

Santa Monica College

Intercollegiate Athletics Eligibility Process

Administrative Assistant will email approved schedules to the Athletics Director, Eligibility Clerk(s), Athletic Trainers, and Equipment Managers.

Step 1: Student Athlete Completes Form 1: Athletics Director/Head Coach organizes by team a pre-season compliance meeting to complete Form 1. Coach will review the form for accuracy and sign.

Step 2: The Eligibility Clerk(s) will send a tracer to each institution for any student athlete that has attended another college. The athlete will be informed that their eligibility cannot be certified without an official transcript from the transfer institution to SMC Admissions & Records.

Step 3: A Form "C" will be completed by all student athletes who are from out-of-state.

Step 4: All students must have Medical Clearance – (**NO physical = NO practice and NO exceptions**) Coaches will receive a schedule of when free physicals are conducted on campus.

Step 5: Administrative Assistant will use the eligibility report to verify the following:

- Check Form 1 to be sure the form is complete with the student and coach's signatures.
- Log each Form 1 onto the team's eligibility spreadsheet for tracking purposes.
- Forward original Form 1 to the Eligibility Clerk(s) and email each team's eligibility spreadsheet to Head Coach and appropriate Administrators.

Step 6: Athletic Administrators will go online to the California Community College Athletic Association (CCCAA) website and open all sport seasons. The Eligibility Clerk(s) will then start entering student information on the initial form 3.

Step 7: Eligibility Clerk(s) will verify the following information prior to approval and signature:

- Currently enrolled at SMC and in 12 units (9 units must be academic)
- 1st year student athletes must have an Ed plan on file for the Fall semester by October 1st and for Spring semester by March 1st.
- All 2nd year student athletes must have an Ed Plan on file according to the CCCAA.
- 2nd year student athletes must complete 24 units (18 academic) prior to the start of that sport and a 2.0 GPA
- If a transfer student competed for another CCCAA college, the student must complete the 12/9 units of residency and have completed 24/18 units.
- Student athletes must complete at least 6 units (semester) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with their first semester competition in that sport.

If the above is complete and approved by the Eligibility Clerk(s), the Form 1 information will be entered on the CCCAA Form 3. After the information is on the team's Form 3, the Eligibility Clerk(s) will sign/approve the Form 1 and send the original back to the Administrative Assistant.

Eligibility Clerk(s) update the eligibility report weekly. The reports are emailed to the Administrative Assistant. The Administrative Assistant emails weekly all updated reports to Head Coaches with any changes indicated in red.

If the Form 1 is not approved by the Eligibility Clerk(s), the clerk will hold the original Form 1 and notify the Athletic Department that the Form 1 is on hold. The reason is noted on the eligibility report.

Step 8: The Administrative Assistant will make a copy of the approved Form 1s and mail or email scanned copies to the appropriate Commissioner prior to first day of competition.

Step 9: Prior to submittal of Form 3 to the commissioner for review the Athletic Director will meet with each coach to verify their team roster against the Form 3. Head Coach will then sign the eligibility report to verify compliance. Rosters will be reviewed each week with the administrative staff and the head coach.

Step 10: Eligibility Reports:

- Administrative Assistant will email Eligibility Reports to Eligibility Clerk(s) no later than 3:00 p.m. each Friday. Note: If students fall below 12 units they become ineligible until they are back in 12 units. Students can also be ineligible if there is no medical clearance or tracer approval.
- Reports will be completed by Eligibility Clerk(s) and returned to Administrative Assistant no later than 12:00 noon the following Tuesday. Administrative Assistant emails reports to Athletics Director and head coaches.
- If a Form 1 is received by Administrative Assistant between Tuesday and Friday, that athlete will be added to the list, and the updated list will be sent to Admissions and Records with a request for an additional check.
- Ed Plan checks will begin 1 week prior to the deadline established by the CCCAA Bylaws.
- On weeks where Monday is a holiday, the Athletics Director will provide a priority list of what sports need to be completed first (for example, if a team plays on Tuesday at 1:00 p.m., they would need to be done before a team that did not play until Friday).

Tracers

SMC request Tracer from an outside Institution:

- Student indicates that they have played for another institution on Form 1
- Eligibility Clerk(s) sends a tracer to the outside institution and notes the date of when the tracer was sent on the eligibility worksheet.
- Once outside institution responds, Eligibility Clerk(s) staples tracer to student's Form 1.

Request from another Institution:

1. Eligibility Clerk(s) adds information and faxes a copy to the institution
2. Copy is kept by Eligibility Clerk(s)

Check List

- Form 1- ATHLETE INFORMATION
- Form C- RECRUITMENT
- Ed Plan – (Completed or Approved by Athletic Counselors)
- Form 2- TRACERS
- Form 3- ELIGIBILITY
- Physical - EXAM & CLEARANCE

End of Season

Athletic Administration will meet with each Head Coach to verify all information on the Form 3 is correct. The Athletic Administration approves the Form 3 and printed copies are filed.