Table of Contents

Message from Athletic Director
About LAVC
Vision and Mission Statement
Athletics Introduction
Support Staff
Campus Services
Hiring
LAVC Assistant Coach Positions
Interview Procedure
Head Coach Checklist
New Employee Checklist
CCCAA- Calif. Community College Athletic Assoc.
WSC - Western State Conference
WSC – Code of Ethics
SCFA – Southern California Football Association
SCFA Mission Statement
SCFA Code of Conduct
SCFA Code of Ethics
Calendar – Sports
Home Game Management
Message from the Athletic Director

Message from the athletic director:

Dear Coach,

On behalf of the Los Angeles Valley College Athletic Department, I would like to welcome you to the California Community College Athletic Association and thank you for accepting the challenge of teaching and/or coaching at L.A. Valley College, acting as a representative for our student athletes and supporting their success.

Intercollegiate athletics remains a critical element of the historical CC success in California. The California Community College system and Athletic Programs have long been recognized as leaders in creating new opportunities for their citizens through athletic programs expressly designed by area community colleges. The majority of student athletes, participating at community colleges, transfer to a four-year college or university to continue their academic and athletic ambitions.

As one of 104 community colleges we are committed to the constitution and bylaws of the CCCAA. We are proud of our students as they dedicate and commit to their academic and athletic endeavors. We encourage participation in athletics because sports are educational in the best sense of the word. They teach the participant and the observer new truths about testing oneself and others, including the enduring values of challenge and response, about teamwork, about discipline and perseverance.

Above all, intercollegiate contests, at any level of skill, drive home a fundamental lesson: Goals worth achieving will be attained only through effort, hard work and sacrifice, and sometimes even those will not be enough to overcome the obstacles life places in our path.

This handbook is designed to give you an overview of state and school policy & procedures and inform our faculty members/coaches of the history and professional expectations that will enable you to make a unique difference in the academic and athletic student athlete experience here at Valley College. “Valley Pride”

Sincerely,

Jim Fenwick
Athletic Director
About Los Angeles Valley College

Los Angeles Valley College is a 2-year public college located in the heart of Los Angeles’s San Fernando Valley. The college’s mission is to offer transfer education, job training and lifelong learning to residents of the San Fernando Valley and beyond. Your future begins at LA Valley College—Find out the Top 10 reasons why you should attend LAVC!

Los Angeles Valley College is one of nine colleges in the Los Angeles Community College District (LACCD) and is fully accredited by the Accrediting Commission for Community and Junior Colleges, which is part of the Western Associate of Schools and Colleges, a nationally recognized accrediting agency.

Founded in 1949, LA Valley College is located in the heart of the San Fernando Valley and sits on 105-acres in the Los Angeles suburb of Valley Glen. It is an urban oasis with a beautiful park-like campus with over 1,600 trees and plants, and is the first community college in California to earn a Tree Campus USA designation. The campus, which is near the 405, 101 and 170 freeways, is just minutes away from Hollywood, Beverly Hills, downtown Los Angeles, major motion picture and television studios, and the beaches of Santa Monica and Malibu.

Under the leadership of College President Dr. Erika Endrijonas, LAVC is one of the leading community colleges in the state. LAVC is a hispanic serving institution, and serves approximately 20,000 students mainly in the areas of Van Nuys, North Hollywood, Panorama City, Pacoima, Sherman Oaks, Valley Village, Studio City, Encino, Tarzana, and Burbank.
Valley College is student-focused campus that is known for its high quality educational courses that prepares its graduates for university or vocational work. Our students receive the benefits of the taking general education courses for only $46 per unit. Many of students choose to take their general education courses at Valley College and then transfer to leading private and public colleges and universities. Many Valley College students have transferred to UCLA, USC, University of Phoenix, UC Berkeley, UC Santa Barbara, Cal State Los Angeles, and Cal State Northridge. Students who transfer from LAVC have been known to do better at UCLA than students who start there as freshmen.

More than 140 associate degree programs and certificate programs are offered at Valley College. Popular majors include Accounting, Administration of Justice, Biology, Business Management, Child Development, Computer Science Information Technology, Engineering, English, Liberal Arts & Sciences, Media Arts, Music, Psychology, and Sociology. The school is also known for exceptional vocational programs in Registered Nursing, Fire Technology and Respiratory Therapy. In addition, LAVC offers a wide selection of online and hybrid courses.

