



**The John McKay Center
Policies and Procedures
2014-2015**

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“Welcome to the John McKay Center, a cutting-edge facility designed for the Trojan student-athlete, coaches, and support staff, and for today’s recruit. It is a facility that will be utilized by all of USC’s 21 sports. It is an opportunity for us to reboot and rethink how we operate, treat all who work in the building with respect, and create an environment of success. Everyone in the building needs to participate in advancing the mission of USC Athletics that is success in everything we do from academics, to nutrition, to integration of athletic teams, to performance enhancement. We can do this better than it has ever been done before, but we all need to own it. No sense of entitlement. It has to be important to all of us.

The moment is here. This will be transformational. Let’s make it a high priority for us to not just move into a nice new building, but to advance our department.”

Patrick C. Haden
Director of Athletics
Charles Griffin Cale Director of Athletics’ Chair

I. John McKay Center Mission:

- 1.) **Graduate our student-athletes.** We have allocated over 20,000 square feet of first-floor space dedicated solely to academic support. The Stevens Academic Center features an array of computer labs, private tutorials, group study areas, and support services that supports our student-athletes in the pursuit of whatever degree(s) they intend to obtain.
- 2.) **Elite Sports Performance.** Strength and conditioning, speed and skill work, and maximized health and wellness through nutrition are available for all of our student-athletes in our new sports performance center. Designed with state-of-the-art technology, our staff is equipped to train the world’s best student-athletes at USC.
- 3.) **Elite Sports Medicine.** We have designed the country’s most expansive sports medicine facility with the intention of not only treating our injured student-athletes, but also to provide staffing and equipment resources to prevent injuries from happening in the first place. Hydro-therapy, soft tissue massage, therapeutic modalities and a 3,000 square foot room dedicated to therapeutic exercise allows our athletic trainers and physicians to provide world-class care.
- 4.) **Provide a “Wow Factor” In Recruiting.** Through the customized two-story video wall, recruiting lounge, and the countless displays featuring the powerful Trojan story, we have created an innovative environment that looks at USC through the eyes of a prospect.

II. REPORTING & ACCESS FALL 2014

All student-athletes, coaches, and staff reporting for fall camp or fall semester this August must first check-in with **David Lopez (213-399-0394 - davidqlo@usc.edu)** and/or **Todd Davis (213-321-7615 - todddavi@usc.edu)** in order to gain access into the building and surrounding areas. **If you already have access, then no further action is required.** Todd Davis and David Lopez control the Lenel card swipe and registering the biometrics (thumb and finger prints) system, which is required at all external entry points.

First time enrollment and fingerprint issues are handled in the lobby of the John McKay Center on Tuesdays and Wednesdays from 2PM-5PM. If those times are not accommodating, please e-mail **David Lopez** at **davidqlo@usc.edu** to schedule a more convenient time.

III. VISITOR AND GUEST POLICY

The John McKay Center is a secured facility that is not open to the public. There will certainly be times that we open our doors to the Trojan family and friends, but because our student-athletes and coaches are using the space to study, train, teach, and rehabilitate, the general public or guests cannot be wandering through the facility at any time. **You must use the biometric fingerprint reader or card swipe at all external entry points to gain entry.** Every entry and exit point has cameras and a data capture system has been implemented to show exactly who enters and when. We ask that you follow these guidelines as it relates to the visitor and guest policy:

- 1.) A USC Athletic staff member must accompany all guests to the McKay Center in order to gain entry into the facility.
- 2.) Family and guests of student-athletes must receive permission from their Head Coach to gain access to the facility and must be escorted by a full-time USC staff member.
- 3.) No media shall be allowed into the McKay Center unless accompanied by the Sports Information Department or USC staff member.
- 4.) The following individuals will be managing access for anyone wanting to visit the John McKay Center that falls outside of a particular sport's recruiting efforts:

***Stevens Academic Center** – Joyce Hirayama – (213) 740-3801;
jhirayam@usc.edu

***Football Office** – Nicole Mellom – (213) 740-4204; nmellom@usc.edu

***NFL Personnel** – Jared Blank – (213) 821-4526; jblank@usc.edu

***Sports Medicine** – Russ Romano – (213) 740-6848; rromano@usc.edu

***Strength and Conditioning** – Ivan Lewis – (213) 740-0068;
ilewis@usc.edu

***Equipment Room** – Todd Hewitt/David Scott – (213) 740-7862;
thewitt@usc.edu or davidsco@usc.edu

***Donor Requests** – Ron Orr – (213) 740-4161; rorr@usc.edu

***General Fan Requests** – David Lopez – (213) 399-0394;
davidqlo@usc.edu

***David Lopez** is managing the overall security, facility maintenance and management should you have any questions or concerns.

