

Students and Student Services

Administrative Rules and Procedures

5435 Intercollegiate Athletics

1. Chabot College

Intercollegiate Athletics shall be administered and financed in accordance with the following procedures.

A. Responsibility

The Dean of Physical Education and Athletics is responsible for the development of schedules for intercollegiate events and games, and for the conduct of the Chabot College Intercollegiate Athletics Program.

B. Financial Support

The Intercollegiate Athletic program will be financed by both College general funds and by an Intercollegiate Athletics Operations Fund.

1) College General Funds: The College general fund will provide financial support for the following costs incurred in conducting the intercollegiate athletic program:

- a. Medical services including physical examinations for student athletes, and an attending physician for home football games.
- b. Transportation of athletic teams to and from games held away from the Chabot College campus.
- c. Cleaning of athletic team uniforms, equipment and related items.
- d. Sterilization and renovation of athletics equipment as required by State laws.
- e. Insurance policy premiums covering student athlete participation in the intercollegiate athletic program as required by State law.

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- f. Reference books/instructional materials.
- g. Conference expenses for coaches and the Dean of Physical Education & Athletics.
- h. Travel expenses incurred by members of the coaching and other support staff for scheduled games and events.
- i. Supplies and equipment including uniforms and protective gear.
- j. Salaries and benefits for the certificated, classified, and student staff members directly supporting the intercollegiate athletic program.
- k. Printed materials including schedules, programs, and passes.
- l. Athletic Conference dues.
- m. Employment of game officials for all home games and events.
- n. Entry fees for athletic tournaments.
- o. Police/security services at home games and events.
- p. Filming/video taping of practices and games.
- q. Publicity and public information.
- r. Ambulance services at all home football games.
- s. Student athlete's meals and lodging expenses not funded by the Intercollegiate Athletics Operations.

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The Dean of Physical Education and Athletics will present to the Vice President, Business Services an annual general fund budget request for each of the above expenditure categories. The Vice President, Business Services will process the budget requests in accordance with normal college budget development and approval processes.

2) The Intercollegiate Athletics Operations Fund: The Chabot College Intercollegiate Athletics Operations Fund will provide primary financial support for the following intercollegiate athletic program costs:

- a. Meals and lodging of student athletes when traveling to away games and events.
- b. Awards in recognition of the achievement of student athletes.
- c. Printing of tickets for home athletic games.
- d. Game management costs including scorekeepers; timekeepers; sound system and scoreboard operators; announcers; statisticians; pressbox staff; ticket and concession sales staff; and facility clean-up.
- e. Other costs incurred by the intercollegiate athletics program that are not normally funded by the College general fund.

3) Sources of Income for the Intercollegiate Athletics Operations Fund

- a. **Bookstore Profits** When available, the profits of the Chabot College Bookstore provide the major source of income for the Intercollegiate Athletics Operations Fund. The College President, upon recommendation from College staff, may allocate to the Intercollegiate Athletics Operations Fund a share of the annual profits of the Bookstore to meet the needs of the program for the next succeeding year as determined by the annual budget for the Intercollegiate Athletics Operations Fund. The distribution of Bookstore profits for this purpose will

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be subject to the approval of the Vice President, Business Services.

b. **Gate Receipts and Concession Revenues** All gate receipts and concession revenues generated from athletic events will be credited to the Intercollegiate Athletics Operations Fund.

c. **Miscellaneous Sources of Income** Any funds donated for support of the intercollegiate athletics program by College or community sources will be credited to the Intercollegiate Athletics Operations Fund.

d. **Reserve Account** When financially possible, a reserve account will be maintained in the Intercollegiate Athletics Operations Fund to provide financial resources to cover expenses incurred each Fall before income is received or because of additional post-season games, playoffs, and other extenuating circumstances.

e. **Accountability** Records and accounts of the Intercollegiate Athletics Operations Fund will be maintained by the Chabot College Business Office and will be included in the annual audit of the District as required by State law.

4) Expenditures

a. **College General Funds** Expenditures of College general funds will be made using the regular College business procedures established for requisitioning supplies, equipment, and services. Such requisitions must be signed by the Dean of Physical Education and Athletics and must indicate the account numbers to which the expenditure is to be charged.

b. **Intercollegiate Athletics Operations Fund** Expenditures from the Intercollegiate Athletics Operations Fund will be made using existing procedures for requesting

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disbursements signed by the Dean of Physical Education and Athletics.

C. Passes

Passes will be issued and honored for all home events, except tournaments and those events held under the auspices of the State

Athletic Committee. A pass admitting the bearer and one guest will be issued to:

- 1) Members of the Board of Trustees.
- 2) Members of the faculty and staff who request them. An invitation to request a pass will be extended each Fall Semester by the Dean of Physical Education and Athletics to each academic and classified employee of the District.
- 3) Passes will be issued each year by the College President to those members of the community who serve the College in various capacities.
- 4) Those members of the faculty, staff or community who wish to bring additional members of their family to home games may purchase a family pass for an amount that is 50% of the value of two regular tickets to home games or events. This pass will admit two additional family members.

D. Support Services

The Dean of Physical Education and Athletics is responsible for providing support services for athletic events. These services include:

- 1) Supervision of spectators at all home events (crowd control).

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- 2) Supervision of all student activities not directly a responsibility of the coaching staff.
- 3) All other duties as may be directed by the Vice President of Academic Services.

E. Development of Athletic Programs

Opportunities for gender balance in Intercollegiate Athletics shall be provided for under guidelines of the Coast Athletic Conference and the State Commission on Athletics.

Chabot College provides opportunities for participation in intercollegiate athletics for women in keeping with the College's goal for balance and with Title IX requirements.

