

# MABALACAT CITY COLLEGE



## SPORTS AND ATHLETICS OFFICE

Citizen's Charter  
2021



## I. Description

This unit is primarily focused on the regulation and administration of all sport and athletic related activities and functions of the college. It also actively manages all sport and athletic teams of the college mainly, athletics, basketball, badminton, chess, dance sports, sepak takraw, taekwondo, table tennis and volleyball respectively. This included sports equipment and resources allocated for the school's sports program. In annually scheduled sports and athletic meets from the local, regional to the national level, the sports and athletics office manages the college's participation and is directly responsible for the athletes representing the college in these organized events.

**Tagline:** *"The Power of Grit to Student Athletes"*



## II. Purpose

This unit has only been recently established in the 2019 – 2020 academic year, but with it is a strong purpose of promoting interest in sports and athletics.

The main goal of the sports and athletics unit is to uphold the constitutional mandate of promoting physical education, sport programs, competitions, and leagues that celebrate the value of sportsmanship. As it was in the law the sports and athletics office believe that such events foster self-discipline, hard work, teamwork, excellence and overcoming adversity. These values are critical values that help students beyond sports, but help them become successful in life as well.

Another important purpose of the sports program is promoting the benefits of physical activity in maintaining health. The sports program will be able to foster interest in students to partake in activities that can benefit them in a number of ways, promoting their holistic development.

Because of the college's recent success in the 2018 ALCU games, a strong interest in the development of a college sports program is ever strong. This means that there is talent and strength that can be utilized in MCC students. The promotion of a winning attitude isn't the only goal of the college. They also want students who partake in sports events to have values and consider their teammates and opponents, as family. To be humble in victory and gracious in defeat.

MCC as a training ground creates an atmosphere of adversity that creates strength in students because they are used to the harshness of life, and they are able to use this grit in facing challenges in the future. This grit is the primary ingredient in their winning attitude.



### III. Mabalacat City College Vission and Mission

#### MISSION:

The Mission of Mabalacat City College is to meet the needs of its community as center for learning aiming for open admission policy.

#### VISION:

Mabalacat City College envisions itself to be the top choice in the community it serves for quality education and training by 2025

#### CORE VALUES:

**Passion:** Operate as one team with strong drive to attain purpose.

**Integrity:** Cultivate environment of honesty and fairness in all dealings.

**Excellence:** Set and meet high standards.

**Service:** Extend service to the community.



#### IV. List Services

- ① Management of sporting events
- ② Support and management of student athletes
- ③ Orientation services for athletes and coaches
- ④ Training and conditioning
- ⑤ Management of the participation of MCC athletes to different sporting events, locally up to the national level.



# 1. Management of Sporting Events

Planning, managing and organizing a sports event to the new normal.

Office or Division:	Sports and Athletic Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Head Coach, Faculty, Admin and Student Organization			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fill-out application form that includes, event name, purpose, participants, date and venue.			Sports and Athletic Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Sports office and present application form.	1.1 Receive the document and log it in the incoming outgoing record	None	3 minutes	Jeramy Lampa Sports Clerk
2. Proposed letter signed and approved by the immediate supervisor and management		None	2 minutes	Joselito C. Abedoza Sports and Athletic Coordinator
3. Waiver or Consent (if n necessary)	1.2 A letter shall be mailed to the client responding to their request or invitation.	None	2 minutes	Jem Lampa Sports Clerk
4. Planning and organizing the event (Initial Meeting)		None	30 to 40 minutes	Joselito C. Abedoza Sports and Athletic Coordinator

*Note: all sporting events should coordinate the sports and athletics office one month (1) prior to the event.*



## 2. Training Program

Be part of our growing team in Athletics, Badminton, Basketball, Chess, Dance Sports, Sepak,

Table Tennis, Taekwondo, and Volleyball

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students (New and Old)			
<b>CHECKLIST OF REQUIREMENTS</b> Fill-out application form, Medical Examination duly certified by a licensed physician, copy of duly signed Parental Consent, copy of registration form and assessment, start of training and selection of athlete (Try-outs)		<b>WHERE TO SECURE</b>  Sports and Athletic Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requirements should be sent via email.		None	3 minutes	Jeremy Lampa Sports Clerk
2. Assessment (Online Interview)	1.1 Receive the document and log it in the incoming outgoing record	None	2 minutes	Joselito C. Abedoza Sports and Athletic Coordinator
3. Report to the Official Head Coach	1.2 A letter shall be mailed to the client and parent/guardian responding to their application.	None	20 minutes 2 minutes	Designated Coach
4. Try-out Procedures set by the Designated Head Coach will be announce and based from the IATF rules.	1.3 Record and update 201 files	None		Designated Coach

*Note: Student-Athletes should maintain their grade. Players who got below 85 or has failed subject will be under probationary or dismissal in the team.*





### 3. Student-Athlete with P.E subject

Varsity and under trainee Players who's currently taking P.E must attend and report on their 1<sup>st</sup> day of class and inform their respective P.E Instructor.

