

ATHLETIC DEPARTMENT HANDBOOK



**IMPORTANT POLICIES, PROCEDURES, AND STANDARDS APPLICABLE
TO DISTRICT-SPONSORED AND SUPPORTED ATHLETIC PROGRAMS**

JOB REQUIREMENTS	ROLES AND RESPONSIBILITIES
FUNDRAISING	BUDGETS AND EXPENSES
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1. INTRODUCTION

We appreciate your service as an athletic coach or trainer with the _____ School District, providing training, guidance, support, and mentorship to our students as they develop important physical, social, and competitive skills. While we hope this leadership role brings you personal fulfillment, it is an important position that requires oversight and compliance with essential laws and District policies.

After you review of this Athletic Department Handbook, you will be required to execute an Acknowledgement Form confirming your agreement to (i) abide by all current and future laws, District policies and procedures, and any rules or regulations governing any athletic league in which your team may participate (California Interscholastic Federation (“CIF”), Intramural, etc.), and (ii) attend and actively participate in training sessions that may be required by law, District policies, or CIF or other league participation obligations. Because the Acknowledgement Form applies to current and future obligations, it need not be executed each year or each time you might become involved with a new sport. However, the Athletic Director [Designated District Representative] will review with you and the District’s other coaches each year changes to this Handbook, or changes to any other governing law or standard which may affect your services to the District and our students.

2. THE ROLE OF DISTRICT ATHLETIC DIRECTOR [DESIGNATED DISTRICT REPRESENTATIVE]

The District’s Athletic Director [Designated District Representative] provides general oversight and management of the District’s athletic programs, including:

- The coordination and use of athletic facilities that are safe and appropriately scheduled in conjunction with District and non-District athletic and non-athletic uses and activities.
- The primary coordination of communications between coaches, school administrators, and members of the public and community regarding issues generally related to the District’s athletic programs, personnel, facilities and equipment.
- Participation in hiring, training, retaining, evaluating, and terminating of all athletic coaches and athletic trainers, in consultation and coordination with Site Administrators, Site Athletic Director [Designated District Representative]s, and District Human Resource Department staff.
- Attendance and active participation in Athletic Department meetings and training sessions, including development and implementation of internal training sessions and seminars and, as may be appropriate, approval of coaches or athletic trainers to attend external training programs.

- The review and submission of budgets for the Athletic Department and its individual sports, including oversight of fundraising and expense management in support of the budgets.
- Participation in governing bodies such as the CIF and other local and region leagues and federations.
- The coordination and scheduling for all sports, including identification of non-league and out-of-state competitions that require School Board approval, with the Athletic Director [Designated District Representative] obligated to prepare and submit all advance requests for approval to attend and participate in such events when they require School Board approval.
- The determination of student eligibility in keeping with District, league, and governing body standards and requirements, with the Athletic Director [Designated District Representative] directed to promptly and appropriately address questions or concerns regarding student eligibility.
- Team transportation, whether by District-owned bus or vehicle, or by private transportation, in keeping with District polices and governing laws.

It is the obligation of the Athletic Director [Designated District Representative], as well as each individual Site Administrator, coach, and athletic trainer, to work in a timely, cooperative, and open manner in addressing each of these areas in order to best support the District's sports programs, coaches, and student athletes.

The Athletic Director [Designated District Representative] may, as appropriate, share or delegate some or all of the duties and responsibilities discussed above to individual site administrators or site athletic directors or coordinating coaches. If such a delegation is made, the Athletic Director [Designated District Representative] will provide to the Site Administrator and/or site athletic director or coordinating coaches each year a description of their respective duties or responsibilities.

With respect to budget/financial issues, communications with the Superintendent and School Board, and employment-related issues, the Athletic Director [Designated District Representative] shall remain directly and personally involved in all such decisions and actions, and it is a personal obligation of Site Administrators and/or site coaches to directly involve the Athletic Director [Designated District Representative] in any activity or action in these areas.

3. APPROACH TO COACHING

Each Coach brings his or her unique skills, talents, experiences, and approach to working with students. Coaches must operate, however, within certain important boundaries and philosophies in creating a supportive educational and social environment that embraces the challenges of teaching young adults important life and skill building lessons. To that end, each coach and athletic trainer shall first comply with the obligations imposed by the California Administrative Code (5 CAC Section 5596) regarding standards of ethical conduct, which state that any coach or trainer providing supervision or instruction shall:

- (a) Show respect for players, officials, and other coaches.

- (b) Respect the integrity and judgment of game officials.
- (c) Establish and model fair play, sportsmanship, and proper conduct.
- (d) Establish player safety and welfare as the highest priority.
- (e) Provide proper supervision of students at all times.
- (f) Use discretion when providing constructive criticism and when reprimanding players.
- (g) Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- (h) Properly instruct players in the safe use of equipment.
- (i) Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any public or private post-secondary educational institution.
- (j) Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
- (k) Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
- (l) Avoid recruitment of athletes from other schools.
- (m) Follow the rules of behavior and the procedures for crowd control as established by the local board of education and the league in which the district participates.