Valley College also serves as a hub for cultural and community events, and is home to the Valley Symphony Orchestra, Los Angeles Valley College Historical Museum, the LAVC Art Gallery. It also regularly hosts a variety of concerts and plays, and community activities. In addition, the campus pool and stadium track are accessible to the public during scheduled times.
The campus is currently undergoing a $626 million **expansion and renovation project** funded by bonds supported by the voters of Los Angeles. Improvements to existing buildings are being completed, along with constructing several new buildings, which will serve LAVC students for years to come.

Over the past several years, the college has added a Maintenance and Operations / Sheriff’s Station (the first LEED-certified [Leadership in Energy and Environmental Design] in the LACCD), an award-winning Allied Health and Sciences Center with state-of-the-art classrooms and labs, and the Belle & Harry Krupnick Media Arts Center featuring a state-of-the-art television studio. It has also added a new aquatics center with Olympic-sized pool, an Adapted Physical Education Center, a Student Services Complex, a new Library and Academic Resource Center, Community Services Center, and a four-level parking garage.

Other upcoming construction projects include a new Performing and Media Arts Center, Student Union (monarch center), Athletic Training Facility, and Administration and Career Advancement (workforce development & administration) building.
MISSION STATEMENT

Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.

VISION STATEMENT

Los Angeles Valley College inspires, educates, and enriches our diverse community, developing critical and creative thinkers and lifelong learners.

CORE VALUES

Student Success and Innovation in Teaching and Learning

The college creates a learning-centered environment that offers a broad range of academic programs and services in an atmosphere of academic freedom and collaboration responsive to students, faculty, staff, and the community. Los Angeles Valley College encourages each student to successfully complete all courses attempted, persist from term to term, and fulfill his or her educational goals.

Mutual Respect, Diversity, and Access to Education

The college promotes access to educational opportunities for all in a welcoming, supportive, and respectful environment that provides a place for critical thinking, learning, and personal growth.

Resourcefulness and Environmental Stewardship

The college strives to be effective stewards of our physical, technological, and financial resources to maximize institutional effectiveness. The college fosters sustainability and pride in our vibrant and evolving campus.
Athletic Department Philosophy
and Mission Statement

Los Angeles Valley College subscribes to the philosophy that athletics play an integral role in the educational process and is dedicated to providing a total educational experience. The program provides an environment for student-athletes to achieve both academic and athletic excellence. Valley College values athletic as an educational experience and its unique ability to teach skills with lifelong personal and social implications. Student-Athletes benefit by learning to perform effectively in a highly competitive environment. The experience of the student-athlete is of primary importance and is intended to foster the learning and growing process that strengthens skills in leadership, communication, teamwork discipline and confidence. Department members are role models and mentors, and recognize their responsibility in supporting the learning process as well as promoting the principles of fair play and sportsmanship. Commitment, hard work, persistence, perseverance, self-discipline and good sportsmanship are all core values of the athletic experience. By balancing their sports activity with their studies, student-athletes must also learn effective time management. We believe in providing a competitive and invigorating environment for the highly skilled student-athletes and are committed to a philosophy and practice of equal opportunity for all student athletes regardless of gender, ethnicity, religious or economic backgrounds and promote an environment that is free of harassment or intimidation, and embrace the diversity of the Valley College community. The athletic program coaches and staff continually strive to meet current challenges that provide the student athlete with a quality program. Valley College is committed to the value of gender equity for both men and women in our intercollegiate athletic program. Our student-athletes should be supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching and appropriate competitive opportunities.

Athletic Mission Statement

The mission of our college is to offer transfer education, job training and lifelong learning to residents of the San Fernando Valley and beyond. Los Angeles Valley College is one of nine colleges in the Los Angeles Community College District, (LACCD) and is fully accredited by the Accrediting Commission for Community and Junior College. This Commission is part of the Western Associate of Schools and Colleges which is a nationally recognized accrediting agency. As an athletic Department we challenge every student-athlete to excel academically, athletically, personally and professionally.
Los Angeles Valley College
Athletic Program

Introduction

Each year at the beginning of August the Athletic Department at Los Angeles Valley College conducts a mandatory R-2, Compliance meeting for all athletic staff and coaches. During this meeting the Athletic Director and coaches review legislation governing the conduct of intercollegiate athletic programs that shall apply to basic athletic issues such as eligibility, recruiting, playing rules, due process, post conference competition, financial aid, school policies, etc. Los Angeles Valley College athletic department members, understands that all CCCAA member institutions shall be obligated to apply and enforce the Constitution. Policy and procedures are followed and enforcement of CCCAA penalties shall be applied to institutions that fail to fulfill its obligations.

