



High School Athletic Coaches' Handbook

Revised June, 2015

BETTER SCHOOLS BUILD BETTER COMMUNITIES

"Before you can inspire with emotion, you must be swamped with it yourself.

Before you can move them to tears, your own must flow.

To convince them, you must first yourself believe."

Winston Churchill

SANTA ROSA CITY SCHOOLS

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NOTE: Before you go any further, go to cifncs.org, Sports General Rulings, pages 1 - 13 and the top of page 14.

Next, Go to page 97 - Season of Sport, page 98 - Practice Allowance/Guidelines and page 100 - Questions and Answers

INTRODUCTION

This athletic handbook is prepared in an effort to establish guidelines to serve those who have responsibilities in connection with the administration of any phase of the athletic programs in the Santa Rosa City School District. It contains many policies, procedures, and regulations pertinent to developing, promoting, maintaining, and administering the athletic program. Adherence to those guidelines will help maintain a consistent and efficient athletic program based on proper ideals of sportsmanship, ethical conduct and fair play.

Interscholastic athletics are an integral part of the educational program and are designed to have a positive influence on students. In addition to athletic skill development, coaches are responsible for teaching our student-athletes proper attitudes towards citizenship, sportsmanship, and cooperation, as well as developing self-discipline and self-esteem. This can only be accomplished with an organized program conducted by competent leaders.

The primary goals of the athletic program for the young men and women within the Santa Rosa City School District are as follows:

To provide an athletic program that is an integral part of the educational program, is responsive to the expressed needs, interest, and abilities of the students, and is consistent with available facilities, equipment, and staff.

To provide an athletic program that will satisfy the competitive needs and the recreational needs of the students.

To provide equal opportunities for all students in the athletic program.

To provide an athletic program that will promote physical well being and desirable attitudes in leadership and sportsmanship for both the participants and spectators.

To provide the students with a qualified staff to coach and supervise the athletic program.

The coach of an athletic team is primarily responsible for the compliance by his or her squad members to the rules, regulations, and policies governing athletics in the Santa Rosa City School District and at each individual high school site. Such compliance is enhanced when all team members are informed of and understand the policies. All coaches are directly responsible to their school site administration and athletic directors for the application of these rules and regulations.

Your main personal duty as a teacher and coach is to exhibit a positive attitude, work hard to achieve your goals, be self-disciplined at all times and show the student athletes that you truly care about them and what they represent. These are all qualities the students need to develop and experience success in their lives. Whether or not you know it, you may be the most important person in their life.

RITE (Way) - Respect, Integrity, Teamwork Excellence

TALC - Think, Learn, Achieve, Care

CLASS - Character, Leadership, Attitude, Scholarship, Service

ORGANIZATION AND ADMINISTRATION

Affiliation:

All Santa Rosa City High Schools are members of the North Coast Section (N.C.S.) of the California Interscholastic Federation (C.I.F.). They are also members of the North Bay League and Sonoma County League. Elsie Allen, and Piner are members of the Sonoma County League (SCL) and Maria Carrillo, Montgomery, and Santa Rosa are members of the North Bay League (NBL).

High School Athletic Teams Sanctioned by the Santa Rosa City School District

FALL	Boys' and Girls' Cross Country JV & Varsity Football JV & Varsity Girls'	Girls' Tennis Girls' Golf JV & Varsity Girls' Volleyball
WINTER	Freshman, JV & Varsity Boys' & Girls' Basketball Wrestling, JV & Varsity Boys' Soccer	
SPRING	Baseball Softball Boys' Golf Coed Badminton	Boys' and Girls' Swimming Boys' and Girls' Track Boys' Tennis

High School Season of Sport

The earliest date practice may begin is determined by the North Coast Section:

FALL: The Monday following the Thursday 14 weeks prior to Thanksgiving:
Football: August 10, 2015. All other Fall Sports: August 17, 2015