In addition, in keeping with District standards and expectations, each Coach shall:

- Demonstrate and apply leadership, integrity, honesty, responsibility, sportsmanship, self-control, knowledge of rules and regulations of the sport, knowledge of District policies and procedures, both on or off the playing field.
- Maintain proper sideline professionalism, conduct, and communications before, during, and after a practice or event, demonstrating courtesy, respect, and control. Because the coach is one of the most visible and influential persons on the playing field, whose actions reflect on himself/herself, the District, and the team, these standards must always be maintained.
- Remember that training and competition is for the benefit of the students, whose interests come first. Athletic programs are expected to help build positive physical, emotional, and character values, and the coach's actions should reflect this emphasis.
- Ensure that the District's academic and other extra-curricular activities are treated with respect, ensuring that students are supported in meeting all of their challenges and obligations. Coaches and trainers shall work cooperatively with Site Administrators, teachers, counselors, and others as appropriate to best support the overall needs of the student athletes.

- Ensure that physical retribution (as distinguished from physical discipline, such as reasonable numbers of separate push-ups, laps, etc. as a consequence of misbehavior), or humiliating, embarrassing, or degrading statements or actions, are never used against students. Coaches and trainers should be aware that such actions, in addition to violating District Policy, may subject you to civil or even criminal claims.
- Implement positive and constructive coaching and teaching methods, accentuating a student's capabilities (as opposed to deficiencies) when possible. This does not mean that a student who is not providing appropriate effort or interest should not be held accountable, nor does this mean that deficiencies should not be identified in order to focus the student's attention on needed areas of improvement. Instead, this requirement simply means that coaching efforts should be directed in a manner intended to build up the students' confidence, ability to succeed, and interest in full, appropriate, and continued participation in the sport.
- Comply with all standards for coaching as established by CIF, any participating league or regional association, and District policies. Recognizing that such governing bodies may change or update their standards on a regular basis, at times without note, the coach has an independent duty to remain current on his/her knowledge of such standards.
- Hold each student, and each parent, accountable under District, CIF, or other league policies for behavior and actions, promptly reporting any issue of concern to the Athletic Director [Designated District Representative], site Athletic Director [Designated District Representative], and Site Administrator as may be appropriate under the circumstances.
- Attend and proactively participate in all District, CIF or legally required training or certification processes, doing so in a manner best ensuring that updated knowledge or information is understood and can be implemented on a daily basis in coaching and mentoring activities.

4. MINIMUM QUALIFICATIONS AND CERTIFICATIONS

Your primary obligation as a coach or athletic trainer is to provide safe and appropriate instruction to District students. To ensure that you are able to meet this obligation, the District requires strict compliance with the following minimum qualifications and certifications.

1. **Head Coach.** Each head coach must meet the following qualifications before they can provide any coaching services on behalf of the District: (1) [**Three years, five years, or other identified time period**] of direct and relevant experience playing or coaching the sport; (2) status as a currently certificated employee of the District or the holder of a current Activity Supervisor Clearance Certificate from the California Commission on Teacher Credentialing (Ed. Code 49024); (3) successful completion of a coaching education program (as required or described in CIF Bylaw 22.B.(9) and/or Education Code Sections 33479, 35179.1 and 49032) [**optional supplemental requirement: within the last three or five years.**]; and (4) a current Emergency First Aid and CPR Certificate following personal attendance at a duly certified program. A head coach is defined as any person having primary responsibility for the sporting team or sporting

club, including organization and day-to-day management of the team or club (whether or not CIF sanctioned, and further including varsity, junior varsity, freshman, cheerleading or similar groups).

2. **Assistant Coach/Athletic Trainer.** Any assistant coach or athletic trainer (including non-certificated employees or volunteers who may be directed by a head coach to provide independent training, skill building, coaching, or mentoring outside of his/her direct presence) must meet the following qualifications before they can begin providing coaching or other assistance to a team or team members: (1) experience coaching or playing the sport such that the individual can safely and appropriately provide direction and training for students; (2) be a currently certificated employee or the holder of a current Activity Supervisor Clearance Certificate from the California Commission on Teacher Credentialing; and (3) have attended a coaching education program (as required or described in CIF Bylaw 22.B.(9) and/or Education Code Sections 35179.1 and 49032) [**optional supplemental requirement: within the last three or five years.**].
3. **All Other Volunteer Coaches/Trainers.** All other volunteer coaches or trainers shall be subject to the District's standard fingerprint and background check requirements and shall solely perform their volunteer service under the direct and immediate supervision of the head coach or assistant coach, and shall not independently supervise or manage students outside of the immediate presence of the head coach or assistant coach, unless they have obtained their own Activity Supervisor Clearance Certificate from the California Commission on Teacher Credentialing.

Each coaching position, as determined by the Superintendent after consulting with the Athletic Director [Designated District Representative], may be subject to additional skill, experience, or certification requirements that will be included within a job description for the coaching position. Such determinations may be based on the nature of the sport, issues or concerns for safety, or other reasonable and objective criteria that dictates a need for heightened training, skill, experience, or certifications.

The Athletic Director [Designated District Representative] will ensure that each coach and athletic trainer meets these obligations and that all required documentation evidencing the compliance with these obligations (including the Acknowledgment of the initial review of this Coaches' Handbook) is provided to the Human Resources Department for inclusion in the coaches' personnel file (if an employee of the District) or in a volunteer file created for each sport (for unpaid volunteers). All such information shall be treated in the same confidential manner as other employment records.