The purpose of this handbook is to aid the Los Angeles Valley College coaches and staff in their administrative function. Head coaches are expected to have explicit knowledge of all sources of information and regulations, and they are accountable for the proper policy of compliance of all persons associated with his/her sport. The policy and procedures are to be used as a guide in the performance of duties and responsibilities of all Athletic Department personnel. Information regarding legislation, gender equity, compliance, CCCAA forms and reports can be found on the home page of the CCCAA website at: http://www.cccaasports.org. Information regarding the Western State Conference, including the constitution, sports supplements, directory, meeting minutes and links to all member institutions at: http://westernstateconference.com. The sport of football operates under their own constitution and bylaws: http://scfafootball.com

Ignorance of these rules is not an excuse for violations, even for first year coaches. All coaches are expected to make themselves familiar with State, Conference, and College, rules and regulations, and use them in the performance of their duties and responsibilities. Head coaches of each sport are responsible for the actions of the assistant coaches. Paperwork and employee forms for the newly hired coaches and staff, must be completed in a timely and efficient manner, with the human resource office on campus.
Support Staff: 2017/2018

Karen Daar – Vice President of Academic Affairs
Jermain Pipkin – Dean of Academic Affairs
Jim Fenwick – Athletic Director
Reggie Reed – Athletic Counselor
Lu Grella – Athletic Secretary and Eligibility Specialist
Patty Melody – Kinesiology Department Chair
Dennis Mestas – Athletic Trainer
Jonathan Sung – Athletic Trainer
David Melody – Men’s Facility Equipment Assistant
Angelica Arcila – Women’s Facility Equipment Assistant
Paul Holt – Football/Soccer Facility Equipment Assistant
Yasmin Aviles – Human Resources Director
Student Success and Support Program (SSSP)

COUNSELING DEPARTMENT

CONTACT & HOURS

Student Services Annex (SSA)
(818) 947-2600 ext. 4200
Monday-Thursday:
8am-7pm
Friday:
8am-2pm

All new non-exempt* students are required to complete the Student Success and Support Program mandated core services including: online Orientation, Assessment, and Counseling/Student Educational Planning (OAC).

ORIENTATION:

All new, non-exempt students are required to complete online orientation prior to assessment. Online Orientation is a multimedia presentation available on the Counseling Department webpage.

Topics include:

- Campus Policies & Procedures
- Academic expectations
- Educational Program Information
- Campus resources and special programs
- Maintaining registration priority

ASSESSMENT:

The Assessment Center provides English and math assessments for placement in appropriate courses based on the students’ skill levels. Assessment is required for all new non-exempt students who have not received waivers. Placement recommendations are provided to help students plan their course sequencing. Recommendations are based on multiple measures, combining test results with student background data from the Educational Planning Questionnaire. Visit the www.lavc.edu/assessment to review the pre-assessment video and sample tests.

COUNSELING/ STUDENT EDUCATIONAL PLANNING:

First Semester Student Educational Planning (SEP): Once students have completed online orientation and assessment, they are required to attend a Counseling: First
**Semester Student Educational Planning (SEP)** session or complete online. In-person SEP sessions are counselor-led group advisement sessions where students review:

- Assessment results
- Educational Goal
- Registration Process
- Important dates and deadlines
- First Semester Educational Planning (Abbreviated SEP)

**Comprehensive Student Educational Plan (SEP):** Before completing 15 units, or their third semester, students are notified that they must declare a course of study and complete a Comprehensive Student Educational Plan (SEP). Students may attend a group advisement sessions to develop individual Comprehensive SEP to help guide them in completing their educational goal. Counselors are also available by appointment for:

- Comprehensive SEP
- Career assessment and exploration
- Transfer information
- Academic or personal issues

*EXEMPTION CRITERIA - Students may be exempt from SSSP core services if they:

1. Have earned an Associate Degree or higher
2. Enrolled at the college for a reason other than career development, advancement, transfer, attainment of degree or certificate of achievement, completion of basic skills English or English as a Second Language course sequences
3. Are taking classes to maintain a license.
4. Are concurrently enrolled K-12 students.
5. Students who completed assessment at another California community college in the past two years may submit an Assessment Exemption Request available in the Admissions & Records Office.
**Kinesiology Department** –
Each sport is actually a class in our LA Valley Kinesiology Department, which resides under Academic Affairs. We have a dean over of athletics within the Academic Affairs office. Kinesiology classes in season of competition, are 3 units and individual sport kinesiology classes outside of the season are conditioning classes and are 1 unit each.

Head Coaches are either hired by the school as a full time instructor/head coach or as an adjunct instructor. (Part time teacher/coach) Instructors have to meet the minimum state requirements for teaching with a masters degree in the subject field.