WINTER: The second Monday in November: November 9, 2015

SPRING: The second Monday in February: February 8, 2016

SANTA ROSA CITY SCHOOLS HIRING PROCESS

HEAD COACHES

1. Position opening announced. The position must be advertised in-district for certificated staff for one week, with out-of-district advertisement closing one week later. The announcement will include desirable characteristics for successful candidate, salary, and dates for season of sport.
2. Interested applicants must complete an application (available from the Santa Rosa City Schools Human Resources Department-Bertha Garcia).
3. Human Resources will forward the completed applications to the school site for interviews. Composition of the interview committee is the decision of the school site administrator.
4. The interview committee will make a final recommendation to the principal for approval.
5. The principal will review and approve the recommendation and forward the information to Human Services.
6. Human Resources (Bertha) will notify the successful candidate of his/her selection. This department will also send follow-up letters to other candidates.
7. The coach MAY NOT begin coaching until pre-employment requirements are met, (i.e., fingerprint clearance, TB verification, First Aid and CPR Certification, Coaches Education Class, Concussion Certification, Sudden Cardiac Arrest Certification & Abuse Educator Training). When these requirements are completed, the coach will receive a Coaches Clearance Card from Bertha. As soon as the coach receives a Coaches Clearance Card, he/she must show the card to the athletic director to record and return the card. If they are a volunteer coach, they must also show the card to the head coach. The coach is not certified to coach until this process is complete. NOTE: The athletic director or head coach may pick the Coaches Clearance Card for the coach.
8. **The Process for Clearing Paid & Volunteer Coaches in the Santa Rosa School District is on page 7.**

ASSISTANT COACHES

1. All interested candidates must submit applications to the Human Resources Department.
2. Completed applications are forwarded to the school site for interviews.
3. The interview committee will make a final recommendation to the principal.
4. The principal will review and approve the recommendation and forward the information to Human Resources (Bertha Garcia).
5. Human Resources (Bertha) will notify the successful candidate of his/her selection. This department will also send follow-up letters to other candidates.
6. The assistant paid coach or volunteer coach CANNOT begin coaching until he/she receives a Coaches Clearance Card from Bertha and gives the card to the athletic director and head coach. The athletic director will make a copy of the card and return it to the coach.
7. **The Hiring Process is on page 8.**

COMPLETED APPLICATIONS

- Certificated employees must complete a "Request to Coach" form and have a current CPR and First Aid Card, current fingerprints & TB Test, Caches Education, Concussion Class, Sudden Cardiac Arrest and Abuse Educator Training.
2. Walk-on employees must complete a coaching application and all certification requirements.

3. All coaches must read and sign the SRCS Coaches Clearance Agreement and complete the Persona Information form on the back of the agreement. The Hiring Process is on page 8.

VOLUNTEER COACHES

It is always an advantage for a program to have as many qualified coaches as possible assisting the head coach in his/her duties. The Santa Rosa City School district has always encouraged volunteers whenever possible to develop a pool of experienced coaches to choose from when stipend positions become available.

Volunteer coaches are required to have a TB clearance, DOJ/FBI fingerprints, CPR and First Aid Certified, Concussion Class Certificate, take and pass the Coaches Education Class, Sudden Cardiac Arrest and Abuse Educator Training. A coach cannot volunteer until they have been cleared by Human Resources (Bertha), receives a Coaches Clearance Card, and shows the card to the athletic director and the head coach. The athletic director and coach will make a copy of the Coaches Clearance Card and return the card to the volunteer.

Volunteer coaching status is good until the completion of the school year. They must have the head coach notify the athletic director as to whether or not they will be returning to volunteer for the next school year. Failure to do so and continuing to coach the next year without new certification will result in forfeiture of contests.

Volunteers may work with coaches during the season of sport and during the off season, but the paid coach must always be in the supervisory position. It is highly recommended that during the out-of-season sports activities, the stipend coach always be in the supervisory position. The only condition under which a volunteer coach may be alone to supervise students is if they have an updated CPR and First Aid Card, TB Clearance, DOJ/FBI fingerprint clearance, Concussion Certification, Coaches Education Class. Sudden Cardiac Arrest and Abuse Educator Training. If the students are under the supervision of a volunteer coach, the paid head coach is legally responsible for the actions of the volunteer coach.