With respect to individuals who may be employed by the District as coaches, the District reserves the right to hire and retain "temporary athletic team coaches," as that term is used in Education Code Sections 35179.5 and 44919, who will be subject to the same requirements as noted above should no other certificated employee be willing and able to assume the position. A "temporary athletic team coach" is a certificated or noncertificated employee, other than a substitute employee, hired to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. The term is also applicable to a certificated employee

who supervises or instructs interscholastic athletic activities in addition to his or her regular assignment.

5. SELECTION PROCESS

Notices of vacancies for coaching positions will be posted and advertised in appropriate locations. Job Descriptions will be prepared and updated in accordance with all legal and District-required standards. Qualified, certificated teachers who timely complete and submit the District-approved application form will be given priority in interviews and selection, although the District reserves the right to appoint the most qualified individual to an open position.

Interviews and selection of head coaches will be conducted by the Athletic Director [Designated District Representative] and the involved Site Administrator (or his/her designee) as long as they do not have a child involved in the sport to be coached. In the case of a conflict, the Superintendent will designate a replacement employee to participate in the interview and selection process.

Following the interviews and preliminary selection determination, the Athletic Director [Designated District Representative] will notify the Human Resources Department, and request that references be checked and that all other required pre-employment information and actions be obtained (fingerprinting, background checks, Activity Clearance Certificates, etc.), with the Athletic Director [Designated District Representative] also providing to Human Resources a copy of all required certifications evidencing compliance with the training and other qualification and certification standards imposed by the District.

Once Human Resources completes its task, the results of the background investigation and clearance process will be provided to the Athletic Director [Designated District Representative] and Site Administrator (or involved designee) who will then finalize their recommendation and forward it to the Superintendent. Absent objection by the Superintendent, the selection will be placed on the next School Board agenda for approval. Once a head coach has been appointed, the Athletic Director [Designated District Representative] shall submit the coach's name to the Superintendent each year for reappointment absent an adverse evaluation.

Paid Assistant coaches and athletic trainers will be selected by the head coach and the Site Administrator (with the Athletic Director [Designated District Representative] permitted to participate at his/her election). If an assistant coach or athletic trainer is to receive compensation of any type for his/her services, he/she must undergo the same review and approval process as a Head Coach.

Unpaid assistant coaches and athletic trainers will be selected by the head coach and the Site Administrator (with the Athletic Director [Designated District Representative] permitted to participate at his/her election), and will be processed for approval as a Volunteer under standard District protocols and/or procedures, **although Human Resources (?)** shall ensure that the proposed coach or trainer does/does not meet the standards required for obtaining an Activity Clearance Certificate pursuant to Education Code Section 49024, and that compliance with that statute has been met.

6. EVALUATIONS AND NON-RENEWAL/TERMINATION

Each year the Athletic Director [Designated District Representative] (or site Athletic Director [Designated District Representative]) and Site Administrator shall conduct a review of each head coach. Assistant coaches and athletic trainers will be evaluated by the head coach and the Site Administrator (with the Athletic Director [Designated District Representative] and/or site Athletic Director [Designated District Representative] permitted to participate at his/her election). The attached evaluation form shall be completed and provided to Human Resources. Should a coach receive a negative evaluation, the coach is not entitled to presumptive reappointment to his/her position, and may be subject to further review and discipline in keeping with standard District personnel policies.

A coach or athletic trainer may be immediately terminated or removed from his/her position at any time the District determines that he/she has knowingly and/or repeatedly failed to comply with the standards of conduct contained in this Coaches' Handbook, is otherwise subject to discipline or termination for violating the District's Board Policies or Administrative Regulations, or has otherwise been convicted of a crime warranting suspension or termination under law. The District also reserves the right, for any reasonable and good faith reason, to suspend a coach or trainer from further activity in the sport, or any communication with student athletes while it conducts an investigation into situations that may involve discipline or termination.

Interim decisions regarding suspension or removal from active coaching assignments may be made by the Athletic Director [Designated District Representative] or the Site Administrator in keeping with all other District policies. Further determinations regarding discipline or potential termination shall be made by the Superintendent, or the Superintendent's designee as authorized by governing law or policy, who shall then promptly place such issues on the School Board agenda for any required final action. District policies and procedures for challenging negative evaluations, discipline or termination equally apply to these determinations.

Individuals serving as volunteer coaches or trainers may be removed from service, and prohibited from further contact with coaches or students, upon a determination by the head coach, the Athletic Director [Designated District Representative], the site Athletic Director [Designated District Representative], or the Site Administrator that doing so would be in the best interests of the program, the school site or district, or the welfare or interests of one or more students, whether or not such students are participating in the sport or would be under the supervision or oversight of the volunteer. Standard District policies and procedures for challenging such a removal from volunteer service shall apply.

7. COMPENSATION AND REIMBURSEMENT

All compensation for coaching and training positions will be paid by the District, which shall be net of appropriate taxes and withholdings as required by law. No compensation will be directly paid to any coach by booster groups or other external parties, although such groups may fund raise and donate sums to the District earmarked for such purposes.

Coaches and athletic trainers should not accept individual gifts or compensation from any source (booster club, parent, student, etc.) in excess of \$___, without first obtaining advance written approval from the District.

If a Coach or athletic trainer is required to use a personal automobile for District business, the District will reimburse the coach or trainer for actual mileage incurred in keeping with District policies. However, no coach or athletic trainer should purchase equipment or supplies for the team or its players without advance written approval from the Athletic Director [Designated District Representative] or the District's Chief Business [Financial] Officer, with such purchases then conducted in compliance with all District policies for entering into such contracts. Purchases made without advance written approval will not be reimbursed.