**Hiring**

Selecting the faculty/head coaches/assistant coaches and staff, that teach at Los Angeles Valley College remains one of the most significantly important processes performed by the college. It is through the hiring of faculty/coaches that we shape the institution, the athletic department and specifically, the student athletes. As we bring talented individuals into our learning and athletic community, we provide a vehicle for presenting new innovative ideas to students, student athletes, in creating and expanding our instructional offerings, and athletic development strategies by inspiring faculty/coaches, already in residence to join in academic endeavors that strengthen the college’s ability to respond to our community’s needs.

This handbook is a compilation of our tried and tested learning methods. The handbook also includes the Los Angeles Community College Board of Trustees revised Rules on Faculty Selection Policy and a revised and expanded LAVC Faculty Hiring Procedures Document.

The inclusion of the College’s Vision, Mission, and Core Values is intended to be a constant reminder that as a community college, we do our educational work in the context of our surroundings. It is through our faculty that we are able to gauge our success. They in turn make a significant impact on each student that sets foot on the campus. One might say that the success of our students is directly linked to the success of our hiring process.

The Office of Academic Affairs and the Academic Senate have pledged our commitment to ongoing improvement of our faculty hiring processes. Any suggestions or enhancements to this process may be forwarded to either the Vice President of Academic Affairs or the Academic Senate President.
LAVC Athletic Department
Assistant Coach Position Requirements

Job Description:
Under the direction of the (Sport) Head Coach. Assist the head coach with any or All duties assigned within the (sport) program. Work within the policies and guidelines of the CCCAA, LACCD, and LAVC. Recruiting student athletes and Academic success for student athletes are priorities.

Duties and Responsibilities:
* Recruiting student athletes within the guidelines of the CCCAA
* On the field/court practice drills under the direction of the head coach to prepare student athletes for competition within the WSC.
* Scouting and video techniques
* Fundraising and promoting of the program.
* Assist with travel and transportation for team travel

Qualifications:
Experience in coaching (sport) at intercollegiate, high school, or club level, which could include head, assistant coaching, or volunteer; and/or high-level competitive playing experience at the college level. (Sport) aptitude preferred. Demonstrates sensitivity and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Community College faculty, staff and students. Employment is contingent upon verification of qualifications. Los Angeles Valley College reserves the right to modify and/or withdraw this position at any time.

Salary Information:
Assistant coaching stipend may be available within “season of sport”
Volunteer application will be on file when “out of season” of sport.
Adjunct teaching within Kinesiology may receive assignment from Kinesiology department chair person base on availability and qualifications. A teaching assignment, requires a master’s degree in the subject field of Physical Education, Kinesiology, Physiology of Exercise, or Adaptive Physical Education OR Bachelor’s in any of the above AND Master’s in life science, dance, physiology, health education, recreation administration or physical therapy OR equivalent.

Dates:

Contact Information:
Interested applicants: Send resume and cover letter to ______________________________
Include telephone and email address.
INTERVIEW
PROCEDURE

The same committee member will ask all questions in the same order. Questions must be asked as written. Prejudicial questions are forbidden, e.g., explain the gap of time on your resume; instead, ask, “Is there anything else you have to tell us?”

When a demonstration is part of the interviewing process, notify the candidates in advance. The interview could include:

*Teaching demonstration*- May be scheduled so that the candidate can teach in front of an actual class that reflects the diversity of the college.

*Writing demonstration*- Can reflect a coherency of the usage of the language and an understanding of and sensitivity to cultural diversity - content based upon a “situational question.”

*Counseling/Library demonstration*- Should reflect the specialized knowledge and currency of the specific academic area.

An interview question, which addresses a diversity issue, should be included.

*Examples*

How would you deal with a student who made an obvious racial/ethnic slur against another student in your classroom?

How would you handle cultural patterns and learning styles that are cooperative and may be perceived as cheating? For example, students who openly help one another in the classroom during an exam or quiz.

No discussion of the applicants may take place unless the compliance officer representative is present. However, the Compliance Officer Representative does not vote.

The committee should not discuss the candidates before the rating sheets are completed. Voting will be conducted with an agreed upon point system that will rank candidates.

The committee will forward the names of two unranked candidates to the Vice President of Academic Affairs. The Vice President of Academic Affairs and/or the President may interview the two finalists.

The committee is to maintain the confidentiality of the entire selection process.

All candidates forwarded should be fully acceptable to the committee and the department

Signature form stating that candidate meets the minimum requirements.
Head Coach Check List

**Sport Schedule** – Each head coach is responsible for setting their sport schedule for the upcoming season. It is important to note that the conference schedule will be approved and confirmed by the commissioner, sport representative, and athletic Director. The remaining schedule is completed by the head coach. The schedule will need to be shared with opponent schools for accuracy, as well as the sport assignor of officials and athletic director.