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Head Coach, P. E Instructor and Students (Old and currently enrolled)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Copy of registration form and Certification of Athlete			Sports and Athletic Office and P.E Department	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student-Athlete must present 2 copies of registration form. 1 for SAO and 1 for the Official Head Coach Via online	1.1 Receive the document and log it in the incoming outgoing record  1.2 Record and update 201 files	None	3 minutes	Joselito C. Abedoza Sports and Athletic Coordinator & Designated Coach
2. Head Coach are the ones who will provide grades for the players. (prelim, midterm and finals)		None	2 minutes	Designated Coach
3. Head coach will submit final grades to the sports coordinator via Microsoft teams		None	3 minutes	Designated Coach & Joselito C. Abedoza Sports and Athletic Coordinator
4. Sports Coordinator will submit final grades to the P.E Coordinator via Microsoft teams		None	2 minutes	Joselito C. Abedoza Sports and Athletic Coordinator & P.E Coordinator
5. Respective P.E Instructor will upload the final grades via MCC Portal		None	2 minutes	P.E Coordinator & P.E Instructor





#### 4. Training Exposures (Online Competitions)

Encourage higher standards of achievement, physical activity, discipline and build camaraderie and teamwork.

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients and Head Coach			
<b>Who may avail:</b>	Head Coach, Students Old and New			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Invitation Letter/Letter of request, prospectus and Budget Proposal			Sports and Athletic Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Sports office and present the documents pertaining to the competitions. (Invitation, prospectus and guidelines)	1.1 Receive the document and log it in the incoming outgoing record	For approval		Joselito C. Abedoza Sports and Athletic Coordinator
2. Fill-out application form	1.2 Review and Subject for approval	None	2 minutes	Jeremy Lampa Sports Clerk
3. Submit the official line-up (Student-Athlete)	1.3 A letter shall be mailed to the head Coach responding to their request.	None	2 minutes	Jeremy Lampa Sports Clerk



## 5. Coaches and Athletes Seminars, Webinars and Trainings

Increase knowledge and skills for personal and professional growth related to sports.

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students Old, New and Head Coach			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Name of Organization, Letter of request/Invitation and Purpose		Sports and Athletic Office/organizer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Sports office and present the documents pertaining to the Seminar/Webinar. (Invitation, prospectus and guidelines)	1.1 Receive the document and log it in the incoming outgoing record	For approval		Joselito C. Abedoza Sports and Athletic Coordinator
2. Fill-out application form	1.2 Review and Subject for approval	None	2 minutes	Jeramy Lampa Sports Clerk
3. Submit to the sports clerk	1.3 A letter shall be mailed to the head Coach responding to their request.	None	2 minutes	Jeramy Lampa Sports Clerk



## 6. Sports Equipment's

Sports Equipment may borrow and used for Training Purposes only.

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students Old, New and Head Coach			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request form and school I. D			Sports and Athletic Office and Sports Custodian	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Application form.	1.1 Receive the document	None	1 minutes	Jeremy Lampa Sports Clerk
	and log it in the incoming	None	2 minutes	Jeremy Lampa Sports Clerk
	outgoing record	None	2 minutes	Jeremy Lampa Sports Clerk
	1.2 Review and Subject for approval			
2. Surrender School I.D or Registration form				
3. Signed and Authorized by the Head Coach	A letter shall be mailed to the head Coach responding to their request.			



## 7. Summer Sports Clinic(Online)

To provide sports program and activities that will enhance the skills of student-athlete in the field of sports

<b>Office or Division:</b>	Sports and Athletic Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students Old, New and Head Coach			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of request/ Registration form/Parental Consent			Sports and Athletic Office, Organizer and Head Coach	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Identification of Sports Activity for summer programs and registration of participants. (online)	1.1 Received and verify records	For approval	1 or 2 Months	Designated Coach and Organizer
2. Introduction of every Sports Activities through coaches of every local sports association.	1.2 Recorded and updates files.			Joselito C. Abedoza Sports and Athletic Coordinator
3. Training of fundamental of the Games.	1.3 Review and subject for approval			
4. Refinement of skills and correction.				
5. Exposure of Sports Activities through online tournaments.				
6. Evaluation categorize and leveling of the participants.				
7. Graduation/ Culmination Program (if any)				

Note: Sports Event are selected due to pandemic. Sports that require physical contact are not allowed. (IATF)




Prepared by:



**JOSELITO C. ABEDOZA**

Sports and Athletic Coordinator

Noted By:



**NIEL P. RIGDAO**

SAS- Director



**MCC CRIMSON  
TRIBES**

# Sports and Athletics Office

	SUB-AREA	IPO RATING	IPO MEAN
	<b>D. STUDENTS DEVELOPMENT PROGRAM</b>		
	<b>INPUTS</b>		
1.	<b>Sports Development Program</b>		

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✓	1.1 There is an office for Sports Development Program (SDSP) or its equivalent.		
✓	1.2 The Office is headed by a professionally qualified faculty member/instructor.		
✓	1.3 There is a continuing development program that includes various sports.		
✓	1.4 There are policies, criteria and procedures in the selection of coaches and athletes.		
✓	1.5 There are institutional athletes that can participate in inter-colleges/universities and other extramural sports competition.		
	1.6 There are facilities, equipment and supplies solely for the athletes' use.	<b>Onprocess</b>	
✓	1.7 There is adequate budget allocation for the implementation of the sports development program.	yes, but no annual plan created	
	1.8 There are scholarships and allowances and other incentives given to deserving athletes.	<ul style="list-style-type: none"> <li>• <b>No incentives</b></li> <li>• <b>Scholarship YES</b></li> </ul>	
✓	1.9 The coaches have honoraria and other incentives to commensurate their professional qualifications, performance and nature of work.		
✓	1.10 There is monitoring and evaluation of sports activities.		