

COLLEGE OF MARIN
ABBREVIATED PROGRAM REVIEW
SPRING 2023

Submitted By

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Bay Valley Conference
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Introduction and Overview

Established in 1926, College of Marin is located approximately 15 miles north of San Francisco in Marin County. The college consists of two campuses with the Kentfield campus located in central Marin and the Indian Valley campus located in north Marin. The college offers more than 90 degree programs and 30 career certificates. The college has established many transfer agreements with the University of California, California State University and private institutions.

The college serves approximately 9,000 students each term, with about 7000 of those enrolled in credit programs.

Here is a link to a [“Fast Facts” document](#) with more data about the College of Marin.

Standard One: Adherence to CCCAA Constitution and Bylaws and Other Rules and Regulations of the State and Conference

Annual in-service training methods, handbook including all college personnel, representatives and agents (2.8.2); Ongoing individuals hired throughout the year completed prior to engaging in recruitment activities.

- A. The primary meeting occurs during the college’s “flex week” as part of an in-service training for all coaches and staff. The staff is required to complete the CCCAA exam prior to the training. The training is led by the Athletic Director and the Vice President for Student Success, who is also the direct report for Athletics, is invited to attend and speak to the group. The content of the presentation covers the Mission/Vision of the College, the philosophy of Athletics at College of Marin, along with our operating values and principals. We also review the Athletics Staff Handbook, which outlines our internal policies and procedures. From that point, coming from a place of integrity and mission fulfillment, we review the CCCAA Constitution and Bylaws as an overview, highlighting the basic structure, organization and underpinnings of the CCCAA. Next, we review changes to the Constitution and Bylaws from the previous year and make sure that we have understanding. After that, we review the most common violations that occur and how to make sure that we avoid such violations. These violations include administrative, decorum, and recruiting/subsidizing. After the staff completes the in-service training, they each sign the Form R-2. Once we have the Form R-2 signed by all necessary parties, I have the President sign the Form R-1 and we submit to the CCCAA office and BVC Commissioner. As new coaches are hired, we submit addendums to the Form R-2 to the CCCAA office and BVC Commissioner.

Resources - [College of Marin Athletics Staff Handbook](#), [R-2 Presentation and Training](#) highlight most common violations, ongoing education and communication at monthly staff meeting.

If it appears that a team at College of Marin has violated the Constitution & Bylaws, the steps that are taken are as follows:

- B. First, we make sure to have established an open line of communication across all staff to the Athletic Director regarding “when in doubt, ask.” So, if there is every a thought that there might be a violation or an issue, we have established a culture of open communication. Next, when information comes to the Athletic Director, the first step is information gathering to find out exactly what happened. If a clear violation has taken place, then that is immediately reported to the Conference Commissioner and the Educational Administrator(s) overseeing Athletics are

also alerted, depending on the nature of the violation. Anything that is on the “Infractions Chart” (Article 7.4.11) should be alerted to the Vice President and President.

- C. In terms of “Non-Traditional Season” (NTS) compliance, we first start by explaining the rules for NTS in the in-service training and highlighting our internal process and procedures via our Athletics Staff Handbook. We require each coach to provide a list of dates of NTS along with a roster of students, which comes along with a checklist of ensuring that the students are registered for the intercollegiate class and have a valid physical on file. We ensure that the number of dates and the range of dates is allowable before approving.
- D. In each of the following areas, here is how College of Marin verifies instructional control over student-athletes:
 - a. Payment of enrollment fees, tuition and books – The primary method of addressing this is through training staff, explaining policies, maintaining a culture of open communication and integrity. However, we also ensure that employees are held to account if there are violations. This is a primary topic in the annual in-service training, and is also included in the student-athlete eligibility meeting. Students pay for their own fees through the established modes of the College, primarily via our Enrollment Services Department, which is both the Registrar and Financial Aid. Our Athletics Eligibility Clerk is a staff member within the Enrollment Services Department and is our line of communication to that side of the operation, so if anything were to be out of the ordinary in terms of coaches making payments for students, we would know about that right away.
 - b. Room and board – The College of Marin does not have housing. We clearly explain to students and staff that we are not able to provide any form of subsidization for student-athletes. Any resources provided by the College, or College staff, must be available to all students. This is a primary topic in the annual in-service training, and is also included in the student-athlete eligibility meeting.
 - c. Transportation costs – The College of Marin ensures that staff and students are aware that all benefits and resources, including transportation, must be available to all students. This is a primary topic in the annual in-service training, and is also included in the student-athlete eligibility meeting.

