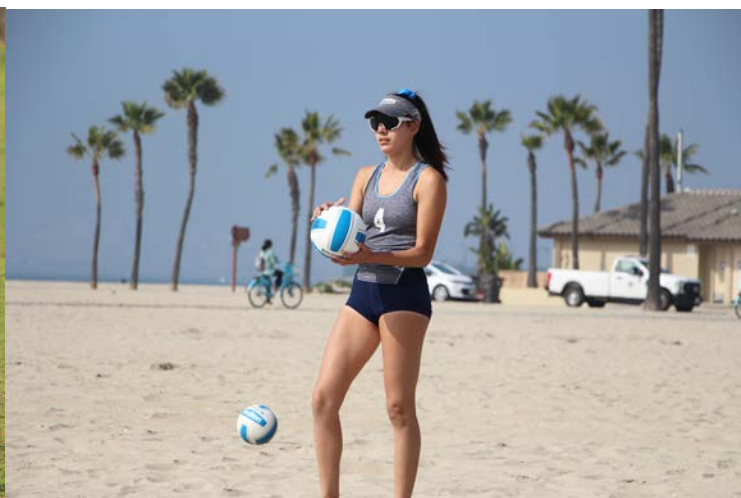
The Athletic Department will:

1. Provide an atmosphere conducive to the academic success of the student athlete;
2. Provide quality coaching in all sports offerings;
3. Create a competitive philosophy which will fit within the guidelines of good sportsmanship and fair play.
4. Operate within the principles, objectives, rules, and regulations of the CCCAA and the OEC.

### B. General Coaching Staff Responsibilities

It is the responsibility of the coaching staff to:

1. Follow administrative procedures outlined in the handbook.
2. Conduct all programs within the rules and regulations of the CCCAA, OEC, and College.
3. Represent the College, athletic department, and community in a positive manner; one that will promote the philosophy of the athletic department.
4. Provide a quality program for all student athletes.
5. Emphasize to the student athlete the importance of good citizenship and proper conduct on the campus, which fits within the College's rules regarding conduct.
6. Recommend to the Athletic Director/Dean assistant coaches for employment or volunteer assignments. The Dean may request a consultation prior to recommendation for employment or volunteering.
7. Forecast program needs, including supplies, uniforms, and facilities and communicate these needs in a timely manner.



## RECRUITING RESPONSIBILITIES

Each coach is expected to actively recruit student athletes adhering to the recruiting guidelines established by the CCCAA in Bylaw 2. It is further expected that Coaches and representatives associated with Cypress College will use ethical and professional recruiting techniques. Coaches are expected to attempt to establish good rapport with high school coaches, club coaches, and with the families of prospective student athletes.

**Athletic recruiting is limited to members of the athletic staff or any representative of the institution's athletic interests who have successfully completed the CCCAA Exam and R-2 Training.**

### Allowable Recruiting Activities

- Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- Providing transportation to and from the campus.
- Visiting a prospect, family member, or legal guardian.
- Providing information regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, financial aid, etc.
- Any form of correspondence, including all forms of social media, sent to a prospect, family member, or legal guardian; such as phone calls, text messages, e-mail, letters, memos, news releases, or newspaper articles.
- Arranging or providing for a meal or meals during a campus visit.

### First Contact Rules

- Any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be contacted in any manner, nor athletically recruited.
- If an athletics representative of a California Community College is contacted by a student-athlete currently enrolled at another CCCAA member college for the purpose of transfer, it shall be brought to the attention of the contacted college athletic director, who shall be responsible to notify in writing the athletic director and conference commissioner of the college where the student-athlete is currently enrolled within three (3) working days of notification. **It is your responsibility as the Head Coach to notify the athletic director immediately in this scenario!**

### Illegal Subsidization

Subsidization is defined as providing any manner of service or financial assistance to prospects or student-athletes that is not available to all other students. Subsidization in any manner by the college or individual(s) or groups acting in the interest of the college is not permitted.

**Examples:** *Payment of dollars/products, payment or waiving of fees for tuition, fees, housing, meals, books, transportation, etc., securing or soliciting of housing for a prospect that is not available to all students at the college, promise of payment for a job that doesn't exist, promise of providing any award/loan/grant.*



## STUDENT ATHLETE ELIGIBILITY

### Eligibility Check List

1. Prospective student athlete completes Form # 1 (green) under the direction of the Athletic Director. Coaches are required to attend the eligibility meetings. Coaches should be aware of former athletic participation and other colleges attended.
2. Athletic Director submits form to the Athletic Secretary to begin the eligibility process.
3. If the student-athlete has attended another collegiate institution, the athlete needs to complete Form # 2 (blue) for each college attended.
4. An alphabetical team roster is submitted to the Athletic Secretary by the Coach to verify that all athletes have completed Form #1 and do not get left out of the process.
5. The student-athlete will meet with a counselor to complete their Individual Education Plan by Aug 15 (Fall semester), Oct 1 (Basketball), and Jan 1 (Spring semester). However, to ensure priority registration, educational plans must be completed by the dates established by the Athletics Counselor.
6. The Athletic Director checks on units enrolled, units completed, and GPA, etc. and will notify the coach of any problems.
7. The Athletic Director will submit, prior to a team's first official contest, Form #3 (Participation Eligibility List). All coaches must sign Form #3 before a student athlete can participate. Coaches may not allow an athlete to participate in a contest whose name is not on Form #3. If an athlete's name does not appear on the list, it is up to the Coach to check with the Athletic Director to determine the reason it has been omitted.
8. The student athlete must be enrolled in the section identified in the schedule of classes for the sport. All exceptions must be cleared with the Athletic Director.
9. Upon completion of eligibility clearance the athletic secretary will provide the equipment personnel clearance slips so that the athlete can check out uniforms and supplies for teams.
10. The coach/instructor of record is responsible for printing their rosters on or before the first scheduled meeting and:
  - Verifying all students are officially enrolled on day 1.
  - Dropping no shows/non-participants in MyGateway as soon as possible (preferably by end of week 2).
  - Ensuring all late adds are enrolled by published last day to add. No "late add authorizations" will be approved by the Dean after the last day to add.

## ACADEMIC ELIGIBILITY RULES

Student-athletes looking to be eligible to compete at Cypress College must adhere to the eligibility requirements of the CCCAA as defined in Bylaw 1 of the Constitution and Bylaws. General eligibility guidelines are listed below:

**ALL STUDENT-ATHLETES MUST BE ENROLLED AND ACTIVELY ATTENDING AT LEAST 12 UNITS. STUDENT ATHLETES SHOULD CONTACT THE ATHLETICS COUNSELOR BEFORE DROPPING OR WITHDRAWING FROM ANY COURSE.**

### CCCAA Eligibility Rules:

#### First-Year Student-Athletes

- Enrolled in 12 units (9 academic)
- Education plan on file
- Fall Sports - October 15
- Spring Sports - March 1
- Must be registered, enrolled and attending class no later than four weeks after the first day of instruction

#### Continuing Student-Athletes

- Enrolled in 12 units (9 academic)
- Completed and passed 24 units (18 academic)
- Cumulative GPA of 2.0 or higher
- Completed 6 units in previous full term

#### Transfer Student-Athletes

- All requirements of Continuing Students-Athletes PLUS

- **From another CCCAA institution**

Must establish residency by completing 12 units PRIOR to season of sport (Maximum of 8 units during summer)

- **From 4-Year Institution**

All the above with exception of residency\*

### [CCCAA CONSTITUTION - BYLAW 1](#)

**See Appendix for COVID-19 Eligibility Exceptions**



## SCHEDULING RESPONSIBILITIES

It shall be the responsibility of the Head Coach to prepare a tentative schedule for approval by the Athletic Director. Fall and winter sport schedules are to be submitted for approval by May 1. Spring sport schedules are due by November 1.

