ATHLETIC DIRECTOR 101

A guide to being an Athletic Director in the California Community College Athletic Association
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The intent of this document is for use as a reference guide for new athletic directors to the California Community Colleges and is in no way meant to replace reviewing and understanding the CCCAA Constitution. All athletic directors are strongly urged to continuously review and understand the Constitution.

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Refer to the CCCAA Constitution for the committee memberships and committee charges.
A proposed amendment to the Constitution may be classified as either Policy (2/3 vote), Operational (simple majority), Segmental (simple majority) or Editorial (CCCAA Board Approval) through submission of a Form 5. The Form 5 can be found in the Constitution under the Forms link (proposed amendment).

- October 1\textsuperscript{st}: Form 5A preliminary submission due date – Any new legislation must be submitted to the CCCAA office by October 1\textsuperscript{st} with support by one of the approved groups; CCCAA Board, CCCAA Management Council, Conference, CCCAA Affiliate Organization or CCC Sport Specific Coaches Organization.
- Late October/Early November: Membership Review - The review by the general membership takes place in an open forum setting at the annual fall CCCAA Conference to allow for feedback to the originator. Feedback can then be implemented and the final Form 5 submitted in a timely fashion.
- January 15: Final Form 5B submission – Edits included and resubmitted for consideration.
- 1\textsuperscript{st} week of April: Legislation voted on at CCCAA spring convention.
- New legislation either adopted or rejected at spring convention.
GETTING INVOLVED – The CCCADA

Mission Statement: The purpose of this organization is to maintain the highest possible standards in community college athletics for men and women. The organization shall promote, encourage and direct efforts and activities which will benefit community college athletics throughout the state.

How can you help? The CCCAA is an organization made up of all athletic directors and other constituencies throughout the state. Our charge is to govern our individual programs and remain or get involved in the organization.

Important Information

- CCCADA Website: http://www.cccaasports.org/cccada/
- Once a year, the association requires dues to be paid by October 1\textsuperscript{st} ($100.00 for single membership and $80.00 for each additional member) which goes towards the cost of hosting the Athletic Directors Association Convention in June.
  - Additional fees are required for attendance at the CCCAA Convention
- Management Council: Athletic directors are encouraged to apply for open Management Council positions and other CCCAA committees.
- CCCADA Constitution: Become familiar with the organization’s Constitution, especially the officers and the Executive Board - http://www.cccaasports.org/cccada/constitution.asp
So you are an Athletic Director – Now what?

Understanding the Constitution

- Getting familiar with the CCCAA Constitution and Bylaws is perhaps the most important thing and first on your agenda. It is your responsibility to uphold and enforce the Constitution (we are a self-reporting organization).

- Important Bylaws:
  - Bylaw 1: Eligibility
    - THE ELIGIBILITY PROCESS
    - All Form 1’s should be kept on file and copies sent to the conference commissioner prior to the first game/meet or match.
    - Form 3 should be electronically filed for initial eligibility prior to the first game/meet or match and within 10 working days after the end of the competitive season to verify students’ season of eligibility used.
    - Tracers: Tracers are used to verify the eligibility status of a student-athlete and are to be completed for each student-athlete who has indicated attendance at another college or university on their Form 1.
    - Weekly verification: All institutions are bound by the Constitution to perform weekly eligibility verifications for all student-athletes between Monday, 6:00 am and Tuesday, 12:00 pm.
  - Bylaw 2: Recruitment
    - Close review of the “can’s and cannot’s” is encouraged.
- Form C: To be completed by the prospective “Out of District” student-athlete and kept on file.
- Compliance: Forms R-1, R-2, R-3 and R-4
  - R-1: Statement of Compliance (Due post-marked on or prior to August 27th)
    - Requires college president signature
  - R-2: In-service training – It is required by the Constitution for all employees associated with athletic programs to engage in an in-service training, normally conducted by the athletic director, to review various articles and bylaws of the constitution. (Due by August 27th)
    - Contact your Conference Commissioner for potential topics to cover
  - R-3: Statement of Compliance – Non-traditional season
    - Requires college president signature
  - R-4: Gender equity compliance (Due post marked on or prior to November 1st)
- Toolbox: Visit the CCCADA website for updates on various tools/documents prepared and used by colleagues throughout the state.
- EADA Reporting: Each year, Athletic Directors throughout the state are mandated to complete the EADA (Equity in Athletics Disclosure Act) and file electronically with the U.S. Department of Education, Office of Post-secondary Education by October 30th. The CCCAA has a link to resources that can assist you: [http://www.cccaasports.org/gender.asp](http://www.cccaasports.org/gender.asp)
The Post-Season

