



**The John McKay Center  
Policies and Procedures  
2017-2018**

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## 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 2017

All student-athletes, coaches, and staff reporting for fall camp or fall semester this August must first check-in with **Jonathan Young (213-740-3794 - [youngjj@usc.edu](mailto:youngjj@usc.edu))** and/or **David Lopez (213-821-4530 - [davidqlo@usc.edu](mailto:davidqlo@usc.edu))** in order to gain access into the building and surrounding areas. **If you already have access, then no further action is required.** Jonathan Young controls registering the biometrics (thumb and finger prints) system and David Lopez controls the Lenel card swipe which is required at all external entry points of the John McKay Center.

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 **Jonathan Young** at [youngjj@usc.edu](mailto:youngjj@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** – Jackie Owens – (213) 740-3801;  
[owensjm@usc.edu](mailto:owensjm@usc.edu)

**\*Football Office** –Cheryl Taplin – (213) 821-7375; [ctaplin@usc.edu](mailto:ctaplin@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 – (213) 740-7862;  
thewitt@usc.edu

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

**\*General Fan Requests** – David Lopez – (213) 821-4530;  
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 Cheryl Taplin (see contact info above). In the event that Cheryl 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 the Football Office.**

**Cheryl Taplin** 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. Scott Simon (213-740-0543; ssimon@usc.edu) from the compliance department 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. 35<sup>th</sup> 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 (35<sup>th</sup> 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** (213-740-5127; duranp@usc.edu). Brittingham 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. The Director of SAAS and his staff have developed an outline of rules and regulations that must be followed. The Director'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

If the glass doors to either the West or East Wing are locked, please return at a later time as SAAS is closed. Those who attempt to enter the facility by forceful means shall be reported to the Department of Public Safety.

### 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 enabled at 8AM and 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 group tutorial or review sessions facilitated by one of the SAAS tutorial staff members. They can also be used by student athlete led study groups upon approval via a full time SAAS staff member.



### **Quiet Study Rooms**

The Quiet Rooms are for individuals seeking a room to study in without distractions and are limited to use by 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
- 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.

### **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 Academic 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. Tutors and Student-Athletes are prohibited from using the SAAS staff workroom.

### **Visitors**

For student athletes to bring non-student athletes into the facility, they need to fill out a request and approval form and get the permission from SAAS staff members. Approved forms should be submitted to the Tutorial Coordinator. Even with approval, non-student athletes must be accompanied with a current student-athlete when touring the Stevens Academic Center. Non-student athletes are only allowed access to the Stevens Academic Center and are prohibited from entering stairwells that lead to the upper and lower floors of the facility.

### **Vehicles/Transportation**

All forms of transportation outside of the approved list from the Athletic Medicine/Trainers are strictly prohibited in the Stevens Academic Center. Examples of prohibited vehicles/accessories/equipment include but not limited to: rollerblades, roller skates, scooters, electric one-wheel scooters, two-wheel balancing scooters, skateboards, etc.

## **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. (Chewing)

### **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 encouraged 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 absolute necessity they need to be properly disposed of after usage

## Appointments

Student-athletes who are coming to speak with an SAAS staff member, should schedule an appointment. If the SAAS staff member is unavailable, student-athletes should wait outside of the staff member's office and not interrupt any student-athlete in tutorial or studying.

## Computer Labs

All student-athletes are welcome to utilize the two computer labs in the Stevens Academic 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. 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

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 (213-740-3794) for further assistance.

## **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 Player's Lounge. Coach Helton 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 Player's 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 Player's 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 Player's Lounge will remain clean and presentable at all times
- David Scott will manage the video game distribution policy and all other games in the Player's 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.**