When reviewing schedules, the Athletic Director must take into account the availability of required game management staff, facilities, and the safety/well-being of students athletes, staff, and spectators.

**Schedules that cause students excessive absences from classes are not allowable. Be mindful of instructional needs of your athletes and perceptions faculty have athletes who have excessive absences.**

### Scheduling Considerations

- Check the Constitution for maximum number of in-season contests and beginning dates (CCCAA Bylaw 3.11) and non-traditional (CCCAA Bylaw 3.17.1).
- Conference scheduled contests will have priority if there is a facility conflict.
- Schedules, once approved, must not be changed. Approval of the Athletic Director is required for any change (Time, Venue, Date, etc.). Final schedules will be distributed from the athletic office.
- Coaches must request approval for a game or match cancellation from the Athletic Director.

**After approval of a schedule change or cancellation the following people must be informed: Athletic Director, Admin. Assistant, Athletic Trainer, Equipment, & SID. Game officials, M&O, & campus safety must be notified if use of home venues are altered by schedule change. Transportation must be notified if away.**

- If coaches schedule overnight trips appropriate funds must be raised by approved fundraising activities.
- Coaches must notify the Athletic Director, Admin Assistant, Equipment personnel, & Athletic Trainer of any change in their practice schedule. **Failure to do so will be time off without pay if during scheduled class time.**



## SUPERVISION OF ATHLETIC TEAMS

### Practice

- No athletic team, class, group or individual is allowed to practice and/or, use the facilities or equipment unless properly supervised by a coach or instructor.
- Any practice time outside the sport-prescribed schedule must be requested by submitting Event Management System (EMS) Request Form online (14) days in advance.
- It is the head coach's responsibility to monitor their class rosters in MyGateway. Deadlines to add/drop are strictly enforced as published in the schedule of classes.

### Games

- The coach is responsible for the action of athletes during contests.
- Players exhibiting unsportsmanlike characteristics should not be allowed to participate in the contests. It is the responsibility of every head coach to assure that their team and staff adheres to the Decorum Policy of the CCCAA at all times.

### Trips

Coaches are responsible for athletes on trips and should inform athletes they are representing the college.

- A high standard of behavior is expected at all times.
- Coaches and athletes should dress appropriately for off-campus games.
- The head coach must be present with their team on all overnight trips.
- Coaches must not engage in inappropriate activities (alcohol, drugs, etc.) at any time when responsible for student athletes.
- The official Cypress College student conduct policy applies to all students on trips (no alcohol, drugs, sexual harassment, etc.). Violation may result in significant consequences for individuals and the program.

### Conduct on Campus

- The Athletic department's policy is that there is zero tolerance for student athletes who are disrespectful to other students, staff, or faculty, or who disrupt the peaceful campus atmosphere that we all expect.
- It is the head coach's responsibility to communicate this policy to their athletes and ensure that the department is held in the highest regard.

Student athletes are also subject to the [NOCCCD Policy 6002 Student Discipline and Conduct](#). Problems with discipline should be referred to the Kinesiology Division Dean and if necessary, to the Dean of Counseling. An incident report must be completed and submitted to the Dean immediately when a violation is reported.

## TEAM TRAVEL

### Off Campus Practice or Activity

The Dean and/or Athletics Director must be notified and approve any off campus team activity (beach workouts, team bonding activity, etc.) **AT LEAST 2 WEEKS IN ADVANCE**. In many cases, a field trip authorization form will be required, which must be signed off on by the Vice President of Instruction with a minimum 2 weeks notice.

**The following policies are in effect for Cypress College team travel:**

- It is expected that coaches and athletes travel together to and from all athletic events.
- Athletes are to travel via transportation provided by the College. Only in an extraordinary situation will students be allowed to travel on their own to an event. Students who travel on their own must sign the Student Voluntary Transportation Agreement prior to the event. Also, any student who drives a District vehicle must be over 21 years of age and be NOCCCD Board approved.
- All out-of-state travel, if part of the athletic schedule, does not require Board approval.

### Use of College Vehicles

A. It is the responsibility of the head coach to complete a van request form for each travel day (including playoffs) in order to secure campus vehicles for their team's travel. Copies of these forms are available in the athletic office. They are to be filled out and turned in to the Athletic Director for approval and signature before state deadlines for each season.

B. Once completed, the Athletic Director will send the forms to the physical plant where they are processed. Notification will be made by the Athletic Director of any problems concerning the request. Vehicle keys and credit cards are issued from the physical plant office on or before the date requested.

C. The College has several modes of transportation available. Vans, private bus and van leasing arrangements can be made in order to accommodate team travel. Coaches should meet with the Athletic Director if they need additional information.

D. All van drivers must be 21 years of age and complete appropriate paperwork with the Athletic Director before driving.

E. Keys should be returned immediately to the physical plant or dropped in the night drop box. Rental van keys should be returned to the Athletic Director's mailbox located in the Division office.

H. If a van is involved in a traffic accident immediately contact the Athletics Director or Dean.

I. Vehicles are to be returned to their respective places in a clean condition and locked.

## BUDGET RESPONSIBILITY

Adjunct head coaches who fail to follow administrative responsibilities are subject to termination from their assignment. Budget management is a critical responsibility of all head coaches. Coaches should estimate meals, lodging, entry fees, officials, and any other expenditure for the pending schedule.

**It is the responsibility of the Head Coach to ensure that appropriate funds are available in any of their three available accounts (CPRA, Bursars, Foundation) prior to making a purchase or paying assistant coaches.**

### How to Make a Purchase

1. Contact vendor for quote including unit price, tax, shipping, and total price.
2. Complete Purchase Requisition available in the Athletics Office.
3. Provide quote and purchase requisition to Athletic Director for approval/signature. All purchases must meet District/Bursar purchasing guidelines.
4. Submit quote and approved purchase requisition to Bursars Office for processing.
5. Provide final invoice to Athletic Director for payment approval **AFTER** complete order is received.
6. Submit approved invoice to Bursars Office who will pay vendor.

### Deposits

Any cash or checks collected through fundraising events or remaining after a roadtrip should be deposited within two business days.

### Meal Money

- All monies requested and received by the Coach for athletic trips shall be accounted for on the proper forms obtained from the Athletic Office.
- Requests should be submitted prior to the beginning of the season.
- All monies not used are to be returned with receipts to the Bursars Office.
- In the event that contests are cancelled, all monies (checks) are to be returned to the Bursars Office.
- Under no circumstances are funds to be retained and applied to another contest or trip.
- Whenever possible, checks should be drawn in favor of the vendor, rather than the Coach or person in charge of the expenditure or event.
- Original receipts for meals and lodging on a team basis must accompany the report of expenditures. Name of athletes, coaches, and volunteers must be printed on receipts when food and lodging are provided.
- The Coach shall include a team roster with the amounts of money disbursed to team personnel when they eat individually. Students shall sign off by the amount. Please allow two weeks for processing requisitions by the Bursars office.

**Funds can be provided for meals when the event causes the student to miss a normal meal. The following guidelines will be used:**

**Breakfast = \$5.00**

**Lunch = \$5.00**

**Dinner = \$10.00**



## FUNDRAISING

### Before the Activity

If any money or donations are collected, a CYPRESS COLLEGE FUNDRAISING APPROVAL REQUEST (CCFAR) must be submitted to the Bursars Office by the originator of the request with approved EMS REGISTERED Fundraiser Request. Until the CCFAR is received in the Bursar's Office and approved, no financial transactions related to the activity will be allowed.