8. CONTRACTS AND CONTRACTUAL OBLIGATIONS

No coach or athletic trainer is authorized to sign any contract, purchase order, or other document or agreement actually or potentially binding the District to any financial or performance obligation.

All contracts must be reviewed and approved by the Athletic Director [Designated District Representative] and the Chief Business [Financial] Officer, and must be signed by the _____, and submitted to the Board of Trustees for review and approval in keeping with *Education Code Sections 17604 and 17605*. Failure to comply with this requirement may result in the District being relieved from any financial obligation under the contract, making you personally liable for any such costs or expenses. The District will also review such actions to determine if discipline may be warranted.

9. STUDENT PARTICIPATION/FREE PARTICIPATION

All students may participate in athletic activities if they meet academic, citizenship, attendance, and other objective standards imposed by the District, CIF, or another governing sports organizations or federations.

The District shall not require any student to pay any fee, cost, or expense to participate in an athletic activity, nor shall any coach, trainer or anyone else associated with a District-sponsored athletic activity retaliate against a student for not contributing or volunteering money to fundraising efforts in support of a sport. Retaliation includes any favoritism shown to students who have contributed money to fundraising efforts, as well as punishment or retribution for non-contributions, including decisions on whether the student makes a team (or particularly team or playing level), is permitted to play a lesser amount or time or in a lesser role or capacity, or is otherwise subjected to behavior stigmatizing the student.

The Athletic Director [Designated District Representative], site Athletic Director [Designated District Representative], and a head coach may encourage students and their parents to participate in fundraising efforts for the approved budget for the sport. The Athletic Director [Designated District Representative], site Athletic Director [Designated District Representative], or head coach may also require team members to participate in reasonably scheduled fundraising activities if (a) all members of the team are required to attend, and (b) there is no requirement that the student raise any particular amount of money or undertake any particular activity other than general participation and assistance at the event to the same degree as other students.

All fundraising activities must be approved by the Athletic Director [Designated District Representative] to ensure (a) they do not interfere with students' academic obligations, (b) the

location and number of events is reasonable, and (c) students are not being requested to engage in activities not in keeping with District standards and expectations. When in doubt as to the appropriateness of fundraising activities by students, the Athletic Director [Designated District Representative] should contact the District's Chief Business Official.

All fundraising must be conducted in conformity with Education Code Section 51520 and 51521, **BP/AR 1321**, and all other District Policies. It is each coach's obligation to ensure an understanding of these important policies and laws.

10. COMMUNICATIONS WITH PLAYERS AND PARENTS/GUARDIANS

Absent exigent circumstances, all coaches shall communicate with players and parents/guardians only through District email accounts, with all communications conducted (whether privately or in larger group settings) in a respectful and professional tone and manner. Email accounts can be used to send SMS texts, so this method of communication can even be used to give notice of last minutes changes or events, such as a cancelled practice, which can then go to both students and parents/guardians.

Coaches should not use personal email or social media accounts (Facebook, Twitter, etc.), or texting, unless absolutely necessary under the circumstances. There are two important reasons for this requirement. First, such communications may now fall within the scope of documents and information that can be subject to a Public Records Act request, so the information must be readily available. Second, this general prohibition helps ensure the existence of an accurate, historic documentation of communications in case a student or parent/guardian asserts a claim of unprofessional statements or actions. There should almost never be a case in which a text or private form of communication is required with a student, and use of this form of communication can lead to important risks and consequences to you and the District.

Coaches and trainers should also seek to avoid separate, off-site, personal meetings with students in private locations (i.e., a home, car, or remote site) that have not been pre-approved by the Athletic Director [Designated District Representative], Site Athletic Director [Designated District Representative], or Site Administrator. This helps ensure that in the case of an allegation of inappropriate personal communications or actions, there is a record of the need for such an independent meeting by at least one District official who would not be involved in the conduct

11. BUDGETS AND BUDGET MANAGEMENT

The head coach, in consultation with the Athletic Director [Designated District Representative], shall prepare a budget for the sport, including all programmatic needs for the entire season.

Because the District may be unable to fund, or fully fund, a particular sport, the budget must take into account reasonably expected funds received from third parties (i.e., "booster clubs"), as well as from student fundraising efforts. The budget must also reasonably evaluate all expenses. The head coach, site Athletic Director [Designated District Representative], and Athletic Director [Designated District Representative] must take all reasonable steps to ensure that the budget takes into account the responsibility for avoiding cost overruns that might jeopardize or harm the integrity of a particular sport or of the Athletic Department.

Once the District approves the budget, and approves related contracts of employment, and potential contracts for transportation, equipment, uniforms, lodging, or other fees or costs, the District assumes the obligation to provide for any financial shortfall arising under the budget. In the case of an anticipated financial shortfall for a particular sport, the District may implement program cuts or cost reductions that do not undermine or negate the general safety or integrity of the program. For instance, a planned trip to a non-essential tournament or event may be cancelled to reduce costs, as long as students are able to participate in a sport for which, among other reasons, they have committed time and potential financial donations.

Financial shortfalls for a particular year may also result in a decision by the District to cancel the sport for the next school year, recognizing that the District will also evaluate such decisions in keeping with programs equally offered among its students (male and female) and schools (taking into account potential financial disparities that may exist within the District).