IV. RECRUITING TOURS

All Head Coaches, Assistant Coaches, and Directors of Operations are responsible for their own recruiting tours. Each is also responsible for reserving the use of the video wall and recruiting lounge through Nicole Mellom (see contact info above). In the event that Nicole is not available, please contact David Lopez (see contact info above). **The Head Football Coach's Office, Football Coaches Offices/Wing and Football Position Meeting Rooms are not a part of these tours, unless you have the approval from Nicole or the Football Office.**

Nicole Mellom coordinates all scheduling for the video wall and the Marv Goux Recruiting Lounge. Everyone using the video wall should try and provide a 48 hour notice and be respectful of the noise levels, especially during operating hours in the football office and Stevens Academic Center. Any technical or video wall content questions should be directed to **Rich Rodriguez** – Director of Video Production (213-821-2630; rodri1@usc.edu).

The Nike Recruiting Wall, on the lower level, showcases our long-standing relationship with Nike and gives us the opportunity to display all of the apparel our student-athletes receive here at USC. If coaches have a recruiting tour of McKay occurring and want to customize this display, please contact **David Scott** (213 740-7862; davidsco@usc.edu) in order to have the appropriate display put out. A lead-time of 48 hours is required.

As always, we must be mindful of NCAA rules and compliance. All prospective student-athletes, whether on an official or unofficial visit, must adhere to all applicable rules. Kevin Sergeant and Nathan Wood from the compliance staff will have their offices located on the second floor of the facility should you have any questions.

V. DELIVERIES & MAIL

Deliveries and mail should be sent to the following address:

**John McKay Center
940 W. 35th Street
Los Angeles, CA 90089**

VI. BIKE PLAN & GOLF CARTS

All bikes and golf carts must be parked in designated locations on the south side of the Heritage Hall (Bloom Walk), North side of the McKay Center (35th St.), Loker Track and Field (Cart Compound) or in the areas clearly marked for bikes and carts.

THERE SHOULD NOT BE ANY BIKES OR CARTS PARKED ON THE MCKAY CENTER RAMPS OR PATIOS. ALL VIOLATORS WILL HAVE THEIR BIKES OR CARTS REMOVED IMMEDIATELY.

VII. BRITTINGHAM FIELD & RESTROOMS

Use of Brittingham Field, the outdoor field on the south side of the McKay Center, must be scheduled through Recreational Sports, who is responsible for general maintenance and oversight of the field. The contact person is **Patricia Duran** (duramp@usc.edu). The Field is intended for use by Recreational Sports. Athletics and other university personnel may use the Field for events as scheduled through Recreational Sports. The Department of Public Safety (DPS) should be notified if any unauthorized use is occurring on the field. Recreational Sports adheres to a strict schedule of lighting the Field and the lights should only be on during scheduled use.

All those utilizing Brittingham Field for intramural and recreation purposes should use the Lyon Center for changing and restroom purposes. USC Athletic staff and student-athletes are the only ones permitted to use Heritage Hall and the McKay Center facilities. Any unauthorized use of either Heritage Hall or McKay Center should be reported immediately to DPS or David Lopez.

VIII. STEVENS ACADEMIC CENTER

This is the foundation of the entire John McKay Center and the driving force behind its main mission of graduating USC student-athletes. Because the Stevens Academic Center is a functional working environment, access to the general public or any other possible distractions needs to be avoided. Dr. Magdi El Shahawy and his staff have developed an outline of rules and regulations that must be followed. Joyce Hirayama, Dr. El Shahawy's executive assistant, is helping him manage all office administration and policies.