1. EMS RESERVATION ID # IS FILLED IN
2. Account number, account name and date (including year) are filled in correctly
3. Complete Proposed Budget; including BOTH the Revenue and Expense portion & Budgeted Net Income total
4. Attach Registered Fundraising Request
5. Obtain all required signatures

### During the Activity:

1. During the activity, keep a record of revenue and expense transactions.
2. Deposit funds at the end of the day or event. Include EMS Reservation ID# on deposit slip. Please list each check name, number and description on the deposit slip. If needed, attach a separate page to the deposit slip.
3. Ensure that all revenue receipts are secured at all times to prevent misappropriation.

### After the Activity:

Complete the CYPRESS COLLEGE FUNDRAISING APPROVAL RECAP (CCFAR) (yellow copy) and send to Bursar's Office with proper approvals. Confirm the required items are completed and attached:

1. EMS RESERVATION ID # IS FILLED IN
  2. Account number, account name and date are filled in correctly
  3. Complete the Actual Revenue and Expenses
  4. Complete the comparison of Actual Net Income to the Budgeted Net Income
  5. Explain any differences
  6. If any items remain unsold, forward them to the Faculty Advisor or Department Manager
  7. Obtain all required signatures
  8. Originator submits to Bursar's Office no later than one month after event or all further requests will be denied.
- Always refer to your EMS Reservation Number when corresponding about your activity/event.

**The CCFAR REQUEST and RECAP FORMS along with the DEPOSIT SLIP can be located on Virtual EMS (VEMS), Calendar of Events, under the "FORMS" tab and on the J-Drive (J:) and in the Bursars Forms and Templates Folder.**

## ASSISTANT COACH HIRING

### On-Boarding Process

- All paid or volunteer coaching hires must be approved by Athletic Director and Board approved before any involvement with a team.
- All teams, except golf, tennis, and beach volleyball will receive 10 hours adjunct pay per season.
- Additional fundraised dollars may be paid to hourly employees who will function as program assistants. Fundraised dollars are deposited into your Bursar's account and can be used for pay assistant coach. Board approval is still required.
- All individuals must see the Division Office Manager and complete the hiring process before required Board deadlines in order to participate. Contact the Division Office Manager for Board processing deadlines for the current fiscal year.

### To hire a volunteer coach:

1. NOCCCD Board Approval each semester before any involvement with team.
2. Athletic Programs Staff Information Sheet.
3. Pass CCCAA Coaches Exam and complete R-2 Training.

### To hire an "Adult Hourly" assistant coach:

1. Complete TEA1 & TEA2 forms.
2. Applicants with no prior District employment history (or within the last 18 months) must submit additional documents as listed under Procedures for Employment of Temporary Employees.
3. Pass CCCAA Coaches Exam and complete R-2 Training.

*\*Hourly assistant coaches cannot work more than 26 hours per week or more than 30 weeks per year.*

### To hire an "Adjunct" assistant coach:

If applicant possesses an Associate in Arts Degree complete & submit the following:

1. NOCCCD Faculty Part Time Application
2. Resume
3. Unofficial transcript(s) AND
4. Documented 6 years paid coaching experience (W-2 or employer letter)

*\*Applicant is M35 and eligible to teach KIN 198/199 and any Intercollegiate Athletics or any courses with TOPS Code of 0835.50.*

If applicant possesses a Bachelor's Degree complete & submit items 1 & 2 above AND

1. Documented 2 years paid coaching experience (W-2 or employer letter)

*\*Applicant is M35 and eligible to teach KIN 198/199 and any Intercollegiate Athletics or any courses with TOPS Code of 0835.50.*

If applicant possesses a Master's Degree in PE or Kinesiology complete & submit items 1 & 2 above.

*\*Applicant is C40 and eligible to teach across the curriculum.*

## FACILITY USAGE

- All sports will have scheduled hours for practice and competition in the campus Schedule of Classes.
- Student athletes must be supervised by a coach or authorized designee while using athletic facilities.
- Any outside request for facility time must be submitted for approval on the Cypress College On-line Calendar of Events (EMS Campus System) fourteen days in advance.
- All coaches must be trained by the facility office for online input of request.
- Failure to provide appropriate information may cause conflicts with outside rentals and security concerns.
- Outside people requesting facility rentals should be referred to Betty Germanero, Facilities Coordinator at 714-484-7388.
- Coaches must not submit outside requests for outside renters.

### Facility Repair/Service Requests

- Facility issues should be communicated to Athletic Director/Dean. No coach should contact M&O staff directly.
- Work order system must be utilized for non-emergency facility related requests.

### Off Campus Practice or Activity

The Dean and/or Athletic Director must approve any off campus workout or activity AT LEAST two weeks in advance in order to complete field trip authorization forms.





## ATHLETIC TRAINING

### ATHLETIC TRAINING CLINIC POLICIES AND PROCEDURES

#### **Insurance and Injuries:**

Intercollegiate athletes of Cypress College are insured by the Student-Athlete Insurance Agency. This Policy is written on an “excess” basis. This means that coverage is provided for all eligible expenses NOT paid by any other valid and collectible insurance covering the student- athletes.

In the case that the student- athlete has no private insurance through parents, self or work, etc., the policy limits are \$25,000 (max) accidental medical expenses and \$1,000,000 (max) catastrophic athletic insurance.

The student- athlete is responsible for a \$50.00 deductible per injury if there are any charges. However, there will be a \$100.00 deductible for Intercollegiate soccer.

Student- athletes must complete a health-screening exam along with insurance and medical information forms in order to be eligible to practice and compete. The cost of the medical screening within our Athletic Training Clinic is \$20.00.

The health-screening information consists of several forms that need to be accurately completed prior to the screening date. All but two forms (emergency card and the Health participation form) are to be completed on our online database called SportsWare.

#### **Health Screening Requirements:**

1. Student-Athlete Profile
2. Medical History
3. Insurance Letter- to be signed by parent(s) and student-athlete
4. Emergency Card
5. The health participation form - to be signed by Physician
6. Medical Authorization Release/HIPPA form
7. Concussion baseline testing forms
8. Student-Athlete Insurance information and acknowledgement
9. Assumption of risk, authorization to treat, release and waiver of liability

Coaches should be familiar with these forms and have them available to their student athletes early so as to insure accuracy of completion. Insurance is only provided when student- athletes are practicing or playing under the supervision of the coach.

## ATHLETIC TRAINING

**An injury will not be covered by Cypress College insurance if:**

1. Student-Athlete is not enrolled in your class.
2. Not reported to the Athletic Trainer within 30 days of onset.
3. The Physician is not seen within 180 days of injury.
4. After 365 days from the date of injury.

**Benefits are not provided for the following:**

1. Orthopedic appliances unless prescribed by the physician
2. Pre-existing conditions
3. Illnesses in general
4. Other “exclusions” listed in the information bulletin given to each student-athlete by the Student Health Insurance.

### PRE-PARTICIPATION HEALTH SCREENING

1. All pre-participation health screenings will be organized and coordinated with the college-certified Athletic Trainer(s).
2. The Athletic Trainer(s) in charge will determine the physician(s) that will administer the screenings and the procedure that will be used.
3. It is recommended that the “team physician” conduct the health screenings. Any exception will be coordinated with the certified Athletic Trainer(s).
4. Completed paperwork (electronically) must be completed one week prior to the health screening examination.
5. The physician will not see student-athletes who arrive at the health screening without completed paperwork.
6. A coach must accompany his/her team to the health screening (not required to remain throughout).
7. If the student- athlete does not keep a scheduled appointment, he/she will have to make arrangements for a health screening with an “outside” MD or DO.
8. Health screenings will be provided in early summer for Winter sports, late summer for fall sports, and during winter intersession for the spring sports, or TBD.



## **ATHLETIC TRAINING**

### **ATHLETIC INJURY PROCEDURES**

1. The student-athlete is responsible for reporting an injury to his/her coach or to the Athletic Trainer, within 30 days of onset.
2. When an injury occurs during a game or practice attended by an athletic trainer, the Athletic Trainer will give appropriate attention and on-site care. The Athletic Trainer, if required, will recommend further medical attention.
3. If an injury occurs at an off-site event that is not attended by a Cypress College Athletic Trainer, the injury and treatment information must be reported by the Head Coach, to the Cypress College Athletic Training department within Two “working” days from the date of injury.
4. When a student-athlete sees an “outside” physician for any reason, the athlete must present a written release from the physician in order to be cleared to return to practice and/or competition. A written recommendation from the Cypress College Team physician will override a release from a non-specialized “outside” physician.  
\*Outside physicians: Defined as any MD or DO that is NOT district board approved to be working with our student-athletes (i.e., an athlete’s family primary care physician).
5. The certified Athletic Trainer(s) will receive all medical clearances from physicians regarding reentry to practice and/or competition after an injury in order to participate. Second opinions from “outside” physician(s) will be reviewed and validated by the Team Physician and the certified Athletic Trainer(s). The Team Physician along with the certified Athletic Trainer(s) reserves the right to reject the second opinion from the “outside” physician.
6. Coaches, when not in the presence of a certified Athletic Trainer, should exercise reasonable judgment in returning an athlete to participation.

### **COACHES RESPONSIBILITIES IN REGARDS TO ATHLETIC TRAINING**

1. Notify the Athletic Training department of any changes in your practice or game schedule.
2. Turn in a roster to the Athletic Training Clinic ASAP.
3. Daily Athletic Training Clinic hours will be from 11:30 a.m. until all teams have completed practice and/or competition.
4. Other Athletic Training Clinic hours can be arranged for student-athletes by appointment only.
5. Coaches are responsible for their student-athlete’s behavior in the Athletic Training Clinic.
6. The athletic training staff is not responsible for treating out-of-season student- athletes, however, an effort will be made to accommodate those cases.
7. Equipment is not to be used or borrowed from the Athletic Training Clinic (coolers, supplies, etc.) without prior clearance from the athletic training staff. If approved, please return anything borrowed from the Athletic Training Clinic in the same condition it was in when received, and in a timely manner.

## ATHLETIC TRAINING

### ATHLETIC TRAINING CLINIC GUIDELINES

Student-athletes should obey the following rules:

1. Check with the athletic trainer on duty before receiving any treatment or taping.
2. Login to SportsWare in order to document all visits.
3. No shoes allowed.
4. Please leave shoes at the door when receiving treatment.
5. Please shower before receiving any treatment following practices or competition.
6. There will be no inappropriate behavior tolerated in the athletic Training Clinic.

**This includes:**

- No profanity
  - No tobacco use of any kind
  - No food or drink
  - No horseplay
7. Appropriate clothing must be worn at all times.
  8. All modalities are to be operated by athletic trainer(s) only.
  9. Student- athletes are responsible for supplies checked out to them. Please return them in good condition. A hold will be placed on student- athlete's transcripts for supplies that are not returned (i.e., crutches, Ace wraps, etc.).
- \*The Athletic Training Staff reserves the right to refuse treatment for failing to abide by the Athletic Training Clinic Policies and Procedures.

### MEDICAL RED SHIRT APPEAL PROCESS

All potential medical red shirt appeals dealing with a season-ending injury must be coordinated through the certified Athletic Trainer(s). Documentation on this issue is very important; therefore, timely communication with all physicians and the reporting of the injury to the athletic training staff involved is required. There **MUST** be evidence of the injury and documentation in the athletic training clinic records.



## ATHLETICS COUNSELING

### NEW STUDENT ATHLETES MUST:

1. Apply to Cypress College to gain a student ID#
2. Complete FAFSA
3. Take the Guided Self-Placement for Math/English prior to meeting for an orientation with an Athletics Counselor. [www.cypresscollege.edu/admissions-records/assessment/](http://www.cypresscollege.edu/admissions-records/assessment/)
4. Attend Counselors orientations during the summer to create a first-semester schedule.

*Athletic Priority Registration is granted to Student-Athletes **AFTER** they complete steps one through four.*

5. All incoming 1st-year Student-Athletes are also required to take the Student-Athlete section of COUN 140C during the Fall term to maintain athletic priority registration for future terms. As part of this course Student-Athletes learn eligibility rules, create a comprehensive educational plan, and learn about academic support programs at Cypress College.
6. Meet with Athletic Counselor to create Student Educational Plan (SEP).

### WHEN TO MEET WITH A COUNSELOR:

- Before dropping or withdrawing from any course
- Before changing you major
- If you plan to redshirt or greyshirt
- To discuss transfer and transfer requirements
- To find out if you are an NCAA qualifier, partial, or non- qualifier
- To discuss an overload petition if you plan on taking 19 or more units

### HOW TO SCHEDULE AN APPOINTMENT:

Appointments with the Athletic Counselors are available during the academic year by contacting the Counseling Center at (714) 484-7015. Appointments or occasional walk-ins are also available in the Gym II Athletics Office. Additional counseling information can be found on the Athletics Website under the “Academics” tab.

**Dana Bedard:** [dbedard@cypresscollege.edu](mailto:dbedard@cypresscollege.edu) | 714-484-7276

**Jeff Cutkomp:** [jcutkomp@cypresscollege.edu](mailto:jcutkomp@cypresscollege.edu)



## TWO-YEAR TRANSFER INFORMATION

### NCAA TRANSFER CHECKLIST

1. Meet the transfer requirements for DI, DII, or DIII.
2. Apply to admissions department of school you're transferring to.
3. Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).
4. Make sure you have remaining eligibility to compete in your sport.

### NCAA DIVISION I ELIGIBILITY CLOCK

You have five calendar years to play four seasons of competition. Your five-year clock starts when you enroll as a full-time student at any two-year or four-year school. Your clock continues to tick down, even if you spend an academic year of residence as a result of transferring, if you redshirt, if you do not attend school or even if you enroll part time during your college career.

### NCAA DIVISION I REQUIREMENTS

Graduate from a two-year college OR average 12 transferable credit hours for each semester attended.

Maintain a minimum GPA of 2.5 or higher in transferable units.  
You need to attend a two year college as a full-time student for at least one semester.  
(excluding summer terms)

### NCAA DIVISION II & III ELIGIBILITY CLOCK

You have 10 full-time semesters or 15 full-time quarters to play four seasons of competition. You use a semester or quarter when you attend classes at a two-year or four-year school as a full-time student or when you enroll part time and compete for your school. You do not use a term if you are not enrolled or if you attend part time without competing.

# CYPRESS CHARGERS

## DIVISION II & III REQUIREMENTS

**DII (NON-GRADUATE):** Average 12 transferable credit hours for each semester attended. Maintain a minimum GPA of 2.2 or higher in all transferable credit hours.

**DII (GRADUATE):** Complete at least two semesters as full-time student. Earn at least 25% of credit hours needed to fulfill your degree requirement. Earn at least nine transferable credit hours during last full time term.

**DIII:** Eligible to compete immediately after your transfer ONLY IF you would have been academically and athletically eligible to compete had you stayed at your two-year school.

*Information provided does not include 4-2-4 transfers*

*Please visit [www.ncaa.org/student-athletes/current/want-transfer](http://www.ncaa.org/student-athletes/current/want-transfer) for more information*

## NAIA REQUIREMENTS

As a transfer student from a two-year college, you must have completed 24 units in your last two semesters and have a minimum GPA of 2.0 or higher. Transfer students who have already used one or more of their four seasons of competition in college sports need to show completion of the following before they can compete in their second, third or fourth season:

**Second season:** 24 semester/36 quarter total cumulative credit hours

**Third season:** 48 semester/72 quarter total cumulative credit hours

**Fourth season:** 72 semester/108 quarter total cumulative credit hours

Repeat courses are NOT counted toward the unit requirement.. You must be within your first 10 semesters or 15 quarters of attendance as a regularly enrolled student.