**Staffing**
Each head coach is responsible for hiring their staff under the contract allowance of stipend coaches and/or volunteer assistants. Head coaches must work with the athletic director on stipends for allotted assistants and kinesiology chair person for adjunct instructor opportunities.

**Sport Roster** – Each head coach is responsible for the roster that lists the student athletes in their sport. It begins with a preliminary roster that lists the student athletes, with a check of insurance, physical, form 1 eligibility, tracer if needed, enrollment in intercollegiate class. When eligibility is confirmed, each student athlete should be listed on game day roster.

**Participation Roster**
Each sport head coach is responsible for completing a participation roster that matches their roster with each scheduled contest and can account for each athlete's participation in a scheduled contest.

**Equipment Inventory** – Each head coach is responsible for providing an equipment inventory, annually, to the AD. This is an excel spread sheet of all school equipment, on the field, hard goods, and issued uniform soft goods.

**Sport Equipment Check out and Check in Procedures** – Each head coach will follow the check out and check in procedures for issuing
and accounting for sport equipment for each season. Each program head coach or equipment person, shall have a contract equipment card that is signed by the student athlete upon check out of equipment, policies of equipment care, and signed in, when the equipment is returned and accounted for.

**LA Valley College Website** – Each head coach is responsible for working with our web master, on campus to maintain and update the LAVC athletic website for current sport information, statistics and student athlete accomplishments.

**Recruiting** - is a top priority for each sport and the life line of the success of the program. Recruiting should be organized, within the staff and with all forms of communication, resources, high school visits, campus visits, open houses, clinics, etc. to insure the best opportunity to enhance student athletes to attend LA Valley College.

**Awards**
Each head coach is responsible for nominating your student athletes for their accomplishments, both academically and athletically in their respective sport, even if there are losses in competition. If you are too busy with daily duties, then designate someone on your staff to make the nominations.

Our LA Valley athletic department awards an athlete of the week and an athlete of the month.

Each sport has a nomination opportunity for athlete of the week/month in the conference.

Each sport has a nomination opportunity for academic athlete or team within the conference.

**Spirit Club Accounts** – Each sport has an LAVC Spirit Club account in the business office, earmarked to the sport, for fundraising purposes. It is important to follow the school procurement process on spirit club requests.

**Professional Development** – Each head coach is also an instructor or adjunct instructor, that will be responsible for professional development by our school standard.
Work Order Request - As a rule of thumb, each LAVC athletic employee should be aware of surrounding facilities and equipment to be safe and in working order. If facilities, carts, computers, keys or equipment are not working in a safe and efficient manner, it is required to submit a work order online to M & O or appropriate department for repair. This will enable the specific departments to make a record and track the request through completion. Go online to www.lavc.edu, go to and click on the faculty/staff tab on the upper right, go to the LACCD Portal and click, place your user name and password and submit the work request. ** If you are not able to do so, please notify the athletic director or athletic secretary to help complete the process.

Check List for New Employees
1. Introductory and orientation meeting with Athletic Director and introduction to athletic dean in Academic Affairs.
2. Fill out LACCD Volunteer Paper work on an annual basis, to be registered with the district and recognized as an employee by the school.
3. Apply for school internet account
4. Apply for necessary keys, (if any) to have access to work space and respective facility.
5. Take CCCAA compliance exam to be recognized as LAVC employee
6. Sign CCCAA R-2 form to be registered as LAVC coach or employee
7. Meet with Kinesiology department chair for any adjunct teaching opportunities (Master’s in subject teaching field)
8. Attend LAVC adjunct teaching orientation, if applicable.
9. Send HR, your staff list for temporary Parking Pass, after paperwork has been completed and recognized by school as a district employee or volunteer.
10. Work directly with your head coach on recruiting strategies within the CCCAA guidelines.
Decorum Statement:

**CCCCA – California Community College Athletic Association**

The governing body of all California Community Colleges.