ALL PAID AND VOLUNTEER COACHES

IF YOU COACH MORE THAN ONE SPORT DURING THE SCHOOL YEAR, YOU MUST PICK UP A NEW COACHES CLEARANCE CARD FOR THAT SPORT. IF YOU ARE STILL FULLY CERTIFIED FOR THE NEW SEASON OF SPORT, BERTHA WILL ISSUE YOU A NEW CARD. IF ONE OR MORE OF THE CERTIFICATION REQUIREMENTS WILL BE EXPIRING DURING THE NEW SEASON, YOU MUST FULFILL THE REQUIREMENT BEFORE YOU WILL RECEIVE A CLEARANCE CARD.

NOTE: See Attachment A - Santa Rosa City School District Coaching Requirements

Processing Coaches at SRCS

- a. The New or Rehired Coach (paid & volunteer) will present all documents to the Human Resources Technician. This will be: Bertha Garcia (High School and Elementary School or Beth Heldt Middle School), in person, at the District Office.
- b. All documents must be presented at the same time (See document checklist for the required documents). The documents must be valid for the entire season that the coach will be coaching
- c. The Human Resources Technician (above) will use the Coaching Checklist to validate that all documents have been presented. The Human Resources Technician will then update the appropriate Coaching Spreadsheet.
- d. The Human Resources Technician will issue the appropriate Coaching Clearance Card to the Coach once all the clearance requirements have been validated.
- e. The Coach will present the Coaching Clearance Card to both the Athletic Director at the school site and the Head Coach who oversees the sport.

Coaches are not permitted to coach until the Coaching Clearance Card for the sport and season has been issued and given to the Athletic Director to record for the coach.

* If the coach is being rehired, only those documents that have expired, or will expire during the applicable season, must be presented to the person no

Santa Rosa City Schools Coaching Certification Agreement

Revised 6/6/15

1. Coaching Requirements:

Head coaches must submit the names of all returning and new head and volunteer coaches to the athletic director at least one month prior to the start of the season.. The athletic director will then submit the names to Human Resources (Middle School: Beth Heldt, High School: (Bertha Garcia). Every paid coach is required to attend the school preseason coach's meeting before being allowed to coach. If they miss the meeting or are hired after the meeting date; they must meet with the principal or athletic director before they are allowed to coach. No coach (paid or volunteer) will be allowed to coach without valid CPR certification, First Aid certification, fingerprint clearance, Coaches Education, Concussion, Sudden Cardiac Arrest Certification, Abuse Educator Training, and TB clearance. All non-credentialed paid and volunteer coaches must have fingerprints on file with the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All athletic directors will have an updated Coaches and Volunteer Spread Sheet containing this information. If the CPR or First Aid Card, Concussion Certificate, TB Test or Concussion Certificate expires during the season of sport, the paid or volunteer coach cannot coach until the athletic director receives a Coaches Clearance Card from the paid or volunteer coach.

NOTE: ALL COACHES MUST HAVE TAKEN THE COACHES EDUCATION CLASS BEFORE THEY ARE CLEARED TO COACH. COACHES EDUCATION CERTIFICATION ALSO APPLIES TO MIDDLE SCHOOL COACHES AND MIDDLE SCHOOL VOLUNTEERS. THE FINGERPRINT REQUIREMENTS APPLY TO ALL MIDDLE SCHOOL AND HIGH SCHOOL NON- CREDENTIALLED PAID AND VOLUNTEER COACHES. ALL REHIRED PAID AND VOLUNTEER COACHES MUST HAVE A COACHES EDUCATION AND CONCUSSION, SUDDEN CARDIAC ARREST CERTIFICATE AND ABUSE EDUCATOR TRAINING.