*Information provided does not include 4-2-4 transfers*

*Please visit [www.naia.org/student-athletes/benefits/transfer](http://www.naia.org/student-athletes/benefits/transfer) for more information*





# **APPENDIX A**

## **CCCAA COACHES CODE OF CONDUCT**





## **CALIFORNIA COMMUNITY COLLEGE COACHES ASSOCIATION COACHES**

### **CODE OF PROFESSIONAL CONDUCT AND ETHICS**

(Adopted March 31, 2011; effective July 1, 2011.)

Our mission is to provide California community college student-athletes the opportunity to develop both academically and athletically, which increases their chances for lifelong success. Intercollegiate competition enriches the educational experience helping coaches to turn athletes into student-athletes.

The principles of the Coaches Code of Professional Conduct and Ethics are the cornerstones to the coaching profession. They are essential to gaining permission to lead and are critical in gaining the trust of our colleagues and students.

### **STANDARD 1-STUDENT ATHLETE ACADEMIC SUCCESS**

- Make student-athlete academic success an integral part of measuring programs success.
- Support academic enhancements for student-athletes such as tutorial programs, study halls, dedicated academic advising, the building of study skills, and the formalized requesting of instructor feedback.
- Commit to the principle of student-athlete attainment of educational goals of AA degree, transfer readiness, or certification completion.

### **STANDARD 2-STUDENT ATHLETE SAFETY**

- Place the emotional and physical well-being of the student-athlete ahead of a desire to win.
- Provide a safe environment for training, practice, and competition.
- Create an athletic culture that stresses a life free of drugs, tobacco, and alcohol.

### **STANDARD 3-STUDENT ATHLETE INTERPERSONAL GROWTH**

- Treat each student-athlete as an individual, nurturing their physical and emotional development.
- Respect the personality and character of each student-athlete and reinforce a positive self-image.

### **STANDARD 4-COACHES PROFESSIONAL BEHAVIOR, ETHICS, AND RESPONSIBILITIES**

- Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
- Adhere to all CCCAA and sport rules. To teach athletes to deliberately break any rule is unethical and unprofessional.
- Be a positive role model. Treat all coaches, players (including our own), officials, administrators, and the public with respect.
- Demonstrate respect for the sport and opponents by not embarrassing them or running up the score.
- Recruit student-athletes in a positive and professional manner regarding your own program and the programs of competing institutions. Understand that "Negative recruiting" is unethical.
- Placement at four-year institutions will be done with the best interest of the student-athlete.
- Student-athletes will be counseled as to how to be recruited so that four-year institutions are treated honestly, fairly, and in a timely manner.

## **CALIFORNIA COMMUNITY COLLEGE COACHES ASSOCIATION COACHES**

### **STANDARD 5- COACHES COMPETENCY IN EDUCATIONAL, TECHNICAL, AND ADMINISTRATIVE ADVANCEMENTS**

- Seek professional development in the field by such means as the attainment of advanced degrees, and/or professional development through classes, clinics, camps, and seminars.
- Seek to provide the best experience for participants and fans by staying abreast of technical advancements within your sport.
- Develop management and leadership qualities through all professional mediums that provide opportunities for growth.

### **STANDARD 6-COACHES ADHERENCE TO STATE AND COLLEGE CURRICULAR INSTRUCTIONAL GUIDELINES**

- Fulfill the requirements of teaching to the highest standards.
- Develop contemporary curriculum which meets the needs of students.
- Participate in the college administration by serving on campus committees.
- Understand that a faculty member's role is to serve the entire student body—coaches should seek an instructional load that reflects this principle.

### **STANDARD 7-COACHES RESPONSIBILITY TO PROVIDE ACCURATE, TIMELY, COMPLETE RESULTS**

- Create and maintain an infrastructure that promotes the team with accurate and timely results of competitions.
- Be current with the newest technological developments in order to further student-athlete and spectator interests.
- Develop rapport with members of the media, college, conference, and state statisticians.



# **APPENDIX B**

## **CCFAR INSTRUCTIONS**



## CCFAR INSTRUCTIONS

If any money or donations are collected, a CYPRESS COLLEGE FUNDRAISING APPROVAL REQUEST (CCFAR) must be submitted to the Bursars Office by the originator of the request with approved EMS REGISTERED Fundraiser Request attached. The CCFAR must be signed by all approvers and submitted to the Bursar's Office before the activity begins. Until the CCFAR is received in the Bursar's Office and approved, no financial transactions related to the activity will be allowed.

### BEFORE THE ACTIVITY:

Complete the CYPRESS COLLEGE FUNDRAISING APPROVAL REQUEST (CCFAR) (blue copy) and send to Bursar's Office with proper approvals and approved EMS REGISTERED Fundraiser Request attached. Confirm the required items are completed and attached:

1. EMS RESERVATION ID # IS FILLED IN
2. Account number, account name and date (including year) are filled in correctly
3. Complete Proposed Budget; including BOTH the Revenue and Expense portion & Budgeted Net Income total
4. Attach Registered Fundraising Request
5. Obtain all required signatures

### DURING THE ACTIVITY:

1. During the activity, keep a record of revenue and expense transactions.
2. Deposit funds at the end of the day or event. Include EMS Reservation ID# on deposit slip. Please list each check name, number and description on the deposit slip. If needed, please attach a separate page to the deposit slip.
3. Ensure that all revenue receipts are adequately secured at all times to prevent misappropriation.

### AFTER THE ACTIVITY:

Complete the CYPRESS COLLEGE FUNDRAISING APPROVAL RECAP (CCFAR) (yellow copy) and send to Bursar's Office with proper approvals. Confirm the required items are completed and attached:

1. EMS RESERVATION ID # IS FILLED IN
2. Account number, account name and date are filled in correctly
3. Complete the Actual Revenue and Expenses
4. Complete the comparison of Actual Net Income to the Budgeted Net Income
5. Explain any differences
6. If any items remain unsold, forward them to the Faculty Advisor or Department Manager
7. Obtain all required signatures
8. Originator submits to Bursar's Office no later than one month after event or all further requests will be denied.

Always refer to your EMS Reservation Number when corresponding about your activity/event.



# CYPRESS CHARGERS



EMS RESERVATION ID # \_\_\_\_\_

## CYPRESS COLLEGE FUNDRAISING APPROVAL REQUEST (CCFAR) COPY PAPER IN BLUE

Fundraising Sponsor: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ **dd/mm/yy**

**Account Name**

**Account Number**

### BEFORE THE ACTIVITY

Before the activity begins, review these items and confirm the required items are completed:

1. The Proposed Budget below is complete.
2. The following checklist and the related requirements in each item as described in the procedures have been reviewed:

YES <input type="checkbox"/>	NO <input type="checkbox"/>		YES <input type="checkbox"/>	NO <input type="checkbox"/>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Compete this form	<input type="checkbox"/>	<input type="checkbox"/>	Drawing or door prizes?	<input type="checkbox"/>	<input type="checkbox"/>	Purchase order for purchases?
<input type="checkbox"/>	<input type="checkbox"/>	Board Approval Required?	<input type="checkbox"/>	<input type="checkbox"/>	Posting notices on campus?	<input type="checkbox"/>	<input type="checkbox"/>	Contract for supplier?
<input type="checkbox"/>	<input type="checkbox"/>	Facilities reservation?	<input type="checkbox"/>	<input type="checkbox"/>	Insurance required?	<input type="checkbox"/>	<input type="checkbox"/>	Food Sales?
<input type="checkbox"/>	<input type="checkbox"/>	Cash advance needed?	<input type="checkbox"/>	<input type="checkbox"/>	Supplies for recording revenue/expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Health Permit required?
<input type="checkbox"/>	<input type="checkbox"/>	Endorsement stamp needed?	<input type="checkbox"/>	<input type="checkbox"/>	Cash box and change fund needed?	<input type="checkbox"/>	<input type="checkbox"/>	Services of external person?
						<input type="checkbox"/>	<input type="checkbox"/>	TEA/Professional Expert forms needed?