12. BOOSTER CLUBS AND EXTERNAL DONATIONS

Booster clubs and auxiliary organizations, even when they are formed as separate legal entities (public benefit companies under Section 501(c)(3)), remain still subject to important rules and regulations regarding their activities. For instance, absent express, advance approval of a fundraising event by the District's School Board, booster clubs cannot represent that they are acting as agents or representatives of the District or suggest that the District may in some manner be liable or responsible for their activities.

While it is common for coaches and trainers to attend and participate in evening or weekend fundraising activities, if the event has not been approved by the District's School Board, you are not attending the event as an employee or agent of the District. You are considered a member or guest of the booster club or auxiliary organization. Nevertheless, you should not become involved in activities that would place you in situations that would be contrary to your important role as a public employee.¹ Absent express approval from the Athletic Director [Designated District Representative], even in a personal capacity, you should not take an active leadership or supervisory role with respect to booster club events, nor should you handle or manage financial proceeds or records.

Booster club events, unlike District-sponsored fundraising events, cannot require attendance by team members. No team member may face discipline or retribution of any kind for not attending a booster club event.

Booster club funds are donations, and must be handled under the District's policies and procedures for accepting donations. No coach or trainer should state or suggest that these policies

¹ Education Code Section 44932 notes that a certificated employee may be dismissed for immoral or unprofessional conduct, dishonesty, or "unfitness for service," whether such actions or statements occur at school or during off-duty personal activities.

Section 45113, applicable to classified employees, notes that these employees are subject to potentially broader standards of regulated conduct than certificated employees based on standards of conduct adopted included in district policies and governing union agreements.

and procedures will not be followed or otherwise comment upon the District's acceptance or use of such funds.

13. EQUIPMENT, SAFETY, AND TRAINING

Safety is the first priority for all sports programs.

Equipment must be of sufficient quality to meet reasonable standards of safety. Unsafe, inappropriate fitting, and out dated safety equipment must not be used when it has the potential to place a student athlete at greater risk of injury. If safe and appropriate equipment is not available for use by all participating students, who shall each be provided with the same or substantially similar equipment, the sport will be cancelled.

Only District-purchased safety-related equipment (helmets, pads, etc.) may be used in practices and games. Students cannot use personal safety devices or equipment, even if new or newer than District equipment, when it is not equally available for use by all other team members. This ensures that the no student is denied access to equipment, and ensures that the District has direct knowledge of the history, maintenance, and use of such devices.

Coaches must be adequately trained to ensure they can safely provide instruction and direction to students, with full and active participation by all coaches in the training set forth in Education Code Sections 33479, 35179.1 and 49032 (this requirement is not limited to only high school coaches, or only to CIF sport coaches; it applies to all coaches), and, if participation in a CIF-sanctioned sport, all requirements for training and education as required by that governing entity (including training in concussions and sudden cardiac arrest symptoms and conditions).

If at any time a coach concludes that he/she is unable to provide safe and appropriate instruction or training to students or others under his/her control or supervision, for any reason (including the behaviors of students or parents), he/she should immediately discuss the situation with the Athletic Director [Designated District Representative] and jointly determine how best to protect the health and welfare of the participating students.

If a coach or trainer views another coach or trainer engaged in actions appearing to be unsafe, unsound, demeaning, or otherwise in violation of District or league policies or procedures, the coach or trainer is required, as affirmative and immediate duty, to report the incident to the Athletic Director [Designated District Representative] and Site Administrator and, if necessary under the circumstances, to immediately intervene to protect a student's health, safety, or welfare.

14. TRANSPORTATION

Students are expected to provide for their personal transportation to regularly scheduled practices and games at their home school site. For off-campus practices, games, or events, the District will provide transportation or will supervise the providing of transportation, to ensure that each team member can attend.

For off-campus events for which there is no bus transportation, the Head Coach, or his/her designee, will circulate in advance a list of (1) District-approved student drivers who may transport themselves to and from the event; but they may not transport other students, and (2) District-approved adult volunteer drivers and assigned students who will ride with them from the school

site, to the event, and back to the school site. The Head Coach or designee should seek to have all parties jointly travel (caravan style) to and from the event, ensuring that if there is a vehicle malfunction or a designated driver fails to appear, that alternate transportation accommodations can be more timely and appropriately made.

Parents are often willing to have their student be transported to the event, but they then wish to take their student directly home from the event. This can lead to strained conversations at the time of an event if parents have not been adequately apprized at the outset of the season of the District’s transportation policies. Unless a parent has been approved as a volunteer driver by the District, and has advance authorization by the head coach to transport their student back home from an event, the student must return to the school site on the bus or with the designated adult volunteer driver. This is a significant issue of liability to the District and must not be circumvented. Therefore, coaches, preferably in person and in a separate written communication to each parent, should communicate these standards and expectations.

15. SPORTS CAMPS/SKILLS BUILDING SESSIONS

It is not uncommon for certain sports to begin training during the “off-season,” including weight training, skill building, or “sports camp” activities. For both CIF sports, and other sports pursuant to Education Code 35179.5, there are limitations on pre-season and off-season activities.

In addition to the requirement that no student be penalized for being unable to pay or contribute to the cost of training camps or off-season activities, the participation in events for which there is a financial costs to the student cannot serve as a basis or factor in determining whether a student is entitled to participate on a team (i.e., if a student does not go to a Summer football camp, or attend training sessions at a particular gym, the student will not be placed on a team or it will be more difficult for the student to be selected).

Off-season and pre-season Sports Camps and Skill Building Sessions are often run by District coaches. All such activities, if conducted on District property, or which seeks to use District equipment, must fully comply with the Facilities Use Process, including (i) pre-authorization for use at District locations, (ii) the providing of insurance coverage that protects the District, and (iii) the agreement to comply with all District Policies. Such events, unless the activities have been pre-approved by the District’s School Board as a jointly sponsored activity, shall expressly state in materials provided to potential participants and their parents that the event is not operated or supervised by the District, and that the District is not liable for any act, error, or omission by any coach or participant in the activity.

16. FORMS

Each head coach is responsible for ensuring that all student forms are completed and returned before the student tries out for, practices with, participates in pre-season or seasonal strength or training sessions or training camps, or actually participates in Team events. The District requires the use of the following forms, copies of which are in *Appendix “_”*.

<u>FORM NAME</u>	<u>PURPOSE/USE</u>
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<p>Athletic Participation Form (Required/Translated)</p>	<p>Used for all District-Sponsored Athletic, Cheerleading, and Marching Band Programs. Must be completed before any try-outs, training, or competition, whether the athletic activity is a CIF sport, a “club sport,” or other District-sponsored organized athletic activity.</p> <p>Identifies risks, includes waivers, and authorizes emergency medical care. Also includes statutorily required insurance information.</p> <p>Properly used at all grade levels given inclusion of waivers and medical authorizations.</p>
<p>Physical Examination Form (Required/Translated)</p>	<p>Used prior to any try-outs, training, or competitions. Must be signed by MD/DO/Nurse Practitioner/Physician Assist.</p> <p>Properly used at all grade levels to ensure student health/safety.</p> <p>Can be completed by private physician or at District-sponsored “health fair;” form approved by Kaiser, with Kaiser attaching print-out for certain required information.</p>
<p>Concussion Head Injury Information Sheet (Required/Translated)</p>	<p>Sheet must be provided each year to students participating in any District-sponsored sports programs or activities (interscholastic, intramural, recreational); the only exception to the statutory requirement is for P.E. classes.</p>
<p>Concussion Head Injury/Serious Injury Report Form (District Required/Translated)</p>	<p>Form provides important information to a parent/health care provider regarding a serious injury/concussion/potential head injury.</p> <p>Used by District to track students removed from sports participation who cannot resume participation until they obtain medical clearance.</p> <p>Form also contains required medical clearance form to be executed only by MD/DO, who has been specifically trained in concussion care and management (<u>required by law</u>), except for non-concussion, serious injuries where a Nurse Practitioner/Physician’s Assistance can also sign.</p>
<p>Agreement not to use Performance Enhancing Drugs (District Required/Translated)</p>	<p>As a CIF requirement, this form addresses the prohibition against the use of steroids. As a District requirement, this form also notes the ban on all performance-enhancing substances, including personal use, possession, or distribution.</p> <p>The form also authorizes drug testing in response to a complaint of illegal/improper use of substances and/or the use of random drug testing as allowed by law.</p>
<p><u>CIF Forms</u></p>	
<p>Eligibility Transfer of Student</p>	<p>CIF requires that student eligibility be verified on a Certificate of Eligibility.</p> <p>Students transferring from one high school to another (Inter-District or Intra-District) must complete an Eligibility Transfer Form</p>

Sudden Cardiac Arrest Warning and Signature Form	<p>CIF requires that each athlete and at least one parent/legal guardian execute its Sudden Cardiac Arrest Warning form.</p> <p>Current version of form may be found at: http://static.psb.in.com/4/n/nwqz378sinne6s/SCA_PARENT_REVIEW_FORM.pdf</p>
<p>Additional Forms That May be Needed</p>	
Activity Transportation Sign-In/Sign-Out Sheet (District Required)	<p>Unless transportation to/from an off-campus game or event is by school bus, this form must be used to track assigned volunteer drivers (approved by the District) and specific team members. The head coach (or designee) must sign the form accounting for safe transportation for each team member to and from the event. Pick-up/Drop-off will be at the school unless alternate arrangements are made with the assigned volunteer driver.</p>
Student Automobile Use Form & Student Alternate Transportation Form (District Required)	<p>For off-campus games or events, when approved by the head coach, a student may drive himself/herself (but no other student) if both forms have been submitted.</p> <p>The <u>Student Automobile Use Form</u> allows the District to generally approve the Student to drive, and addresses general insurance, risk management, and release of liability issues. The Student Alternate Transportation Form, signed by the Coach, constitutes the coach's approval to travel independently for sport-related activities.</p>
Volunteer Automobile Use Form & Employee Automobile Use Form (District Required)	<p>Unless transportation to/from an off-campus game or event is by school bus, this form must be used for each volunteer driver and coach (whether or not driving students) to and from such events.</p> <p>The forms create the permission for use of personal automobiles to meet District obligations, also noting the obligations of the individual driver with respect to insurance, safety, and legal compliance obligations.</p>
Student Incident Report	<p>This report, which is confidential and must not be disclosed to any Non-District employee (except for legal counsel and the District's liability coverage provider) must be promptly completed and returned to the Athletic Director [Designated District Representative] and Site Administrator following any injury or incident that would constitute a violation of District policy or law.</p>

17. STUDENT ELIGIBILITY

It is the responsibility of each Coach, as well as the Athletic Director [Designated District Representative], to ensure that Students are qualified to participate in sports. Qualification involves three issues:

1. **Citizenship**. The student must not be on suspension (automatic removal from all team activities) or disciplinary actions in which the Site Administrator has determined that the Student should lose his/her participation privileges for a defined period of time or for the remainder of the season.