Constitution and Bylaws - [CCCCA Constitution and Bylaws](#)

Decorum Statement –
REQUIRED CCCAA 2017 DECORUM STATEMENT After Introductions and Before Start of Each Game, Meet, or Match - CCCAA - California Community College Athletic Association: FANS, THE CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION DECORUM POLICY IS IN EFFECT FOR ALL GAMES THROUGHOUT THIS EVENT. PLEASE - BE RESPECTFUL AND COURTEOUS TO EACH OTHER. THE C.C.C.A.A. STRONGLY ENCOURAGES ALL FANS TO AVOID USING PROFANE LANGUAGE, TAUNTING OR MAKING INAPPROPRIATE GESTURES OR NONVERBAL SIGNS. IN ADDITION, ANY NON-CREDENTIALED PERSON THAT INTERRUPTS PLAY WILL IMMEDIATELY BE ESCORTED OUT OF THE VENUE BY SECURITY STAFF. THOSE VIOLATING THE C.C.C.A.A. DECORUM POLICY WILL BE WARNED ONCE. SUBSEQUENT VIOLATIONS OF THE C.C.C.A.A. DECORUM POLICY WILL RESULT IN EJECTION FROM THIS HOST VENUE. THANK YOU
Western State Conference - is the conference that LAVC is placed into, statewide, for competition.

About the WSC  [Full Constitution (PDF)]

The Western State Conference was established in 1950, which makes it the oldest community college conference in California. The conference members are Allan Hancock College, Antelope Valley College, Bakersfield College, Barstow College, College of the Canyons, Citrus College, Cuesta College, Glendale College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Valley College, Moorpark College, Oxnard College, Santa Barbara College, Santa Monica College, Ventura College, Victor Valley College and West Los Angeles College.

The Conference is committed to academic excellence, along with community responsibility through athletic participation. It has been our intention to offer a variety of sports maintaining equitable competitive balance within a reasonable geographic area. Our goal will focus on having four teams for each representative sport originating out of our conference membership. We also encourage other colleges to affiliate with our conference in any sports necessary to accommodate the State structure.

In sum, our philosophy strongly adheres to the formation of a conference which shall offer fair competition within a geographic matrix providing an amiable environment in which to compete for both men and women.
WSC  Coaches Code of Ethics

1. It is the duty of the coach to be in control of his or her players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.

2. Coaches will comply wholeheartedly with the intent and spirit of the rules. Deliberately teaching players to violate the rules is indefensible.

3. Coaches will teach their players to respect the dignity of their sport, officials, opponents and the institutions that they represent.

4. Coaches will confine their discussion with the game officials to interpretations of the rules and not constantly challenge official decisions involving judgment.

5. Coaches will prohibit negative talk, “trash talk” or bench jockeying” which would include personal and malicious remarks, cursing and obscene language toward opponents, officials, or spectators.

6. Coaches will refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.

7. Coaches will expect from the officials a courteous and dignified attitude toward players and themselves.

8. Coaches will seek help from school administrators in controlling unruly students and spectators.
SCFA – Southern California Football Association – This is the governing body for the California Community Colleges that compete in Football. It is a separate association from the Western State Conference, designed to oversee the constitution and bylaws of the sport of football in the California Community Colleges.

WELCOME
It is a pleasure to welcome you to the official Southern California Football Association website.
The creation of the SCFA, in 2008, was somewhat of a historical event for community college football in Southern California because it is the first time that all thirty-seven (37) community colleges offering intercollegiate football programs were under one administrative umbrella.

The SCFA’s unique organizational structure, which now includes two competitive divisions, divided into separate conferences, provides an opportunity to insure competitive balance and a positive athletic, as well as an educational, experience for more than 3,000 student-athletes participating in our football programs each year.

The SCFA is committed to working with each member college to provide opportunities for success and to provide for valuable life-lessons for our student-athletes. In serving our student-athletes and our member colleges we will use this website to provide valuable information about individual athlete and team performances, maintain statistical information, and provide up-to-date schedules and post-season information. I encourage you to visit the SCFA website often. You will find it to be a wealth of information.

Please support community college sports and the student-athletes who participate.

Jim Sartoris
SCFA Commissioner
SCFA MISSION STATEMENT
As stated in its constitution, the purpose and goals of the SCFA are as follows:

PURPOSE
To govern and regulate the sport of football for member colleges in compliance with the rules and regulations of the COA/C CCCAA Constitution and Bylaws in order to provide an environment which emphasizes academic achievement and a positive athletic experience for the student-athletes of member colleges.

GOALS
A. To bring uniformity, strength and competitive balance to Southern California community college football;
B. To promote and support educational goals and academic or career progress, and to stress academic achievement for the student athletes of member colleges;
C. To establish and promote high standards of sportsmanship and ethical behavior for all student athletes, coaches, support personnel and fans.

"Competition with Respect, Sportsmanship and Integrity" with respect and dignity in victory and defeat
SCFA FOOTBALL CONFERENCE - Coaches Code of Ethics

1. Community College Intercollegiate football is a players' game. The paramount concern of Coaches is the total development, welfare, enjoyment and safety of their players.