### 3. Approvals:

Responsible  
Person

Activity Director,  
Student Activities  
if club account

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty  
Advisor,  
if club account

Dean of Student  
Activities, if  
club account

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean or  
Manager

Bursar's Office

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DURING THE ACTIVITY

1. During the activity, keep a record of revenue and expense transactions, a sample of which is shown on page 3.
2. Deposit funds at the end of the day or event.
3. Ensure that all revenue receipts are adequately secured at all times to prevent misappropriation.

### PROPOSED BUDGET

#### Revenue:

Description of Item to be sold    Number of Items to be sold    Times (X)    Selling Price per Item    Equals (=)    Potential Revenue

Example: See's Candy    50 boxes    X    \$9.00 per box    =    \$450

\*\*Any reasonable method may be used to calculate potential income.

					= \$
					= \$
					= \$
					= \$
<b>Total Revenue:</b>					<b>= \$</b>

#### Expenses:

Description of Each Expense Item

Cost of Items purchased for sale    Number of Items Purchased    Times (X)    Purchase Price    =    Expense

Example: See's Candy    50 boxes    X    \$6.00 per box    =    \$300

Flyers    100    X    .15    =    15

Include all expenses (advertising, banners, posters, decorations, etc.)

					= \$
					= \$
					= \$
					= \$
<b>Total Expenses:</b>					<b>= \$</b>

**Budgeted Net Income** (Total Revenue minus Total Expenses)

**\$**

8/8/2012

# CYPRESS CHARGERS

EMS RESERVATION ID # \_\_\_\_\_

## CYPRESS COLLEGE FUNDRAISING APPROVAL RECAP (CCFAR) COPY PAPER IN YELLOW

Fundraising Sponsor: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ dd/mm/yy

Account Name	Account Number
--------------	----------------

### AFTER THE ACTIVITY

1. Complete the revenue and expense recording and summary (Actual Revenue and Expenses) below.
2. Complete the actual net income to the budgeted net income comparison as shown below.
3. Explain any differences.
4. If any items remain unsold, forward them to the Faculty Advisor or Department Manager.

**Comparison:** Actual Net Income \$ \_\_\_\_\_ minus(-) Budgeted Net Income \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Amounts from Actual Revenue and Expenses)

Explanation of Differences: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Approvals:

Responsible Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Faculty Advisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean or Manager \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Bursar's Office \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### ACTUAL REVENUE AND EXPENSES

(Complete this after the event)

Use any format you wish as long as you end up with information as follows:

#### Revenue:

Record in as much detail as is reasonable\*\*\*

\*\*\* For example, customer name and amount, or total gate receipts, or total receipts from the sale of tickets, etc.

_____	= \$
_____	= \$
_____	= \$
_____	= \$
_____	= \$
<b>Total Revenue:</b>	<b>= \$</b>

#### Expenses:

(Description of Each Expense Item)

Cost of Items Purchased (Cost per Item (X) # of Items =)

_____	= \$
_____	= \$
_____	= \$
_____	= \$
<b>Total Expenses:</b>	<b>= \$</b>

**Actual Net Income** (Total Revenue minus Total Expenses):

**\$**

**Deposit Tally** (FOR AS MANY DEPOSITS AS ARE MADE):

\$		\$	
Deposit Total	Bursar Receipt # & Date	Deposit Total	Bursar Receipt # & Date
\$		\$	
Deposit Total	Bursar Receipt # & Date	Deposit Total	Bursar Receipt # & Date
8/8/2012	<b>TOTAL DEPOSITS</b>	\$	<b>(Should equal Total Revenue)</b>



# **APPENDIX C**

## **BURSAR ACCOUNTS PROCEDURES**



## CYPRESS COLLEGE BURSAR ACCOUNTS PROCEDURE

The Bursar's Office is the main repository of funds at Cypress College. Unlike commercial banking institutions, it does not provide for personal funds to be deposited. Their task is to maintain balances for student organizations and college activities (e.g. the weekly Swap Meet). The Bursar has a fiduciary responsibility of scrutinizing how funds are disbursed in accordance with the intended purpose of its use. For campus account balances, these are typically maintained for the use of student groups for various educational related activities.

This procedure is intended to clarify the understanding of how these funds are maintained and disbursed.

### DEPOSITS

There are various categories of funds deposited with the college Bursar's Office including:

- Funds from student club accounts.
- Classroom-Related Program Activity (CRPA) funds allocated to certain Divisions from the Associated Student (AS) funds and food services. The deposits are generated by an electronic transfer of funds to the respective bursar accounts.
- Fundraising/donations raised by various Divisions.
- Funds paid by students during registration (on a voluntary basis) to fund AS activities. (The \$7 AS Activities fee and the \$1 AS Representation fee).
- Funds from sales of materials and services including revenue from the swap meet, parking, Cypress College Theater (box office and on-line), automotive services (incl. smog certification), library fines, dental assistance, culinary arts, etc.

Exclusion – The Bursar manages the Cypress College Foundation account (the deposits and withdrawals). The Foundation has a separate bank account from the normal Bursar account and will not be addressed in this procedure.

### Requirements

Deposits made with the Bursar's Office require the use of the Cypress College Bursar's Office Deposit Slip. In addition, any fundraising activity must have a Cypress College Fundraising Activity Report (CCFAR), describing the event, the expected earnings goal and actual funds generated. This must be approved by the respective Division Dean. It is recommended that the person making the deposit obtain a receipt for the deposit and reconcile their records with their account in Banner at regular intervals to avoid conflicts.

Exceptions to the Use of Deposit Slips - CRPA funds that are electronically transferred between accounts by the Bursar and the ASB funds paid by students during registration that are automatically transferred from student accounts to the ASB Bursar accounts.



## WITHDRAWALS

Withdrawing funds from the Bursar's Office requires the use of the College Purchase Requisition (Exhibit No. 2) approved by the Division Dean and additional approvers as required below.

Exception to the Use of the Purchase Requisition – Various funds deposited with the Bursar are transferred to the District and withdrawals are processed directly with the District through Banner. These include commissions from the swap meet, parking, automotive services, dental services, culinary arts and library fees.

## ASSOCIATED STUDENTS (AS)

AS funds are funds used by Cypress College student government for activities to enhance the educational experience of the student body. The AS includes elected and appointed student officials and an advisor. The AS maintains two accounts where funds are used for specific purposes.

- The representation fund account (from the \$1 AS Representation fee) should be used strictly for student trips and meetings with government officials, the California State Student Senate and agencies that have a significant impact with student activities.
- The AS general account (from the \$7 AS Activity fee and miscellaneous funds collected) is for scholarships and general activities that may include payments to hourly student workers providing work for the AS.

A purchase requisition should be signed by a student officer, the AS Advisor and the Dean of Student Activities. It should clearly state the nature of the transaction and supporting documentation that directly relate to the item or activity for which the funds are being withdrawn.

All AS Scholarships will require submission of a summary of evaluation of all student applicants showing the rankings of successful candidates.

## STUDENT CLUB ACCOUNTS

There are various club accounts opened by students to raise funds through fundraising and donations with the intent of spending these to enhance the education experience of its members. There are strict requirements to be a recognized club including:

- File a student's organization petition and roster.
- Have a set of officers to govern the club activities.
- An organization's constitution.
- Attend the Inter Club Council (ICC) meetings regularly and participate in ICC sponsored events. The ICC holds regular meetings with student club representatives.

