



Pima County Community College District Administrative Procedure

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| <i>AP Title:</i> | Athletic Department Compliance |
| <i>AP Number:</i> | AP 3.45.02 |
| <i>Adoption Date:</i> | 5/8/24 |
| <i>Schedule for Review & Update:</i> | Every three years |
| <i>Review Date(s):</i> | |
| <i>Revision Date(s):</i> | |
| <i>Sponsoring Unit/Department:</i> | Office of the Provost |
| <i>Board Policy Title & No.:</i> | Athletic Mission and Principles, BP 3.45 |
| <i>Legal Reference:</i> | |
| <i>Cross Reference:</i> | |

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to establish criteria for Pima Community College Athletic Department staff and student-athletes to be in compliance with pertinent rules and guidelines.

SECTION 1: Levels of Compliance

- 1.1 National Junior College Athletic Association
 - Current NJCAA Handbook and Casebook.
 - Current NJCAA Eligibility Pamphlet
 - Compliance Corner at NJCAA.org
- 1.2 NJCAA Region I
 - Current NJCAA Region I Handbook
- 1.3 Arizona Community College Athletic Conference

- Current ACCAC Handbook and Directory
 - ACCAC website
- 1.4 State of Arizona
- Laws that pertain to all staff employed by or students enrolled at any state institution.
- 1.5 Pima Community College
- For student-athletes, guidelines and criteria that must be met to continue enrollment and must be met for athletic participation.
 - For staff:
 - a. The current Department of Athletics Policy and Procedures Manual.
 - b. MyPima Intranet Guide for relevant documents and forms

SECTION 2: Guidelines

2.1 NJCAA

1. The PCC Athletic Department will be in compliance with all NJCAA rules and regulations in regards to student-athlete eligibility and Departmental operational compliance.
2. The Athletic Director and Assistant Athletic Directors monitor compliance issues with the NJCAA website weekly.
3. All staff members have the current on-line NJCAA Handbook and Casebook and the current NJCAA Eligibility Pamphlet in their in-box.
4. Each staff member is required to take and score 80% on the current NJCAA Compliance Exam each year prior to Aug. 1.

2.2 Region I/ACCAC

1. The PCC Athletic Department will be in compliance with all Region I ACCAC rules and regulations in regards to student-athlete eligibility and Departmental operational compliance.
2. The Athletic Director and Assistant Athletic Directors monitor compliance issues with the ACCAC website weekly.

3. All staff members have the current NJCAA Region I Handbook in their in-box.
4. All staff members have the current ACCAC Handbook and Directory in their in-box.
5. The Athletic Director and Assistant Athletic Director will be the Region I and ACCAC voting representatives.
6. The ACCAC Voting Representatives will report on ACCAC Handbook changes and reports from the ACCAC Rules and Ethics Committee after each of the ACCAC quarterly meetings.

2.3 PCC

1. The PCC Athletic Department will be in compliance with all applicable College rules and regulations in regards to student-athlete eligibility and Departmental operational compliance.
2. Eligibility and compliance are a Department-wide effort.
3. The Eligibility Liaison in the Registrar's Office oversees the Student eligibility process.
4. Each program Head Coach will work in conjunction with the PCC Eligibility Liaison to monitor the admission status of any prospective student-athlete including freshmen and transfers.
5. The Head Coach will keep the Eligibility Liaison informed as to prospective student-athletes that need to be added or removed from the database.
6. The Head Coach will monitor the admission and eligibility status of each of her/his prospective student-athletes through the Eligibility Liaison's Google Sheets Eligibility Tracking and the Athletic Compliance Calendar.
7. All contact with the Eligibility Liaison must be through email.
8. The Eligibility Liaison, Financial Aid Coordinator, and the Athletic Department Academic Adviser, will work with student-athletes and coaches to resolve any issues related to transcripts, registration holds, and other issues related to student records.

SECTION 3: Facilities

1. All use of PCC Athletics facilities will be in accordance with established PCC rules and regulations.
 - a. Any use of PCC Athletics facilities by non-PCC users will provide liability insurance for activity and submit appropriate PCC form(s).
 - b. All use of PCC Athletics facilities will be approved by the Athletic Director or appointed agent.
 - c. Rental fees will be charged in accordance with established PCC fee scale appropriate to the nature of the activity, the type of user and the facility needed.

2. All PCC Athletics facilities will be maintained in accordance with NJCAA(NCAA), ACCAC and PCC rules and standards.
 - a. PCC gymnasium (basketball/volleyball court(s)), baseball field, softball field, tennis courts, soccer field, track and throwing field areas will be maintained to a safe standard in accordance with NCAA rules and guidelines (The NJCAA defaults to following NCAA rules in regards to facilities, playable areas and court markings).
 - i. This includes safe/playable surface conditions, safe and maintained fencing/netting, appropriate indoor environmental conditions, safe player bench areas and safe spectator areas.
 - b. Unsafe or unplayable conditions will be brought immediately to the attention of the Athletic Director and appropriate PCC staff/administrators.
 - c. Decisions regarding surface playability/safety conditions will be made by the Athletic Director, Head Coach and Athletic Trainer(s) with the safety of the student athlete being paramount.