Standard Two: Adherence to BVC Constitution, Bylaws, Rules and Regulations

- A. Here is the step-by-step process for student-athletes to complete the eligibility process:

Eligibility for California Community College Athletic Association is determined by a review of the student-athlete's academic and athletic history and status. Each college must certify a student-athlete's eligibility by, at minimum, submitting Form 1, Student Eligibility and Form 3, Team Eligibility to the BVC Conference Commissioner's office emailed prior to the first game, meet, or match. Addendums to a Form 3 may be submitted at a later date, but the student-athlete listed on the addendum is not eligible until the date the student is added to the Form 3 and the Form 1 is emailed to the Conference Commissioner.

The Athletic Director holds the compliance meeting with the respective team in groups, no larger than 33 at a time, in a computer lab with the Administrative Assistant and/or the Operations Specialist. The meeting may include the Eligibility Clerk from Enrollment Services. Coaches are invited to attend, but

are not required. If coaches are present they are there in a support function, and asked not to assist students with the documents.

Student-athletes are seated at a computer station. With the assistance of the Administrative Assistant and/or Operations Specialist, the Athletic Director conducts the presentation of materials and instructs students on the expectations, responsibilities, requirements as well as on how to properly complete the required and appropriate forms. Students will sign each form electronically on their computer station. Once all forms have been completed they are routed for further review and signatures. The forms are submitted to the Eligibility Clerk and reviewed for discrepancies or mistakes and any necessary corrections or concerns are immediately addressed. The student-athletes' electronic packet is then reviewed in detail for Year in Sport, GPA, 24/18 unit rule, Form 2, college transcripts, Felony Declaration Form, Form C, Student Education Plan and Resident Verification. Once students are verified to be eligible, the form is routed from Enrollment Services to the Head Coach for signature, then to the Athletic Director, and ultimately the Dean of Enrollment Services. The chain of custody of the documents is never broken as all fields on the form are controlled by the user's role.

Form 1 – Student Eligibility Report

The Athletic Director introduces the Form 1 and instructs the students to open the email routed from DocuSign. The Athletic Director guides the students, field by field through side 1 of the Form 1. Then, the students are asked to turn the page over and are led through a step-by-step presentation of the eligibility requirements on side 2 of the Form 1.

Form 2 – Tracer Report

If a student has attended another postsecondary institution, as declared in the Form 1, (chronological accounting from high school graduation to present), the Athletic Director instructs the student-athlete to fill out the appropriate fields on the Form 2. The Form 2 – Tracer Report is then faxed and/or emailed to the appropriate person at the institution the student-athlete previously attended. Student-athletes are required to obtain official transcripts from all post-secondary institutions they have attended, so those will be included in the student's file as well.

Form C – Out of State Student Contact Report

Out of State student-athletes who have made first contact with a College of Marin coach or staff member must complete a Form C at least 24 hours prior to their first person-to-person meeting on campus. The Form C is typically sent out via DocuSign ahead of the first time coming to campus and is shared with the Athletic Director who will ultimately provide it to the eligibility clerk.

Student-Athlete Responsibilities

- **All student-athletes are informed that representing the College in Intercollegiate Athletics is a privilege, not a right and, as such, they must** abide by the standards set forth in the CCCAA decorum bylaws and College of Marin student standards of conduct.
- Each athlete must have had a physical examination and been declared fit for athletics.
- Each athlete must obtain a student ID card prior to first competition (preferably upon registration).

Late Student Athlete Eligibility

All late registrants must follow the same established procedures. The coach must arrange for the eligibility process through the Athletic Office. See "Form 3 Protocol" above for details.

Verification of Eligibility

Coaches shall develop their competition roster directly from the Form 3 in order to ensure that no student-athlete participates in a contest without initially clearing all eligibility requirements. Athletic equipment personnel shall not issue game uniforms until verifying that the student-athlete is on the Form 3. All coaches and athletic equipment personnel shall review daily and weekly unit check reports prior to finalizing game rosters/issuing game uniforms in order to ensure that a student-athlete does not drop below the minimum of 12 units.

If a student-athlete has competed at another institution, transcripts of college records must be on file in the Enrollment Services Office along with a completed tracer before a student may participate in a scheduled contest.

Ineligibility

Any student who has been declared ineligible has the privilege of appealing the case to the Conference Appeals Committee, if it is felt that there are extenuating circumstances. The burden of proof of eligibility rests with the applicant and the institution. All appeals on eligibility must route through the Conference athletic representative. The Conference athletic representative will present an accompanying statement of facts related to each case.