The formation of a new intercollegiate athletic team requires a reasonable lead time to provide for budgeting, staffing, equipping, scheduling and other administration preparation. The activation of a new team shall generally follow these conditions and procedures:

- 1) Requests for formation of a new intercollegiate athletic team may be initiated by either student or staff.
- 2). Requests for formation of a new intercollegiate athletic team will be directed to the Dean of Physical Education and Athletics. The Dean of Physical Education and Athletics may choose to form an intramural team to explore student interest in intercollegiate competition in the proposed sport.
- 3). The formation of a new intercollegiate athletic team will normally be effective at the beginning of the academic/fiscal year when budgetary support is confirmed.
- 4). The new intercollegiate athletic sport must be one which has been sanctioned by the Coast Athletic Conference and the State Commission on Athletics.

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2. Las Positas College

Intercollegiate Athletics shall be administered and in part financed following these procedures.

The Director/Dean of Athletics is responsible for the submission of schedules for intercollegiate events and activities to the College President.

Financial Support

The Intercollegiate Athletic program will be financed by both District funds and by Associated Student Body Trust Funds (ASBT).

District Funds The College, through budgetary approval by the Board, provides financial support for the following costs incurred in conducting the athletic program:

- a. Athletic trainer for home competitions
- b. Transportation of teams to and from contests held away from the Las Positas College campus
- c. Insurance policy premiums, life, medical and accident, covering participation in the intercollegiate athletic program as required by State law
- d. Conference expenses for coaches and the Director/Dean of Athletics
- e. Travel expenses incurred by members of the coaching staff for scheduled events
- f. Supplies and equipment including uniforms and protective gear
- g. Salaries and wages for the certificated and classified staff members and for student assistants
- h. Printing - materials, passes, programs, etc.

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- i. Rental and maintenance of facilities
- j. The Coast Athletic Conference dues
- k. Employment of officials at all home events
- l. Entry fees for contests and tournaments
- m. Security services at home events
- n. Instructional filming *
- o. Publicity and public information *

* From both District and Associated Student Body Trust Funds

The Director/Dean of Athletics will present to the Vice President of Student Services an annual budget request for each of the above categories and for any others that may be appropriate expenditures of District funds. The Vice President of Student Services will, in turn, present the approved request to the President, for inclusion in the preparation of the total College budget.

The Associated Student Body Trust Funds These funds provide financial support for the following costs incurred in conducting the athletic program:

- a. Meals and lodging of team members when traveling.
- b. Awards in recognition of the achievement of athletes.
- c. Awards appreciation and recognition events.
- d. Printing of programs, tickets, covers, etc.
- e. Game management fees:
 - 1) Scorekeepers (some games and events, not all)
 - 2) Game timers

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- 3) Sound systems
- 4) Game announcer
- 5) Statisticians
- 6) Pressbox manager
- 7) Ticket sales and collections
- 8) Game clean-up
- 9) Other costs incurred and not payable from District funds but evaluated and considered by College representatives as eligible from Associated Student Body Trust funds.

Sources of Income for the Associated Student Body Trust Fund:

- a. **Bookstore Dividend** The profits of the Las Positas College Bookstore provide the major source of income for the Intercollegiate Athletic Program. The distribution of profits will be made upon recommendation of the appropriate committee and approval of Director of Fiscal Operations.
- b. **Gate receipts** All gate receipts received from athletic events will be credited to the Associated Student Body Trust Fund and directed to the intercollegiate athletic budget.
- c. **Miscellaneous sources of income** Any funds for athletic purposes received from other College or community sources will be directed to the Inter collegiate Athletics budget.

Intercollegiate Athletics Budget

Accountability Records and accounts of the Associated Student Body Trust Fund will be maintained by the Business Office and will be included in the annual audit of the District as required by State law.

Expenditures:

District Funds Expenditures of District funds will be made through the District procedures established for requisitioning supplies, equipment, and services. Such requisitions must be signed by both the Director/Dean of

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Athletics and the Vice President of Student Services, and they must indicate the account numbers to which the expenditure is to be charged.

Associated Student Body Trust Fund Expenditures from the Associated Student Body Trust Fund will be made by purchase order, requisition or request for disbursement. All expenditures must be approved signed by the Director/Dean of Athletics, the Vice President of Student Services and College Director of Fiscal Operations.

Support Services The Director/Dean of Athletics and other identified staff are responsible for providing support services for athletic events. These services include:

- a. Supervision of spectators at all home events (crowd control).
- b. Supervision of all student activities not directly a responsibility of the Director/Dean of Athletics and the coaching staff.
- c. All other duties as may be directed by the Vice President of Student Services.

Development of Athletic Programs

Opportunities for balance in Intercollegiate Athletics shall be provided for under guidelines of the Coast Athletic Conference and the State Commission on Athletics.

Las Positas College provides opportunities for participation in intercollegiate athletics for women in keeping with the College's goal for balance and with the Title IX requirements.

The activation of a new intercollegiate athletic team requires a reasonable lead time to provide for budgeting, staffing, equipping, scheduling and other administration preparation. The activation of a new team shall generally follow these conditions and procedures:

- a. Motivation for a new team may come from either student or staff initiation.

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- b. Recommendation for a new team will be presented to the Director/Dean of Athletics. When an interest is expressed, intramural teams may be formed to consolidate the interest and give lead time for moving into intercollegiate competition.
- c. The authorization for fielding a new team will generally become effective at the beginning of the academic/fiscal year when budgetary support is confirmed.
- d. The activity must be one which has been sanctioned under the Coast Athletic Conference and the State Commission on Athletics.
- e. The activity must be one for which a reasonable schedule can be made.