Hours of Operation

Regular Fall/Spring Hours

Monday through Thursday: 8 a.m. to 10 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: Closed

Sunday: 12 p.m. to 9 p.m.

Summer Hours

Monday through Friday: 8 a.m. to 5 p.m.

Saturday and Sunday: Closed

Facilities

Entry to the Stevens Academic Center should be for a specific purpose and the Center is not to be used as a social lounge. Preferred entrance and exit of Stevens Academic Center is through the North and South doors of the main lobby of the building. The East and West doors are disabled after 5PM and on weekends.

Tutorial Area

The tutorial area on the west wing is for student-athletes meeting with a tutor or for student-athletes working together on a group assignment.

Tutorial Rooms

The tutorial rooms are to be used by student-athletes in an individual/group tutorial or review session facilitated by one of the SAAS tutorial staff members.

Quiet Study Rooms

The Quiet Rooms are for individuals seeking a room to study in without distractions and are limited to use by one student-athlete at a time on a first-come-first-serve basis.

- Rooms can be reserved through SAAS staff for group study or group projects
- Individual tutorials are allowed if approved by SAAS staff member
- No writing tutorials may take place in quiet rooms

Study Area

The study area on the east wing of the facility is for independent study outside of tutorial sessions. It should be treated as a library setting where talking is prohibited.

Patio

The patios outside of the west and east wings should be used by student-athletes who wish to study independently or in groups. Tutorial is not permitted on these patios. Talking is permitted, but noise must be kept to a minimum so as to not disrupt those inside the Stevens Center. Food and drink are permitted on the patio provided student-athletes are responsible for proper disposal.

Stevens Academic Center workroom

Only SAAS staff and assistant learning specialists are allowed to use the SAAS staff work room. A separate work/break room will be provided for tutors equipped with a refrigerator.

General Policies

Food

With the exception of bottled water, food and drinks are prohibited inside the Stevens Academic Center. Food and drink are permitted on the patios provided student-athletes are responsible for proper disposal. No tobacco products are allowed in the facility.

Phone Calls and Music

To ensure a quiet learning environment for all student-athletes, making or receiving calls on cell phones is prohibited in all tutorial and study areas inside of the Stevens Academic Center.

- If listening to music, headphones should be set to a volume so that only you can hear it.

Pets

Pets are prohibited from all areas inside and outside of the Stevens Academic Center.

Furniture

All student-athletes must keep the furniture in its original place.

Student Dress Code

In order to maintain hygiene and a respectable environment, student-athletes are expected to follow the below dress code while using the Stevens Academic Center. Also, student-athletes are required to shower after practice or workouts before entering Stevens Academic Center.

- No cleats
- No exposed midriffs, 'crop tops'
- No spandex shorts
- No visible undergarments (pants/shorts around waist)
- No spaghetti straps
- No excessively short skirts or shorts
- No excessively low or cut off tops
- No clothing with holes or transparent fabrics that exposes inappropriate body parts
- No excessively low rise pants or shorts
- If icepacks are an absolutely necessity they need to be properly disposed of after usage

Appointments

Student-athletes who are coming to speak with their SAAS counselor should schedule an appointment. If student-athletes need to wait for their counselors, they should do so outside their counselor's office and not interrupt any student-athlete in tutorial or studying. Joyce Hirayama may also notify the student-athlete when their counselor is available.

Student-athletes who need to collect their stipends or discuss financial aid, housing plans, meal plans, or any other student service related items must check in at the SAAS reception area and wait until one of the Student Services staff members are available to assist them.

Computer Labs

All student-athletes are welcome to utilize the two computer labs in the John McKay Center as long as it pertains to their studies. The main lab features 24 DELL PCs and 40 Apple iMacs and is open to all student-athletes. The Tutorial Lab is reserved for specific tutorial sessions and all student-athletes entering the Tutorial Lab ***must*** be accompanied by their tutors. In order to provide student-athletes with the necessary computing resources and maintain an academic setting, the following guidelines have been set.

Enforcement of the Computer Labs

All rules are monitored by the Lab Administrator and Student Workers.

Rules of Conduct

Absolutely **NO FOOD or DRINKS** are allowed in the computer labs.