Reinstatement of Ineligible Player

The Athletic Department will continue to receive eligibility notifications from ARGOS each day and on Mondays of each week each staff member will receive a report of student-athletes below 9 academic units. If such a report is received regarding an active student-athlete, the head coach will be immediately notified and the equipment manager will remove the student's uniform and other equipment and the student-athlete shall not be allowed to participate in a contest until reinstated. In order to reinstate a student-athlete to an "eligible" status, the review and notice shall be made from either Enrollment Services, Athletic Director or Designee. Coach, equipment manager, or other staff shall not make the determination to reinstate a student-athlete.

- B. The Form 1 and Form 3 are all kept by Enrollment Services, as it is an official document for the student. All student records are ultimately saved into an electronic archive via Laserfiche.
- C. College of Marin keeps abreast of eligibility changes by the CCCAA in a multipronged approach. First, the staff are involved and engaged in CCCAA and conference activities. The Athletic Director attends CCCAA meetings and is currently serving on Management Council, the Athletics Eligibility Clerk is engaged with the ACCCESS group, the Academic Counselor attends 3C4A meetings, and the coaches are involved with their respective organizations at the conference and state level to the extent possible. Next, the R-2 training covers the changes from one year to the next. Lastly, the changes are discussed at the conference level at regular meetings and CCCAA changes and interpretations are emailed out from the Conference Commissioner.
- D. The Student Education Plan (SEP) requirement is part of the eligibility processing procedure. The Athletics Eligibility Clerk creates a shared spreadsheet with all areas of the student-athletes' athletics eligibility, including the SEP requirement, and shares that document out to the coach, athletic director, and operations specialist. The Eligibility Clerk is able to pull the SEP report from a system called ARGOS. When the Athletics Academic Counselor completes the SEP, it will show up on the ARGOS report. In terms of the process for developing SEP's, the student-athletes meet with the academic counselor about a month in advance of registration each term (for continuing students), or within the students' first week or so on campus (for new students). The SEP's are created and stored in a platform called Degree Works.

- E. The process for verifying eligibility for Bylaw 1.3.1 and 1.4.2 is 3 part. When a student is being processed by Enrollment Services as an active student-athlete, they are marked as a student-athlete in Banner. The Athletics department receives daily and weekly email reports indicating if a student is below 12 total units each day, and on Mondays of each week, also receive a report of if a student-athlete is below 9 non-activity units, often referred to as “academic” units. In addition, the athletic department receives a daily report of any student who has any registration activity. If the student adds or drops a class of any kind the staff is notified to help monitor if the student is staying on track with their SEP.

Resources - [College of Marin Athletics Staff Handbook, R-2 Presentation and Training](#) highlight most common violations, ongoing education and communication at monthly staff meeting.

Standard Three: Philosophy

- A. College of Marin Athletics Mission and Vision Statement ([LINKED HERE](#)) is focused on academic success of student-athletes and student equity. The Mission and Vision is aligned with the BVC philosophy statement and drives all core activities and efforts of the department. We view ourselves, first and foremost, as an academic success program that uses sport as a means of providing equitable opportunities for student-athletes to reach their goals.
- B. College of Marin believes in centering equity in its programs and services. College of Marin has adopted the following definition of Equity: “Recognizing the historical and systemic disparities in opportunity and outcomes and providing the resources necessary to address those disparities.” This is applied to race, ethnicity, gender, and other categories where people have been systemically marginalized and now afforded the same access to opportunity and not provided the resources needed to achieve certain outcomes. In terms of gender equity, College of Marin not only believes in creating additional competitive opportunities, but also strives for excellence in terms of student experience. College of Marin has increased the number of teams and participants on the women’s side by adding beach volleyball in 2018 and women’s water polo in 2021. At College of Marin, on the women’s side, participation opportunities have gone from 40 in 2015-16 to 85 in 2022-23. At the same time, participation for men has gone from 60 in 2015-16 to 78 in 2022-23. So, while participation has increased significantly for both genders, women’s participation has gone up by 112.5% during that time, while the men’s participation has increased by 30%. This is a good example of allocating resources in a way to address historical and systemic disparities in opportunity and outcomes.
- C. College of Marin’s recruiting philosophy is that recruiting is the lead to what we call the “Big 3” of Recruiting, Retention, and Transfer. Recruiting is the lifeblood of an athletics program and in order to have a strong and vibrant program, coaches must engage in recruiting activities wholeheartedly. Athletics recruiting is part of the coach’s evaluation process.
- D. The written recruiting statement is as follows: Focus on local high schools first with a goal of having representation from each of the local public high schools on the roster. When out of area or out of state students are interested in coming to College of Marin, be sure that you are up front about the cost of living associated with living in or near Marin County for at least two to three academic years. “Vet” recruits for character, academic interest, “coachability” and personal fit for your team. Have out-of-state student-athletes sign Form C at least 24 hours prior to their first arrival on campus and file with the Athletic Director for record keeping. Review the shared “Recruiting Resource Folder” and continue to develop and improve as a recruiter every season.