All club transactions should be prepared and endorsed by a student club member and approved by:

- Student Club Advisor
- Dean of the Division where the club belongs
- AS Club Advisor
- Dean of Student Activities

## **Recognized Club Transactions**

The main purpose of the use of club funds is to directly benefit all members of the club. It is anticipated that expenses should be limited to educational and related activities of the club. For that reason, reimbursement for staff travel will be allowed only if accompanied by students to an authorized club function or activity.

## **The following transactions are not allowed:**

- Gifts to individuals.
- Payments for consultants or other hourly worker (There is a District policy for Hiring Independent Consultants).
- Donating funds for the use of non-club members.
- Luncheons, Christmas parties, social outings, etc. that are not directly related to an educational activity or do not include student club members.
- Lending funds to club members even for emergency purposes.

## **The following transactions require additional information to the purchase requisition:**

- Club scholarships that will benefit only members of the club. This should be approved by the ICC and documentation will be required including the summary of all applicants and the evaluation and rating showing the results.
- Donations can only be made to an organization, not individuals. The amount should be reasonable and should be determined by the club members and reviewed and approved by the ICC. If donated to the District, it should also adhere to District Policy BP 3820 – Gifts and Donations. The purchase requisition should include the recipient, the reason for the donation, description, the source/manufacturer, and the cost.



## CLASSROOM RELATED PROGRAM ACTIVITY (CRPA) FUNDS

These funds are provided from the food services and ASB accounts mainly to the Physical Education and the Fine Arts Divisions to be used solely for educational activities. Of the total amount of \$90,000 provided, it is allocated as follows:

P.E. Combined men's and women's accounts

P.E. Men's accounts

P.E. Women's accounts

Fine Arts

These funds are recorded in separate accounts and can be used only for its intended purpose. Any unused funds are carried over to the following year however the accounts will not be replenished until the funds are used up.

A purchase requisition approved by the Division Dean is required along with detailing the nature of the expenditures needs to be submitted along with related supporting documentation.

## OTHER BURSAR ACCOUNTS

The accounts in this group make up the majority of the Bursar accounts. It is also the least restrictive of the three groups but still requires that funds are to be used solely for the benefit of students. Allowed expenses include:

- Paying for staff support that will assist in the educational activities of students.
- Formal published conferences attended by faculty to improve their skills that will benefit instruction. This must be approved consistent with District Policy BP 6360 - Travel.

**Allowable Expenses** - The common sense approach to determine allowable expenses is to always consider that the purpose of the solicitation effort is for the benefit of the students. Will the proposed expenditure benefit the whole or just a few? The following are examples of allowable expenses.

- Materials to be used for student projects including uniforms and required equipment.
- Students and faculty transportation costs, food and lodging for recognized student field trips.
- Reimbursable food expenditure required to nourish students participating in classroom related projects extending over long periods.
- Publications if related to class activities and made available to all students.

**Unallowable expenses** - It is recognized that fundraising events or soliciting donations from patrons require tireless effort on the part of faculty, coaches or advisors however, there are limits to how funds are to be spent. The following transactions are not recognized as legitimate expenses:

- Gifts
- Expenditures for food and/or lodging for faculty members not including students.  
These include staff luncheons/parties
- Loans to students or faculty members
- Expenses of a personal nature
- Purchase of alcohol
- Donations to individuals
- Personal publications
- Unreasonable and excessive expenses without detailed justification
- Office furniture and artwork (should be requisitioned by the college)
- Expenses not directly related to the conduct of college business

### **Required documents for reimbursement –**

To prevent any delay in reimbursement, the following should be submitted:

- An approved Purchase Requisition approved by the requesting individual, including a summary of the transaction and approved by the Division Dean.
- Supporting source documentation detailing that nature of the expense and the costs.
- For group travel, detail list of all attendees for the food and lodging expenditures.

Any proposed expenditure not covered by this procedure should be referred to the Bursar's Office prior to the submission of a purchase requisition in order to save time and avoid future conflicts.

**Use of College Facilities** – At times, various departments require using college facilities either for fundraising events or for their internal activities. While there is no charge for facilities used by the college departments, there is usually cost associated with manpower (e.g. technician fees, custodial costs, etc.) and rental of materials. At the conclusion of the event, the Coordinator of College Facilities and Rentals will complete an invoice for costs incurred and send this to the department hosting the event. The following will be the procedure to request payment from the Bursar.

1. For fundraising events, the hosting department needs to provide an approved CCFAR to the Bursar prior to the event approved by the respective Division Dean.
2. For all events, the final invoice from the College Facilities Coordinator and the approved college food provider (if catering is involved) need to be submitted with a Purchase Requisition for payment.

### **Exception to Allowable Expenditures**

In the event that any department or student club is faced with the need to withdraw funds to be used for an activity that is not allowable under these guidelines, they may request the approval of college Vice-President, Administrative Services for such expenditures. This will require a detailed explanation of the activity and the justification for the expenditures. This will further require the approval of the Department Head/AS Advisor and the Division Dean prior to submission for consideration and approval of Cypress College Vice-President of Administrative Services.

**Note: The Bursar Deposit Slip and the CCFAR are available in the “J” drive**



Retain a copy for your files. **INCORRECT REQUEST FORMS WILL BE RETURNED.**

**Cypress College Bursar's Office**

Acct Title:

Fund-Org.

Acct #:

34110 (Bursar) OR

36110 (CLUB) OR

39150 (CRPA)

ACCT #

Requested by:

Club/Org. Officer

Date \_\_\_\_\_

Approved by:

(Advisor)

Date \_\_\_\_\_

Authorized by:

(Division Dean)

Date \_\_\_\_\_

Authorized by:

Make Check Payable To:

Date \_\_\_\_\_

Name (in full)

Banner ID: @

Address &amp; Street

Phone #:

City, State, Zip

Will call for PO  
Mail PO to vendor

Will call for check  
Mail check  
Journal entry

Receipts attached  
Change/receipts to be returned to Bursar's Office with check number.  
Special Note:

If completed properly, requests should be processed within five working days of receipt by the Bursar's Office.

Quantity	Description of Article or Service Required (Include nature of event, location, date names)	Unit Price	Amount
		Sales Tax	
Date needed:		ESTIMATED TOTAL \$	

A district employee whether full-time, part-time or hourly must be paid by District payroll, not by a Bursar Requisition.



# **APPENDIX D**

## **TRAVEL EXPENSE & MILEAGE**



# CYPRESS CHARGERS

North Orange County Community College District

## TRAVEL EXPENSE REPORT

Employee Name:	Budget Number:
Employee Work Location:	Travel Purchase Order Number:
Employee Banner ID:	Dates of Travel:

Name of Event:	Held in the City and State of:
----------------	--------------------------------

-- Do not claim transportation or lodging unless the itemized original receipts are attached.  
 -- The original receipts for the registration fee, and the agenda from the event, must be attached to this report.  
 -- Do not claim mileage for your normal commute as it is not reimbursable. For information on how to calculate the correct mileage to claim, refer to Board Policy 6360, Sections 4.6 and 4.7.

Date	Transportation	Lodging	Registration	Breakfast	Lunch	Dinner	Miles	x	Rate	=	Total	Other	Description of "Other" Expenses	Totals
Totals:	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	<b>TOTAL EXPENSES:</b>	<b>0.00</b>

Additional Comments:	Pre-paid by the District:
	Subtotal: 0.00
	Prev. Reimbursed to Employee:
	Total Due to NOCCCD:
	Total Due Employee: 0.00

If claiming mileage, complete this section also:

(Initials)	I certify that I have a valid driver's license for use in the U.S.A. for the dates listed above.
(Initials)	I certify that I have valid automobile insurance for the vehicle used the for the dates listed above.

I certify that the above are actual and necessary expenses.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVAL:** (Send original through the offices outlined for approval.)