When using the lab please:

- Respect fellow student-athletes
- Do not engage in any disruptive behavior
- Set cell phones to vibrate or silent or turn them off
- Use headphones and set the volume so that only you can hear it

- Speak quietly
- Refrain from using tobacco inside the building

Please remember to log out of the computer after finishing a session.

SAAS is not responsible for any work that is lost. Student-athletes who did not log out are also liable if others copy their work.

Technical Assistance

Student workers are available to assist students with the following:

- Navigating to find applications
- Opening of documents
- Force closing applications that are not responding
- Saving documents to flash drive
- Scanning of papers to be uploaded to Blackboard

Contact the Lab Administrator **Alan Hong** (213-740-3794; alanhong@usc.edu) for further assistance.

Printing procedures

The printing procedure is different for each lab.

- Main Computer Lab (Room 153)
 - Select print
 - Paper will go into a printing queue located at the Print Release Station (PRS) and will be appended to your **USC Username**
 - On the touch screen panel at the PRS, select your name and click print
- Tutorial Computer Lab (Room 121)
 - Select print
 - Pick up your paper from the shared network printer in the lab

IX. FOOTBALL LOCKER ROOM & PLAYERS LOUNGE

OPERATING HOURS:

FALL CAMP – 5:00 a.m. – 11:00 pm

IN-SEASON – 5:00 a.m. – 10:30 pm

The Trojan Code of Conduct and all football team rules apply to the Locker Room and the Players Lounge. Coach Sarkisian has established hours of operation for both the Locker Room and the Player's Lounge and the schedule must be followed. This part of the facility is for football players only.

THERE WILL BE NO GUESTS ALLOWED AT ANY TIME IN THE LOCKER ROOM OR PLAYERS LOUNGE.

Use of the Locker Room and the Player's Lounge is a privilege and will be taken away if rules are not followed. David Scott and Jared Blank have oversight of the football Locker Room and Players Lounge and you are expected, under their guidance, to respect all of the policies:

- Equipment – Your locker and the area in front of it will be kept clean and presentable at all times
- David Scott will manage the distribution of your loop and towels
- Dress Code – T-shirt and shorts will be worn at all times in the Players Lounge and anytime you leave the Locker Room
- No cleats on first or second floor – you will be issued flip-flops to wear from the Locker Room to meetings
- The Players Lounge will remain clean and presentable at all times
- David Scott will manage the video game distribution policy and all other games in the Players Lounge
- David Scott will determine the use and hours of operation for the hydrotherapy plunge. The plunge should only be used when the Locker Room is open and appropriately supervised by David Scott or his designee
- Nothing inappropriate will ever be displayed on your iPad
- Music will be controlled by the student-athletes using their own devices on the auxiliary inputs on the east wall of locker room.

X. SPORTS MEDICINE

The John McKay Athletic Training Room is a co-ed facility that may be used by student-athletes from all sports. The staff in this facility is available to address the health care needs of USC student-athletes. Student-athletes should report all injuries and illnesses to athletic training staff and utilize these resources.

The Athletic Training Room is an area where male and female student-athletes can access care, and where mutual respect is never compromised. If a student athlete reports being uncomfortable, offended or disrespected, the situation will be addressed and reported to administration immediately.

All student athletes must wear at least a t-shirt and shorts upon entering the Athletic Training Room. No food or drinks are permitted in the Athletic Training Room, unless medically necessary. No electronics (cell phones, iPads, iPods, headphones or computers). No pets. This is a medical facility and not a lounge.

Hours of Operation for the McKay Athletic Training Room

Fall/Spring Hours

Monday through Friday 7 a.m. to 6 p.m.

Summer Hours

Monday through Friday 5:45 a.m. to 3 p.m.

Finals week, holidays and breaks

TBD

The Head Athletic Trainer will assign sport coverage outside of these hours based on risk of injury, staff availability and advanced communication by the coach.

Lockers

Lockers are available for student-athletes who are there for treatment. All backpacks, personal items, skateboards, etc. are not permitted in any area in the athletic training room. These items can be secured in the lockers, but must be taken after the treatment session.