Standard Four: Staff Professionalism

College of Marin staff are dedicated to partake in a variety of professional activities other than athletic participation. Here are some examples of this engagement:

- Ryan Byrne, AD: President of Bay Valley Conference, Management Council Rep for Water Polo, Chair of the Equity and Inclusion Committee.
- Steve Berringer, Baseball Coach: Bay Valley College Baseball Rep.
- Emily Schaefer, Women's Basketball Coach: Women's Basketball Rep.
- Matthew Christman, Athletics Eligibility Clerk: Member of ACCCESS
- Kyle Beattie, Academic Counselor: Member of 3C4A
- Ricky Santos, Equipment Manager: Member of AEMA, Institutional Equipment Committee (at COM)

Standard Five – Academic Achievement and Support

A. 3-Step Process to Retention and Academic Success:

Step 1- Ensure Student-Athletes Meet with Academic Counselors. Every student-athlete is required to meet with their athletics counselor or advisor each semester for review and update of their Ed Plan and other issues at the discretion of the counselor/advisor. For incoming freshmen who are currently seniors, we try to get them to attend [College Success Saturday](#) as a way to start them off with a meeting with a counselor then getting registered on that same day.

Step 2- Determine which students need additional resources: High School Transcripts allow for a good assessment of their academic skill set. Make sure that we review high school transcripts and flag those with a 2.5 GPA or below, has an IEP and/or D's and F's in English, Math and Science. Review assessment scores in Math and English. Anything below college math and college English should be considered. For returning student-athletes, anyone that repeats a basic skills class or has below a 2.5 GPA at College of Marin.

Step 3- Provide support, integration and accountability, including:

Students in need of additional resources should be receiving some academic support on a weekly basis and should be studying on campus for a minimum of 3 hours per week.

Coaches should be actively engaged, aware and supportive of all Academic Support policies and requirements and enforce them as team rules.

Transfer:

Coaches will have a "sophomore list" for prospective transfer recruits that includes NCAA qualifier status, semester, year eligible to transfer (DI/DII), major, GPA, units completed, links to video highlights and/or key times/marks and statistical accomplishments.

Qualified students will submit a realistic list of "Top 10" transfer schools to coaches.

Coaches will send list sophomore list to each 4-year coach and pursue outbound promotion of qualified student-athletes to 4-year coaches. Once an offer is made to a student-athlete coaches should alert the Athletic Director and coordinate communication between the offering institution's compliance/athletic department and College of Marin's Enrollment Services and Counseling Department to ensure that our student-athlete is aware of what is needed to accept the offer.

B. Sample Transcripts of students

C. Services with Academic Counseling: Each semester the Athletic Department plans out a two-week period where the Athletics Academic Counselor can meet with student-athletes from each team. This is generally done 2-4 weeks ahead of the next registration period. Outside of that general approach, there is regular email, phone, and in-person communication between the

Athletics staff and the Academic Counselor for student-athletes regarding student-specific issues.

D. College of Marin has a wide range of student services available to all students. Student-athletes are not provided any special services that are not available to all other students, but the Athletics department does take a special interest and approach in making sure the student-athletes are accessing services and getting the education they need around various topics. For example, here are a number of the approaches College of Marin Athletics uses to support student-athletes:

- a. Athletics Operations Specialist meets with coaches and learns about the unique needs of each student and connects those students with resources
- b. Athletics Operations Specialist takes the lead on sending progress reports/grade checks out to faculty to see which students need additional help in any number of areas.
- c. Coaches and Athletics Operations Specialist collaborate on a study hall program, the details of which vary by team.
- d. COM Care is a system used to connect students who need additional support around issues that include, but are not limited to, mental health, financial issues, safety, housing insecurity, food insecurity, and student advocacy.

E. Retention chart data (not available)

F. College of Marin regularly nominates student-athletes and teams for conference and state awards. Each year, we have had nominations go forward to the state level and in 2019 College of Marin was proud to have the Male Scholar Athlete of the Year Award go to Will Zurcher from the baseball team. In 2020, Michael Benz was moved forward to the honor roll, Owen Hamilton in 2021, and this year, Donovan Ratfield is on the honor roll. In 2020 our baseball team was the baseball state academic award winner.

Standard Six: Citizenship

- A. Programs designed to foster good citizenship start with our overall Athletics orientation where we outline the culture and expectations at College of Marin. We hold a day-long orientation that is mandatory for all student-athletes the week before the Fall semester starts. We also promote good citizenship through various community service activities within each team as well as through our [Student Athlete Advisory Committee \(linked here\)](#).
- B. The process through which College of Marin communicates out changes and updates of the Constitution and Bylaws is through a multichannel approach. First, the student-athlete orientation provides an overview of the information. Then, each team meets with the athletic director for a team specific athletics eligibility meeting where the expectations, rules, and interpretations are held ([linked here is an example](#)). We also provide information about athletics eligibility through our [student-athlete academic planner](#), as well as through our student-athlete success class.
- C. List the number of decorum violations by year, categorized by sport: To date, there have been two decorum violations this academic year, one with men's soccer and another with baseball. College of Marin generally will have 1 or 2 decorum violations per year with Men's Soccer having the most. We believe that the behavior of the student-athletes is part of a culture and the head coach and coaching staff need to establish the cultural norms in practice and in meetings and then the students' behavior in games will be reflective of that.

- D. In the annual student-athlete orientation, we have a presentation related to gender equity and Title IX as well as other facets of social equity, including equity around race and ethnicity and social justice, in general.

Standard Seven: Gender Equity

- A. If you are in a multi-college district what is the philosophy of your district in terms of a full complement of athletic teams? N/A
- B. College of Marin regularly engages in activities to increase opportunities and create more equitable experiences for the underrepresented gender. College of Marin not only believes in creating additional competitive opportunities, but also strives for excellence in terms of student experience. College of Marin has increased the number of teams and participants on the women's side by adding beach volleyball in 2018 and women's water polo in 2021. At College of Marin, on the women's side, participation opportunities have gone from 40 in 2015-16 to 85 in 2022-23. At the same time, participation for men has gone from 60 in 2015-16 to 78 in 2022-23. So, while participation has increased significantly for both genders, women's participation has gone up by 112.5% during that time, while the men's participation has increased by 30%. This is a good example of allocating resources in a way to address historical and systemic disparities in opportunity and outcomes.
- C. Linked here is the most recent [California Community College Athletic Association Form R4](#) and [Equity in Athletics Disclosure Act Form](#) .

STANDARD EIGHT – FUNDRAISING

- A. What institutional controls are in place to insure proper accounting and distribution of funds raised from foundations, trust accounts, booster clubs and donations? College of Marin Athletics follows Administrative Procedures around Fiscal Management ([specifically AP 6300](#)) and works closely with the Foundation staff and the Fiscal Services staff to ensure all donations and funds are handled properly.
- B. Does the athletic director have institutional control of all revenues and expenses generated from the foundations, trust accounts, booster club and donations? The Athletic Director has signing authority, but does not have full control over all revenues and expenses generated from the trust accounts. There are no off-campus accounts or fundraising and in order to access funds it requires the authorization of funds. Furthermore, coaches are required to do a fundraising request form in order to initiate a new fundraising campaign and then follow up with a report. [The Athletics Staff Handbook](#) also provides all processes and procedures around trust account revenue and expenses.

- C. Are these accounting procedures in writing and if so in what document do they appear? [AP 6300 is the primary Administrative Procedure](#) document for Fiscal Services. [The Athletics Staff Handbook](#) also provides all processes and procedures around trust account expenses.
- D. Describe how revenue from foundations, trust accounts, booster clubs and donations, i.e. are distributed to men and women's athletics. In order to spend funds from the trust account, it can either be a reimbursement of the district or a check request. [The Athletics Staff Handbook](#) also provides all processes and procedures around trust account expenses.

STANDARD NINE – PROGRAM DEMOGRAPHICS

- A. Fill in chart on the following page and attach to self-study:
 - 1. [Form 3's from 2021-22 linked here.](#)
 - 2. Students from out of state from last year's teams would have made first contact with our coaches directly. Starting July 1, 2022 the CCCAA Bylaws changed but its likely that all of the student-athletes from this year's team would have made first contact with College of Marin, primarily via the first contact form on the website, but also via email.
- B. Of all the college athletic teams, indicate which teams had more than 10% of the athletes from out-of-recruiting area, out-of-state, and out-of-country:
Data Not Available.

STANDARD TEN – ACADEMIC ACHIEVEMENT DATA

- A. Please refer to Cal Pass to obtain the following information on the academic performance of your student-athletes:
[Academic Performance Report for Student-Athletes at College of Marin](#)

Program Review Institutional Profile

Describe your institution as follows:

1. Here is a link to the [FAST FACTS page for College of Marin](#)