2. **Academics.** The District requires that all students participating in athletics have a current average grade point average of _____. The Site Administrator or Athletic Director [Designated District Representative], upon the request of a coach, may grant a limited term exception of this requirement, for up to 30 days, for a student to improve his/her grades. A student granted such an exemption is not eligible for any further extensions or exceptions to the District's standards for the remainder of the school year.

For students participating in CIF or other organized leagues, the coach and Athletic Director [Designated District Representative] will determine any grade/grading standards applicable to student athletes and ensure that each player and parent is aware of those standards. Unless otherwise expressly permitted by CIF or other governing league, there are no exceptions for noncompliance with applicable grade/academic standards.

3. **Other Eligibility Standards.** Each year the Athletic Director [Designated District Representative] shall review with each coach participating in a CIF or other organized league sport, all other eligibility standards applicable to students (See, e.g., www.cifncs.org/eligibility_bylaws). Such requirements include, but are not limited to, age, residence, and document/information filing requirements.
4. **Sports Physical Examination.** Each year, before any practice or participation, each student must have a medical care provider (Medical Doctor (M.D.), Doctor of Osteopathy (D.O.), Physician's Assistant (P.A.), or Nurse Practitioner (N.P.)) perform a required examination using the District's approved Sports Physical Form (or equivalent form/report is received and is properly completed).

Note: Chiropractors are not authorized to perform or complete Sports Physical Forms, nor serve as team doctors or in similar capacities where they are evaluating or diagnosing the existence/absence of neurological, cardiac, or other non-musculoskeletal issues.

All information regarding student eligibility, whether provided to the District or provided to an external organization (CIF or otherwise) must be true, complete, and correct. If insufficient information exists to meet these requirements, or if the information supports the conclusion the student is not eligible, the student must be withdrawn from all participation until the issue is resolved.

It is the obligation of each coach and the Athletic Director [Designated District Representative] to ensure that all information is timely and properly submitted, including the use of "mandatory" CIF or league forms. The Athletic Director [Designated District Representative] shall each year review required CIF forms and update the Appendix to this Handbook accordingly.

Failure to comply with this directive, through the submission of knowingly false information, or the submission of information which a coach or Athletic Director [Designated District Representative] has reason to believe may be false or inaccurate, shall result in discipline, up to and including immediate termination.

18. DISABLED STUDENTS

All students, including students with disabilities who may be covered under federal or state disability laws, whether or not covered by an IEP or 504 agreement or plan, are entitled to be considered for participation in organized sports programs. The District and each of its coaches and volunteers will not discriminate against students who are, or who are perceived to be, disabled under governing laws and regulations. Students with disabilities may try out for, and if they meet the objective criteria for team selection participate in, a given sport as long as he/she has presented to the District a duly executed Sports Physical Examination Form evidencing their ability to safely participate in the activity.

Disabled students must still qualify for teams, with or without reasonable accommodation as may be allowed or permitted under governing league or sport rules or regulations, and must be able to participate in a manner that does not create objectively identifiable safety concerns that are materially greater than those applicable to other student participants.

Assistance with questions regarding a disabled student's ability to participate in a particular sport should be directed to the District's ADA Coordinator **[add title or name]**.

19. SEXUAL PARITY IN PROGRAMS AND OPPORTUNITIES

Taking into account the many challenges that face the District in forming and operating athletic programs, the District expects the Athletic Department to conduct operations in a fair and consistent manner as between boys' and girls' programs, taking into account: (1) the timely selection of qualified coaches who can recruit and maintain the interest of participants in their sports; (2) available locker room, conditioning, training, and practice sites, and competition facilities; (3) equipment, uniforms and storage facilities; (4) scheduling of practices and competitions in a fair and balanced manner; and (5) publicity and promotional support, including fundraising support when conducted by District as opposed to external booster groups.

The Athletic Director [Designated District Representative] shall each year evaluate these factors, and any other fact that may be relevant to a Title IX self-evaluation, and determine whether the District's policies, procedures, or activities should be modified in order to ensure compliance with all governing laws and District standards. The Athletic Director [Designated District Representative] shall provide his/her findings and recommendations, if any, to the Superintendent by _____ of each year.

20. ACCIDENTS AND INJURIES

Even with safe and appropriate coaching and training, accidents can occur resulting in injuries to student athletes, which therefore make it necessary for the Head Coach to, at all times, have immediate access to emergency contact and emergency medical information. It is important that the following processes and procedures be used whenever a student sustains an injury involving the potential for medical care.

1. Promptly take all reasonable and appropriate steps to provide for the immediate care and comfort to the student, including the calling for emergency medical assistance unless it is without dispute that the injury is minor (i.e., a sprained ankle, that presents no symptoms of a potential broken ankle) and the District staff on-site is readily

trained and capable to respond to the situation. The head coach must be promptly advised of all injuries so that he/she can assess the situation and determine whether emergency medical assistance may be needed.