Hydrotherapy

Dress code

- Flip-flops
- Shorts (No Speedos) for men
- One-piece bathing suit for women (or shorts, sports bra and t-shirt)

General Policies

No horseplay will be permitted

Showers/Restroom

The showers in the hydrotherapy room are for rinsing off only. No undressing or changing will be permitted in the hydrotherapy room. There is a restroom outside the hydrotherapy room but student athletes should change in their locker room.

Drying Off

Student-athletes must dry off on the tile prior to exiting. Used towels must be placed in hampers marked Soiled.

Music

The staff will determine the volume and music played in the Athletic Training Room. Student-athletes are not permitted to adjust the volume or change settings without permission from staff.

Infection Control

Student-athletes are required to shower after workouts, practices and games prior to entering the Athletic Training Room for treatment.

Frequent hand washing is also essential in decreasing the risk of infections. The sinks are located in the taping room, treatment room, and the rehabilitation room, and there are two unisex restrooms outside the hydrotherapy room. Hand sanitizers are provided when soap and water are not available, i.e. practice fields or courts.

XI. STRENGTH AND CONDITIONING

Hours of Operation

Regular Spring/Fall Hours

Monday -Friday: 5:45 a.m. – 6 p.m.

Summer Hours

Monday-Friday: 5:45 a.m. – 3 p.m.

General Policies

Dress

At all times users must wear:

- Tennis shoes that are tied
- T-shirt/tank top with a USC logo visible
- Shorts, tights (full or half length), or sweat pants
- Unless the sport requires for uniform

Storage (Backpacks, Personal Items)

All valuables should be secured in your locker before entering. The staff is not responsible for lost valuables.

Backpacks should be stored on the platform stairs on the east end of the facility.

Scheduling

- Any sport team planning to use the indoor field turf must schedule through the Strength and Conditioning staff
- All strength training days and times are scheduled with the Strength and Conditioning staff
- Each sport team is expected to attend their scheduled strength training session
- All scheduled teams will have priority of Weight Room space and equipment along with the Field Turf

Audio

- Strength and Conditioning Staff controls the music selection and volume of the Weight Room and Field Turf area
- All music played will be the clean/edited versions only
- Personal music players can be used only on the cardio vascular equipment

Weight Room Offices

Student-athletes are not permitted to use computers, fax machines, copiers, TVs, or telephones located in the Weight Room offices.

Injuries

Student-athletes must report all injuries to Athletic Medicine prior to attending their scheduled strength training session.

Friends and Family

Friends and family members of student-athletes are not permitted to use the Weight Room and Field Turf Area.

Etiquette

- Student-athletes are to adhere the “TROJAN WAY”
- No outside food and drink
- No horseplay
- No spitting
- No vulgarity
- No sitting or lying down unless exercise requires you to do so
- Throw away all water cups
- Dispose used towels to the soiled towel bin
- Wipe down cardio equipment after use
- Treat all with respect

Performance Nutrition Center

Only the Nutritionist or Strength and Conditioning Staff are to distribute any nutrition products.

All (Nutrition/Hydration/Recovery) products must be consumed and immediately disposed of at the Nutrition Center.

All applicable NCAA rules must be adhered to with both current and prospective student-athletes.

Safety Policies

- All barbell exercises performed have a safety clip on them
- Barbell squatting and pressing movements are performed with a spotter present
- Dumbbells are never dropped to the floor after performing the exercise
- All barbells, dumbbells, plates, bumpers, kettle bells, clips, etc. are returned to their specific storage space immediately after use

- Thumbs are wrapped around the bar or dumbbell during use

Weight Room Orientation

All student-athletes must attend a one-hour Weight Room orientation that is offered at the beginning of each semester. Weight Room access will only be granted to student-athletes that complete this one-hour orientation.

Former Student-Athletes

All former student-athletes must apply for access to the Weight Room and upon approval must sign a waiver and a weight room rules and policies form.

Any former student-athlete that left their program in good standing (exhausted eligibility and graduated) and having zero affiliation with sports agents, runners, marketers, or financial planning will have access to the Weight Room and Field Turf Monday through Friday between the hours of **11:00am - 1:00pm.**

Any former student-athlete that is a current member of a professional team will have access to the Weight Room and Field Turf Monday through Friday between the hours of **9:00 am - 1:00pm.**