2. Coaches bear responsibility for teaching their players to strive for success while playing fairly, observing the playing rules and the highest levels of sportsmanship.

3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.

4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents in their words and deeds and expect their players to do likewise.

5. In both victory and defeat, the behavior of a Coach shall model grace, dignity and composure.

6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: their college, sports governing bodies and sponsoring organizations.

7. Coaches have a responsibility to promote the interests of sport, including treating media with courtesy, honesty and respect.

8. Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism.

9. Coaches are responsible for taking an active role in education about, and prevention and treatment of, drug, alcohol and tobacco abuse, both in their own lives and in the lives of their players.

10. Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of their sport.

11. Coaches shall seek to honor those who uphold the highest standards and principles of their sport and shall use appropriate protocol to oppose and eliminate
all behavior that brings disrepute to the sport – violence, abuse, dishonesty, disrespect and violations of the rules governing competition.

**Ethical Recruiting**

1. All Coaches and agents of the college shall abide by the spirit and letter of CCCAA/CCCAA Bylaw 2 (Recruitment of Student Athletes).

2. A head Coach must accept total responsibility for the activities of all assistant Coaches.

3. It is a breach of ethics to recruit a player enrolled at another community college.

4. Negative recruiting is a serious breach of ethics by any Coach. Derogatory and/or slanderous statements about other institutions, its Coaches, administrators, or players cannot be accepted. The Coach must confine his statements to an honest and forthright presentation of the facts.

5. It is unethical for any Coach to make statements to any prospective student athlete which knowingly cannot be fulfilled.

Adapted from the NSCAA and AFCA Coaching code of ethics.
Sports Calendar

Fall Sports –
Football
Women's Soccer
Men’s Water Polo
Women’s Water Polo

Winter Sports –
Man’s Basketball
Women’s Basketball

Spring Sports –
Baseball
Softball
Men’s Swim
Women’s Swim

July 1st – New Fiscal Year
July 1st – Summer 552 classes
August - R-2 Meeting
August - 15th Official start of Fall Sports
September WSC Fall Meetings
October -
November - Thanksgiving
December -
December – 25th Christmas break

January Beginning of Winter semester
January 15th - Official start of Spring sports
February - Beginning of Spring semester
March -
April – Spring Break
April – WSC spring meetings
May – LAVC Department year end meeting
June - School Graduation
GAME MANAGEMENT

The SCFA is committed to providing a quality experience for student athletes, coaches, support personnel and fans at each football contest. The following is a Game Management Check List which should be used by each game manager as a tool to insure compliance with the SCFA Supplement and to help provide a well-run, safe and fair competitive experience at all SCFA contests.

Administration

An athletic administrator must be on site.

Visiting teams and officials should be met at the site and provided necessary information as to dressing room facilities, entrance and exit to field procedures, half-time arrangements, sideline procedures/sideline passes. Facilities for the visiting team and for officials should be available two (2) hours prior to game time.

Facilities

As per supplement section 8.3.2 the following facility requirements must be provided.

- **Game clock and Scoreboard** – checked for proper working order during the week and prior to game time.

- **Delay of Game clock** – checked for proper working order during the week and prior to game time.

  **Note:** Delay of game clocks are mandatory as per SCFA supplement and NCAA rules.

  **Additional Note:** Commencing in 2015 – the play clocks must be able to accommodate the NCAA 40 second rules and procedures. Clock must be able to count down from 40 and from 25.

- **Press Box and other Designated areas** - Designated areas for home and visiting coaches for game observation, film personnel, team statisticians and the press must be provided. Table and chairs shall be provided for coaches and statisticians.

- **Goal Posts** – the goals will comply with the NCAA Football Rules. Appeals shall be submitted to the SCFA Commissioner in cases where host team has no control over the goal posts provided at the venue. **Notify SCFA Commissioner if you are not going to have NCCA approved goals.**
Team Benches - An equal number of sideline team-benches will be provided for each team.

Provisions for visiting team

The home team has the following responsibilities:

- Provide visiting teams with chalkboard, chalk and eraser or any other similar and appropriate visual aid or equipment.
- Provide ice to the visiting team when requested.
- Provide the visiting team with comparable video taping capabilities (i.e., height of taping platform, distance from field, etc). If comparable video taping capabilities cannot be arranged then a copy of the home team’s game tape must be made available following the contest.

Field Phones

The home team does not have the responsibility to provide field phones or any other communication devises to the visiting team. Each team will provide their own field phones.