Qualifying for post-season play is an honor for our student-athletes, coaches and institutions and it is imperative athletic directors serving as Event Managers create an environment superior to conference play. As a potential regional host institution, your duties as outlined in the Championship Handbook and Bylaw 6 in the Constitution include the following:

- Provide administrative oversight to the event
- Create a “Game Day” program or in the very least, have copies of rosters for spectators
- Staff a gate to ensure revenue collection
- Coordinate the Training Staff and Officials
- Ensure facilities are reflective of a post-season event
  - Locker rooms
  - Fields/courts
- Promote the event through your local media
- Contact the visiting athletic director to discuss logistics
- Prepare and submit Final Financial Statement
  - For those teams traveling, reimbursement forms can be found on the CCCAA website
Professionalism

The CCCADA is an affiliate organization that operates under the jurisdiction of the CCCAA and as such, a high level of professionalism is expected. Your professional conduct is a reflection on your athletic program, your institution, the CCCADA and the CCCAA. The following is a Code of Ethics that has been spelled out for California Community College Coaches Association under Appendix E and should serve as a guideline for athletic directors. Athletic directors are encouraged to create an environment on their respective campuses which foster these initiatives and to assist their coaching staff in accomplishing these goals.

**Coaches Code of Ethics**

Mission: To provide the opportunity for California Community College student-athletes the enjoyment of intercollegiate athletic competition and the positive experiences that come from it.

We turn athletes into student-athletes which provides more options for them to lead productive and happy lives.

**Standard 1**–Student-athlete safety and well being
- 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 2**–Student-athlete academic success
- Make the student-athlete’s academic success an integral part of measuring program success.
- Support academic enhancements such as tutorial programs, study halls, academic advising, building study skills, and requesting instructor feedback.
- Commit to student-athletes’ attainment of their educational goals of AA degree, transfer, or certification.

**Standard 3**–Student-athlete interpersonal growth
- Treat each student-athlete as an individual, nurturing his/her physical and emotional development.
- Respect the personality and character of each student-athlete and reinforce a positive self-image.
- Determine the student-athlete’s amount of participation in competitions based upon sound criteria that has been clearly communicated with all parties concerned.

**Standard 4**–Coach’s professional behavior, ethics and responsibilities
- Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
• 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 your opponent by not running up the score.
• Recruitment of players will be done in a positive and professional manner regarding your own program and the programs of competing institutions.
• “Negative recruiting” is unethical.
• Adherence to all CCCAA and sport rules. To teach student-athletes to deliberately break any rule is unethical and unprofessional.

Standard 5–Coach’s competency in educational, technical, and administrative advancements
• Continue to grow in the field by attaining advanced degrees and professional development through classes, clinics, camps, and seminars.
• Stay abreast of technical advancements within your sport in order to provide the best experience for participants and fans.
• Develop management and leadership qualities through all professional mediums that provide opportunities for growth.

Standard 6–Coach’s teaching responsibility to adhere to state and college curricular guidelines
• Fulfill the requirements of teaching to the highest standards.
• Develop contemporary curriculum which meets the needs of students.
• Participate in the college’s administration by serving on campus committees.
• Coaches are to serve the student body needs for physical education, which should be reflected in the coach’s load.

Standard 7–Coach’s 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.
MENTORSHIP

To continually support new athletic directors, the CCCADA has compiled a list of mentors throughout the state who will serve as a resource to answer questions and provide guidance. All new athletic directors to the California Community College Athletic Association are encouraged to use their mentor as a resource which will be assigned by the CCCADA Executive Committee. The mentorship program is set up to:

- Guide new AD’s in understanding the CCCAA Constitution
- Serve as a networking tool
- Serve as a problem solving resource
- Serve to assist with compliance protocols
A.D. 101 Mentorship Program
Application Form

To assist the Executive Committee of the CCCADA in selecting mentors for its AD 101 mentorship program, please complete the following form and submit to the CCCADA President.

Name: ________________________________
College: ________________________________
Title: ________________________________
Email: ________________________________
Phone: ________________________________

1. Years of experience as an Athletic Director/Dean: ________________________________
2. Involvement in CCCAA or CCCADA or other affiliate organization:

3. Related administrative experience (if applicable):

4. Additional Qualifications: