



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 1

A Statement of In-Service Training shall be submitted electronically (email attachment) to the CCCAA Director of Membership Services, a copy sent to the conference commissioner, and the original retained in the president's office on campus by August 27, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws. Updated Statements of In-Service Training shall be filed as above, upon completion of each additional in-service training meeting, throughout the year.

By placing our signatures below, we verify that each name listed has received in-service training on the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws, and has received a copy of the CCCAA Decorum Policy as well as the recruiting policies. Each institutional representative, shall adhere to the rules and regulations of the CCCAA Constitution and Bylaws, and have been informed that violations of the CCCAA Constitution and Bylaws may subject themselves, student-athletes, individual programs and/or the college to penalties:

Rio Hondo College	August 9 th & 20 th , 2021
College	Date(s) of In-Service Training
Yolanda Emerson	August 23, 2021
Athletic Director Name (print/type)	Date
Teresa Dreyfuss	8-25-2021
President Name (print/type)	Date

Please list all representatives who are involved in the athletic program and have completed the in-service training.

Print/Type Name	Sport or Area	Title	Passed Exam	In-Service
Alcala, Christine	Women's Basketball	Asst. Coach Women's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brenes, Orlando	Men's Soccer	Head Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chaidez, Francisco	Men's Soccer	Asst. Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emerson, Yolanda	All	Athletic Director/Dean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Esko, Teddi	Women's Volleyball	Head Coach Women's Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gonzalez, Caprice	All	Equipment Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gonzalez, Ana	All	Eligibility Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Herrera, Rene	Women's Basketball	Head Coach Women's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Huarte, Gary	Men's Soccer	Asst. Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Johnson, Steve	Men's Basketball	Head Coach Men's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lona, Paul	All	Equipment Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lopez, Willie	Women's Soccer	Asst. Head Coach Women's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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RIO HONDO COLLEGE		August 9 th & 20th, 2021
College		Date(s) of In-Service Training
Yolanda Emerson		8-23-21
Athletic Director Name (print/type)	<i>Signature</i>	Date
Teresa Dreyfus		8-25-2021
President Name (print/type)	<i>Signature</i>	Date

Please list all representatives who are involved in the athletic program and have completed the in-service training.

Print/Type Name	Sport or Area	Title	Passed Exam	In-Service
Salazer, Mike	Baseball	Head Coach Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lim, Todd	Women's Water Polo	Head Coach Women's Water Polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fenton, Tom	Baseball	Asst. Coach Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unger, Karen	Tennis	Head Coach Women's Tennis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schneider, Chris	Women's Water Polo	Asst. Coach Women's Water Polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Foster, Jeremy	Men's Water Polo	Asst. Coach Men's Water Polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urquidi, Bianca	Softball	Head Coach Softball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monroy, Chris	Softball	Asst. Coach Softball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, Stephen	Men's Water Polo	Head Coach Men's Water Polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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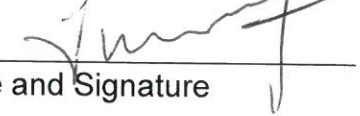
RIO HONDO COLLEGE		August 9 th & 20 th , 2021
College		Date(s) of In-Service Training
Yolanda Emerson		
Athletic Director Name (print/type)	<i>[Signature]</i> Signature	Date
Teresa Dresfuss		<i>8-23-21</i>
President Name (print/type)	<i>[Signature]</i> Signature	Date
		<i>8-25-2021</i>

Please list all representatives who are involved in the athletic program and have completed the in-service training.

Print/Type Name	Sport or Area	Title	Passed Exam	In-Service
De la Cruz, Victor	Volleyball	Asst. Coach Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Herrera, Jose	Men's Basketball	Asst. Coach Men's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gomez, Monica	Softball	Asst. Coach Softball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rios, Jose	Wrestling	Asst. Coach Wrestling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arriaga, Francine	All	Division Assistant and Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gomez, Pedro	Wrestling	Asst. Coach Wrestling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clark, Dennyse	All	Counselor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hernandez, Jesus	Men's Basketball	Asst. Coach Men's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Moran, Salvador	Soccer	Asst. Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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Yolanda Emerson
 Athletic Director Name and Signature  8-23-21
 Date

Teresa Dreyfuss
 President Name and Signature  8-25-2021
 Date

FORM R-2 STATEMENT OF IN-SERVICE TRAINING

College Rio Hondo College

By placing our signatures above, we verify that each name listed has received in-service training on the contents, interpretations, and implications of the current *CCCAA Constitution and Bylaws*, and has received a copy of the *CCCAA Decorum Policy* as well as the recruiting policies. Each institutional representative, shall adhere to the rules and regulations of the *CCCAA Constitution and Bylaws*, and have been informed that violations of the *CCCAA Constitution and Bylaws* may subject themselves, student-athletes, individual programs and/or the college to penalties:

Print/Type Name	Sport or Area	Title	Passed Exam	In-Service
Moran, Salvador	Men's Soccer	Asst. Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peters, Earic	All	College Vice President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sanchez, Luis	Men's Soccer	Asst. Coach Men's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Senk, Jodi	All	Asst. Athletic Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suarez, Maria Vanessa	Women's Soccer	Asst. Coach Women's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tanaka-Hoshijo, Jennifer	Women's Soccer	Head Coach Women's Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tellez, Mike	Wrestling	Head Coach Wrestling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tirrell, Hollie	All	Asst. Athletic Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wong, Jackson	Women's Volleyball	Asst. Coach Women's Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tyler, Ellis	Men's Basketball	Asst. Coach Men's basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chew, Ivy	Women's Volleyball	Asst. Coach Women's Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Magallon, Natalie	Women's Volleyball	Asst. Coach Women's Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Esko, Paul	Beach Volleyball	Asst. Coach Beach Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marshall, Justin	Women's Basketball	Asst. Coach Women's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lew, Keimi	Women's Basketball	Asst. Coach Women's Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Muhammad, Siraj	All	Athletic Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Miller, Don	All	Vice President, Academic Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dreyfuss, Teresa	All	College Superintendent /President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maldonado, Jose	Wrestling	Asst. Coach Wrestling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hawkins, Tim	Wrestling	Asst. Coach Wrestling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

This test does NOT have any questions related to COVID-19.

CCCAA COMPLIANCE RULES EXAM DIRECTIONS

This is a completely new system with some new features.

- Works in all browsers
- Allows you to stop the exam and return to it
- If you attain a perfect score the first time out or after you take advantage of the Second Chance, the system emails your results to you, your athletic director, and the conference commissioner (all exams except for the Demo Exam)
- Gives you access to view your scores from previous year(s), if applicable
- Provides a certificate for you to view or print if you so desire

The link to the exam is <https://exams.cccaasports.org/>. This is an open-book test and is not timed. The exam system provides a link to the 2021-22 Constitution & Bylaws that will open up in a new window or you may use a hard copy, once available.

Passing the exam each academic year is required and the passing score is 80%.

- At the end of the exam, you will be given one opportunity (Second Chance) to correct questions answered incorrectly to improve your score.
 - Once you hit the Second Chance button, you will be presented with the first question answered incorrectly. Change your answer and then click next and the next question answered incorrectly will appear.
 - Repeat the process until you've answered them all, and then click Finish Exam.
- Those achieving a score of 90% on a full exam will be eligible to take a Reward Exam (20-question exam) the following year provided they hold the same position and are taking the same exam.
- Those that take the Reward Exam this year will take the full exam for their position next year. If you took the Reward Exam in 2019-20, you take the full exam this year.
- If you qualified to take the Reward Exam in 2020-21, you will get the Reward Exam in 2021-22 provided you hold the same position and are taking the same exam.
 - If you qualify for the Reward Exam, it will be presented along with the full positional exam as there are some who wish to take the full exam even though they qualified for the shorter exam.
 - If you believe you qualify for the Reward Exam and it is not presented to you after you login, check last year's score on the right side of the page under Your Statistics or Your Certificates. You may also wish to try other possible email address and password combinations and if that still fails contact Jennifer Cardone at jcardone@cccaasports.org.
- If you hold multiple positions, you are only required to take and pass one exam and it must be the exam that has the most questions. As an example, an Athletic Director who also serves as the Athletic Trainer would take only the Athletic Director/Dean Exam, which has 60 questions as opposed to 40 on the Athletic Trainer Exam.
- If you are an assistant or associate Athletic Director/Dean or assistant or associate Head Coach, you **MUST** take the Athletic Director/Dean or Head Coach exam, as appropriate.

If you completed an exam in 2018-19, your account was imported into the new system.

- Your login credentials are the same as 2018-19, meaning that you login with your email address and your password.

This test does NOT have any questions related to COVID-19.

- You may also login with a username and every existing user has been given a username. For the most part, your first and last name are your username. There are a few instances where your username might include your middle initial or a shortened version of your name (Jenn instead of Jennifer) as there are some duplicate names in the system.
- New accounts will create a username during the registration process.
- If you have forgotten your password, use the Forgot Your Password link. The email is instantaneous so check your spam or junk folder if you don't see it. Also, add no-reply@cccaasports.org as a safe sender to ensure it gets to your mailbox.

When you first login for the year, you are prompted to review your profile beginning with your position for the 2021-22 Academic Year (AY).

- Review your name, email address, institution and sport or admin/staff and make sure your 2021-22 position is correct, so you take the appropriate exam for your position.
- The sport selections have changed to offer more choices so choose the one that best fits your situation.
- If at any time, any of your information changes, be sure to change it immediately in the Profile area.

Each question begins by citing the Constitution Article or Bylaw section where you will find the answer.

- The exam generates random questions.
- Read each question and each answer carefully. Just one word in the question and/or answer will often make a difference in whether the answer selected is correct.
- You will always want to select the most complete, accurate answer.
- The answer is not necessarily what you want it to be or think it should be.

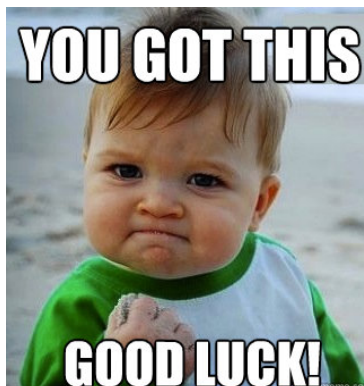
If you wish to come back to a question during the exam, click on the Review Question button and then click on the number that's next to the number that just turned yellow/gold.

- If you don't follow the above directions and just hit next, it will require you to answer the question to proceed you won't be given a prompt to review any question(s) you flagged.

If you are sharing a computer for the exam, before you start your exam, make sure you close the browser completely and then reopen before proceeding.

- Be aware of saved usernames and passwords and delete/re-enter before continuing. Each examinee must have their own account and own email address to complete the exam.

For those of you on the CCCAA Board or the CCCAA Management Council, we have done away with those position specific exams, and you are to take the exam related to the position you hold on your campus.



Form R1 Tips – due August 27

The Administrative Representative is the individual to whom the athletic director reports (Dean, VP etc.) and that individual should sign along with the AD prior to giving the form to the President for signature. If the athletic director reports directly to the President, then N/A should be noted on that signature line.

Form R2 Tips – initial submission – due August 27

There are two R2 Forms available on the website – the one we have been using for years and the modified one because of COVID. The original one MUST be used. The modified version is the exception and is only available should COVID prompt you to move to remote operations for athletics.

Be sure that the top of the form is completely filled out and signed by the appropriate individual and that the date of the In-Service(s) is/are noted appropriately.

Type or print (very neatly and clearly), the names on the R2. The form may be completed using Microsoft Word or there is a fillable PDF version.

- When submitting subsequent R2 Forms, please only submit those pages that have changes. You do not need to submit the R1 each time you submit R2 forms.

Have the form with you when you complete the in-service training, so you don't have to hunt people down after the fact. Be sure to send it via email to the Director of Membership Services and the All-Sport Conference Commissioner at the same time and send them in on a regular basis.

- *The football commissioners do not receive the R2's and they don't receive the exam results.*

Everyone who is affiliated with the athletic program from the Dean or AD to Coaches to Equipment Managers to Secretaries has to receive the in-service training, pass the compliance exam (80% or higher) for their position, and sign the R2, regardless of whether they are paid or not. The Board has mandated that the Vice President of Instruction/Academic Affairs and the Vice President of Student Services/Student Affairs pass the President's exam each year.

If someone happens to sign the R2 indicating they have received the in-service training, but they have not completed the exam, **do not cross them out**. We will both be making sure that they complete the exam.

You are reminded of interpretation 2017-18-05 (issued in November 2017) which states that until a coach has completed both requirements they may not be involved in the athletic program which includes coaching and recruiting activities. This is also stated in Bylaw 2.8.2.A. We don't expect athletic directors to provide daily in-service training during the summer so this is the only time period where a coach may engage in coaching or recruiting activities without completing both requirements. This grace period only applies until August 27 or an earlier date as set by the institution (i.e. first day of practice).

Ideally, individuals above the Dean should be present at your in-service, as it shows support for what is being discussed. At a minimum, they should take the appropriate exam for their position.

Make sure the name on the exam matches the name on the R2 or at least add the additional info in parenthesis, if necessary. Example, an assistant coach's given name is Stephen Baumbach but he goes

by Andy Baumbach and creates his exam account as Stephen Baumbach. The R2 should look like the following...Stephen (Andy) Baumbach or Andy (Stephen) Baumbach.

If, due to extenuating circumstances, a staff member has to receive the in-service at an institution other than their own, the individual should not sign the second institution's R2. Instead, the AD should provide proof to the other AD and the individual signs their own institution's R2 once the proof is received.

Compliance Exam Tips – NO COVID RELATED QUESTIONS

Please remind those that are taking the test that they must have their own account and to select/update the correct position and institution. Vice President = President Exam, Assistant Coach = Assistant Coach Exam, Assistant or Associate AD or Dean = Athletic Director/Dean Exam, Assistant or Associate Head Coach = Head Coach Exam.

If someone has changed institutions or needs to update their name, sport, email, or password, they may do so under the Profile section once they log in to the system. Please note that everyone must verify/update his or her information when logging into the system for the first time each academic year. The sport selections have changed to offer more choices so they should choose the one that best fits their situation.

If people are sharing computers to take the exam, make sure they completely close the browser and reopen it between examinees, otherwise it will scramble the results and they will have to retake the exam.

If someone holds multiple positions, they are only required to take and pass one exam and it must be the exam that has the most questions. As an example, an Athletic Director who also serves as the Athletic Trainer would take only the Athletic Director/Dean Exam, which has 60 questions as opposed to 40 on the Athletic Trainer Exam.

Make sure the 2021-22 position is correct, so they take the appropriate exam for their position. The option to take the Reward Exam will automatically appear if the individual qualifies for it. To qualify, they must be in the same position as 2019-20 and have passed the full exam for their position that year with a 90% or above.

There is a Forgot My Password link if necessary. The email is instantaneous so if they don't see it, they should check their spam or junk folder and they should add no-reply@cccaasports.org as a safe sender to make sure it goes to the inbox. This will also be the email address that sends the results to the examinee, AD and Commissioner.

Remember, at the end of the exam, the individual is given one opportunity to correct their wrong answers and improve their score.

Athletic Directors, Conference Commissioners and other individuals who receive the emails have access an A-to-Z listing of their institution's exam results by accessing Reports once you log into the system. You also have access to the 18-19 and 19-20 results within the same area.