2. If the injury is minor, take reasonable precautions to ensure the student does not sustain further injury and understands his/her obligations to provide self-care and management of the situation (use of ice/heat, notification of the injury to the parent/legal guardian, etc.). Coaches and trainers should continue to monitor the situation to determine if additional assistance or protective measures (i.e., removal from game/training) is warranted.
3. If the injury requires emergency medical care, or if the situation involves a potential head injury that requires immediate removal from participation, the head coach should assign one or more adult coaches or trainers to supervise the student and ensure that prompt medical attention is received (including transportation with the student to an emergency center for medical care so that the student is always accompanied by an adult coach or trainer) or, if a parent/legal guardian is physically present, have the parent/legal guardian take custody and control of the student and, after quickly briefing the parent/legal guardian on the situation, have them begin supervision of the student's medical needs. Until the parent/legal guardian advises the coach/trainer assigned to ensure the care of the student that his/her physical presence is no longer needed, the assigned coach/trainer should remain with the student and family through all initial stages of medical care.
4. Recognizing the needs of the injured student, the head coach must also ensure that other students remain supervised and are appropriately directed.
5. For any serious injury, a potential head injury or a potential sudden cardiac event, the head coach shall immediately after the occurrence complete the Concussion Head Injury/Serious Injury Report Form, provide the original to the Site Administrator (or his/her designee), and ensure that one copy is promptly delivered to the parent/legal guardian to potentially assist them in meeting their medical decision-making needs (email attachment, hand delivery, or facsimile).

If the incident involves a concussion, the student shall only return to practice or playing upon a 7-day graduated return-to-play protocol directly supervised by a licensed medical care provider operating within the scope of his/her license. Chiropractors, team trainers, and coaches do not meet these requirements.

For any student who passes out or faints while participating in or immediately following an athletic activity (through direct observation or from reports from any witness or third party), the student shall be immediately removed from participation by any supervising coach, trainer, or sport-related health or medical care provider (whether an employee or volunteer). For any student who exhibits other symptom of SCA (seizure, unexplained shortness of breath, dizziness, racing heart rate, etc.) during participation, the student may be removed from participation, and the coach, athletic trainer, or health or sport-related health or medical care provider shall notify a parent or guardian of the symptoms so the parent or guardian can determine whether

potential, additional medical evaluations or care should be sought. Once a student is removed from participation under these standards, he/she cannot further participate in an athletic activity until he/she is evaluated and cleared in writing by a physician, physician's assistant, or nurse practitioner, with the Sports Physical Form available for this purpose. Chiropractors, team trainers, and coaches do not meet the medical experience and licensing requirements of the return to play protocol.

21. SPORTSMANSHIP, ADVERSE INCIDENTS, AND CROWD CONTROL

There may be instances, during a practice or competition, where team members or members of the public become involved in situation involving verbal or physical actions that are beyond the boundaries of acceptable conduct. Such situations may also present an imminent threat of physical harm to students, coaches, or others.

Education Code Section 234(b)(1) imposes a mandatory, affirmative duty "on all school personnel who witness an act of discrimination, harassment, intimidation, or bullying" to take immediate steps to intervene, when safe to do so, when the statements or conduct involve disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

The District and CIF rules and regulations also prevent broader forms of conduct (See CIF 300-Series Rules on Sportsmanship, Attachment " ", which the Athletic Director [Designated District Representative] shall review and update at least on a yearly basis), with coaches and trainers expected to be active participants in monitoring events around them to ensure that situations remain safe for themselves and the students.

While each situation or incident will require a coach or athletic trainer to make independent decisions on how best to respond, with decisions expected to be made whenever possible by the head coach or (if present) the Athletic Director [Designated District Representative], the following guidelines apply:

- No District employee is obligated to place himself/herself in a situation likely to increase the chance of harm to his or her personal safety.
- Upon discovery of a situation that may exceed the ability of the coach or trainer to effectively and safely control or manage the situation, the coach should promptly attempt to contact the Site Administrator (or the Administrator's designee, including the Site Administrator or opposing coach at an away game) who should manage communication with SROs, law enforcement officers, and/or parents. The coach should follow the directions or guidance of the District's Site Administrator (or designee), or emergency response parties ("911"), and remain vigilant and in communication with relevant parties with respect to immediate incident management activities. If there is insufficient time to contact the Site Administrator, the coach should attempt to obtain other assistance through verbal requests for help or the coach should dispatch an assistance coach (never a student, since all students should remain together) to seek additional assistance. It is not a best practice to attempt to deal with such situations without additional support and/or adult witnesses.

- Until additional assistance arrives, the involved coach (es) should calmly, loudly, clearly, and repeatedly (if necessary) give verbal directions to the involved parties to cease the altercation or conduct and/or to disperse. The involved coaches should also direct bystanders not to intervene and to move to another area away from the incident. While providing these directions, the coaches should continue to observe the situation and make further reports to the Site Administrator or other involved parties as may be needed. Other employees or volunteers may also be used to provide such updates. At all times, the coach should be seen as acting proactively and positively in attempting to manage the situation, and preventing it from escalating further, while not becoming physically engaged in the dispute.
- Fighting, and associated actions, are expected to result in discipline, potentially including suspension or expulsion as circumstances may warrant. Therefore, all coaches and trainers viewing the incident should be prepared to complete and submit a full and accurate Incident Report immediately after the event, while the situation is still fresh in his/her memory, documenting events leading up to the incident (to address “supervision” issues) and events associated with the incident (evidencing “protection” activities).