<b>Division Head Signature and Date:</b>	<b>President Signature and Date:</b>	<b>Business Office and Date:</b>
--	--------------------------------------	----------------------------------



## North Orange County Community College District

### Mileage Invoice

Do not claim mileage for your normal commute as it is not reimbursable. For information on how to calculate the correct mileage to claim, refer to Board Policy 6360, Sections 4.6 and 4.7.

Name:	Location:
Banner ID:	Department/Division:

Date	Destination (to/from):	No. of Miles	Nature of Business Transacted (do not abbreviate)	Parking Fees
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			

<b>Total Mileage Claimed</b>	-
<b>Enter Mileage Rate for Dates Travelled</b> ==>	cents per mile
<b>Mileage Reimbursement</b>	\$ -
<b>Parking Reimbursement</b>	\$ -

(Initials)	I certify that I have a valid driver's license for use in the U.S.A. for the dates listed above.
(Initials)	I certify that I have valid automobile insurance for the vehicle used for the dates listed above.

I hereby certify that the above claim is for official district business travel pursuant to Board Policy section 6360.

Signature of Employee:	
Budget Charge:	Div. Chair Approval:
Site Administrative Approval:	District Approval:

Send original to the district accounting offices. Keep a copy for your records.

Effective Date: 4/30/10





# **APPENDIX E**

## **PETTY CASH VOUCHER**



# CYPRESS CHARGERS

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## PETTY CASH VOUCHER

*(Original Itemized Receipt Must Be Attached)*

DATE: \_\_\_\_\_ BANNER ID# \_\_\_\_\_

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUDGET: \_\_\_\_\_

PURCHASED FROM: \_\_\_\_\_

ITEM DESCRIPTION		AMOUNT
Administrative Approvals:		<b>Sub Total</b> 0.00
1. _____	<b>Tax</b>	
2. _____	<b>Total</b>	0.00

I certify that the item purchased and received was a legal expenditure within the guidelines of the Education Codes and District Policy and will remain property of the North Orange County Community College District.

(Signature) \_\_\_\_\_

45-4-90

**WHITE:** DEC Accounting Copy

**GREEN:** Site Accounting Copy

**YELLOW:** Employee Copy



# **APPENDIX F**

## **TEAM ROOM POLICY/EXPECTATIONS**





## TEAM ROOM RULES & EXPECTATIONS

### 1. TEAM ROOM SECURITY

Team rooms have been subject to theft and vandalism when not properly secured. To ensure security, doors must remain locked from the outside at all times. Never prop doors open with “doorstops” (water bottles, rocks, or any other items). Your coach and teammates can provide you access when needed.

Report any suspicious activity to your coach, the PE Office or Athletics staff, or Campus Safety at (714) 484-7387. If you see something, say something! Safety and security is a shared responsibility.

### 2. TEAM ROOM HOURS OF OPERATION

Locker room hours are from 7:00am-6pm Monday-Thursday and 7:00am-noon on Friday. Access outside of normal hours of operation require supervision by authorized team personnel.

### 3. AUTHORIZED TEAM ROOM MEMBERS

- A. Only active team members are allowed in the team room.
- B. Members of the opposite sex are strictly forbidden in the team rooms.
- C. Team captains are expected to provide leadership in the maintenance and operation of team rooms.

### 4. TEAM ROOM STANDARDS OF CONDUCT

- A. Athletes are responsible for cleaning up after themselves (food, drinks, trash, etc.)
- B. The use of alcohol or tobacco products (including e-cigarettes) is prohibited and the possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden in team rooms.
- C. Show respect to others at all times. No bullying, hazing, ethnic, racial, sexual comments or behavior.
- D. Vandalizing, defacing, damaging, or abuse of the team room will not be tolerated.
- E. Respect the team room like your home – our team rooms are a privilege and are monitored daily by custodial and campus staff.
- F. Failure to comply with the Rules & Expectations may result in disciplinary action and/or loss of team room privileges. Penalties for violations range from individual and/or team loss of privileges to removal from Athletic activities and/or suspension from Cypress College.

**Thank you for helping protect and maintain appropriate Team Room standards.**





# **APPENDIX G**

## **COVID ELIGIBILITY & SEASON DATES**



# CYPRESS CHARGERS



## CYPRESS ATHLETICS COVID-19 ELIGIBILITY REQUIREMENTS

TO MEET THE FOLLOWING COVID-19 ELIGIBILITY REQUIREMENTS THE STUDENT ATHLETE MUST BE LISTED ON 2019-20 FORM 3 AND IN GOOD STANDING AT A CCCAA INSTITUTION PRIOR TO MARCH 12, 2020

### Did Student Athlete Compete in Fall 2019?

Fall 2020  
Student Athlete

**YES** ✓

- Complete 12 units, 9 academic prior to Spring 2021
- Maintain 2.0 GPA prior to Spring 2021
- Enroll full-time in Spring 2021

**NO**

- Enroll full-time in Spring 2021

### Did Student Athlete Compete in Spring 2020?

Spring 2021  
Student Athlete

**YES** ✓

*\*Second Year FR*

- Enroll full-time in Spring 2021

*\*Eligible for part-time enrollment if approved by athletics counselor (9 units/ 6 academic)*

**NO**

*\*First Time FR.*

- Enroll full-time in Spring 2021

### Did Student Athlete Compete in Spring 2020?

Spring 2021  
Student Athlete  
3rd Year SO

**YES** ✓

- Enroll full-time in Spring 2021
- Maintain 2.0 GPA from first competition prior to Spring 2021

*\*Eligible for part-time enrollment if approved by athletics counselor (9 units/ 6 academic)*

**NO**

- Enroll full-time in Spring 2021

#### CCCAA FALL SPORT TRANSFERS

Must complete 3 units (academic) to establish residency. 12 unit residency upheld for Spring sport transfers.

#### PART TIME STATUS

Competing while enrolled in less than 12 units will still charge full-time term for NCAA/NAIA (40/60/80 & 5-year clock). May impact financial aid award.



## CCCAA COVID-19 WORKING GROUP

CONTINGENCY (FORMER PLAN D - MODIFIED)  
Moves Cross Country and Women's Golf to the Spring

CCCAA Sports	Contact Level	Normal/COVID-19 Term of Competition	Practice Start Date	Competition Start Date	Conference Competition End Date	Regional PC Start Date	Season End Date	Maximum Number of Contest/Dates/Games Currently Permissible	70% of Season
<b>Early Spring</b>									
Basketball	Full-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	28 Contests + 2 scrim.	20 + 2 scrim.
Cross Country	Non-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	8 Contests	6
Football	Full-contact	Fall/Spring	1/18/21	2/13/21	4/6/21	4/10/21	4/17/21	10 Contests + 1 scrim.	7 + 1 scrim.
Women's Golf	Non-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	19 Contests	13
Soccer	Full-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	22 Games	15
Women's Volleyball	Minimal	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	24 Dates	17
Water Polo	Full-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	18 Dates	13
Wrestling	Full-contact	Fall/Spring	1/18/21	2/5/21	4/6/21	4/10/21	4/17/21	15 Dates	11
<b>Late Spring</b>									
Badminton	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	19 Dates	13
Baseball	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	40 Games + 2 scrim.	28 + 2 scrim.
Beach Volleyball	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	12 Dates	8
Men's Golf	Non-contact	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	19 Contests	13
Softball	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	40 Games + 2 scrim.	28 + 2 scrim.
Swim & Dive	Non-contact	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	11 Meets	8
Tennis	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	26 Dates	18
Track & Field	Non-contact	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	13 Contests	9
Men's Volleyball	Minimal	Spring/Spring	3/27/21	4/10/21	6/12/21	6/16/21	6/23/21	21 Dates	15

WG Recommendation as of July 8, 2020