Security and Crowd Control

The host team is responsible for providing a safe and secure venue. The home team management has complete control over the venue and is responsible for developing and executing a comprehensive plan for crowd control and the security of all participants and fans. All policies and plans must be provided to both teams prior to the arrival of the teams at the venue and when appropriate be announced to the fans prior to the game.

- The host college shall provide security personnel, in adequate numbers by police standards, in order to maintain adequate crowd control
- Provisions shall be made by the home team to provide separate seating sections for home and visiting students/fans.

Reminder: The game manager must insure security of opponent’s locker room and insure security of the official’s dressing room.

- With a recent history of locker rooms being robbed (both home and visitor), it is highly recommended that student athletes not bring anything of value to the games (money, credit cards, cell phones, tablets, etc.).

Officials
• The official crew must be provided separate dressing facilities, apart from either team’s coaches or players, as well as from fans.
• The dressing facility should be available at least 2 hours before game time.
• The game manager must insure security of the official’s dressing facility.

Doctor and Ambulance
The home team will:

- Provide for a doctor (licensed physician) to be present at all home games, and an ambulance must be readily available or on a stand-by basis at the site.
- In conjunction with the Athletic Trainer, develop and rehearse a plan for catastrophic injury or illness.

Game Staffing
The home team will provide the following game personnel:

Note: It is expected that each of following personnel be provided adequate training before the day of the contest. Last minute training leads to errors and problems.

Game Clock/ Scoreboard Operator
(Report to Line-Judge 30 minutes prior to kickoff)

Delay of Game clock operator (40 SECOND CLOCK)
(Report to Field-Judge 30 minutes prior to kickoff)
Note: At some venues Field Judge may be provided a wireless control of delay of game clock.

Chain Crew
The chain crew serves as an integral function in game play and works as a unit with game officials. They should be knowledgeable in their role related to the placement of chains and down box. A minimum of three chain crew members and a maximum of four chain crew members are required at all SCFA contests.

- The chain crew shall wear uniforms (identifying vests).
  Use SCFA vests.
- The chain crew must report to the Linesman no later than 30 minutes before game time.

Public Address Announcer
The public address announcer is an important part of the total game experience for participants and fans. The announcer should announce required announcements as provided by the
CCCAA, which encourages sportsmanship and proper decorum by fans. It is important that the announcer deliver timely information in an impartial manner and in a manner that will encourage proper fan decorum.

**Statisticians**

- The home team's game statistics will be the official record as per the NCAA Rule Book.
- The home team is responsible to submit the statistics using the approved computer software program to the Presto website or SCFA Sports Information Director in a timely manner after the game.
- The visiting team must provide a knowledgeable “spotter” to assist the home team statistician. (Preferably someone familiar with STAT CREW)
- It is imperative that the home team's game statistician and the visiting team's statistician communicate prior to the game and work together during the game to generate accurate and timely game statistics.
- Any anticipated problems in covering the game should be worked out in consultation with the SCFA Sports Information Director during the week prior to the game.

**Each team will provide the following:**

**Ball Person**

The sideline ball persons assisting the officials with game balls between plays should cooperate with the game officials and be instructed in all aspects of safety procedures on the sidelines. They should be available at least 15 minutes before game time.

**Towels**

The visiting team must provide their own towels to their team. The home team does not have a responsibility to provide towels for the visiting team.

**Video Accommodations**

- Video recording operators from each team must be provided equal accommodations to video the game.
Note: Video Operators should be made aware that all action must be recorded – from when the offense breaks the huddle or, if no huddle, the offense is lined up on the ball. Additionally, it is mandatory that any incident during the game, be recorded, such as fights and other unsportsmanlike incidents. End of Game activities must be recorded all the way through the “handshake” until both teams are separated and leaving the field.

Field Control

- Game administration must develop a defined procedure for teams to separately enter and leave the field of play for pre-game warm-up, start of the game, half-time and the end of the game. Both teams must abide by these procedures.

- Access to the field should be controlled and limited to approved personnel. Because of safety concerns and the desire to provide a healthy atmosphere for the participants, only press and SCFA game observers should be allowed on the sidelines.

- All persons on the sideline during the football game must be approved and provided a field pass by the home college.

- Head coaches are responsible for the control, behavior, and discipline of their own players, assistant coaches and other team personnel on the bench and sidelines, and that good decorum be in evidence at all time.

Incidence Reporting

Any incidence occurring before, during or after the contest that is out-side the normal conduct of the contest should be reported. All football-related concerns should be reported to the Director of Football operations. Any other concerns should be reported to the Commissioner.

Reminder: Any ejection of any participant must be reported as required by the CCCAA Decorum Policy.