2. Consequences for the Violation of the Coaching Requirements:

If a head coach allows a paid or volunteer coach to coach without receiving a Coaches Clearance Card from the District Human Resources Technician (Bertha or Beth) the paid or volunteer coach may be immediately removed from their coaching position. The same consequence also applies to a head coach.

3. Signed Agreement:

I fully understand that I cannot start my coaching assignment without having a Santa Rosa City Schools Coaching Certification Agreement Form on file with the athletic director. I also fully understand that I must have a valid Coaches Clearance Card issued by the Human Resources Technician (Bertha or Beth) before starting my coaching assignment. I also understand that if I do coach without a valid card, I will be putting myself and my team in jeopardy of forfeiting practice days of athletic contests.

Paid or Volunteer Coach: _____ Sport: _____ Date: _____
Signature

THE ATHLETIC DIRECTOR AND HEAD COACH ARE LEGALLY RESPONSIBLE FOR BEING SURE THAT EVERY MEMBER OF THE COACHING STAFF HAS BEEN FULLY CERTIFIED AND HAS AN UPDATED SANTA ROSA CITY SCHOOL COACHES CLEARANCE CARD.

TITLE V

Title V of the California Education Code governs schools and districts and who and how they must hire coaches. It also sets standards that all coaches, credentialed and non-credentialed, must meet prior to working with students.

Hiring-Dismissal

There is no tenure or guaranteed contract in high school coaching. Contracts are season to season. School districts have the right to change and replace coaches without cause. The courts have upheld the right of the district to make these changes. The courts have also ruled that the sole "ownership" of an athletic program belongs to the district, not to the coaches, athletes, or booster club. How that translates is that the Santa Rosa City School District has the final and absolute say in all matters concerning athletics unless other contract language exists. The Santa Rosa City School District does not include athletics in the bargaining unit language that protects coaches from dismissal.

Title V requires that districts conduct a search of all certified staff PRIOR to hiring a walk-on coach. All walk-on coaches must meet the following standards and criteria:

- Have met all the Certification Requirements as required by the Santa Rosa City School District
- Show expertise in the specific sport
- Have prior experience with age group coaching
- Have experience in sport psychology

There are many ways to accomplish and verify the prerequisites listed above. These requirements must be fulfilled prior to working with any student-athletes.

PAID AND VOLUNTEER COACHES RESPONSIBILITIES

- Never allow an activity to come before or interfere with the educational objectives of the school. Victory celebrations, games, and rallies should not interfere with the school's educational program.
- Establish definite policies regarding eligibility and procedure. Make sure they are understood and followed.
- Prevent outside influences from exerting undue pressure upon the athletic program. Resist those who would evaluate coaches on win/loss records.
- Promote good relationships with community groups and acquaint them with their responsibilities for good sportsmanship.
- Be sure parents/guardians have a clear understanding of the philosophy of educational athletics and what the school expects of its players.
- Support and reward those who teach and exhibit good sportsmanship. Actively discourage those who demonstrate poor sportsmanship.
- Discipline consistently, fairly, and in a timely manner those who violate the school's expectations.
- Take an active role in the development of educational/athletic policies.
- Make sure that students and athletes are aware of your expectations for behavior and that they have a clear understanding of the kinds of behavior expected from them. The behavior expectations must be expressed in writing and are the team rules for the season. The parent/guardian and student athlete must sign this agreement. The team rules must be discussed with the students and parent in a team and parent meeting.
- Support and encourage programs that promote an understanding of sportsmanship.
- Hire, train, supervise, and evaluate athletic coaches who are concerned with educational objectives and the psychological and physical well-being of the student-athlete.
- Be visible to the student-athlete. Reinforce the expectation for academic achievement and good sportsmanship whenever possible.
- Be sure that all coaches are properly certified and have a Coaches Clearance Card.

ATHLETIC DIRECTOR'S RESPONSIBILITIES

Athletic Directors are responsible to the principal or his/her designee. The general duties and responsibilities of the athletic director are as follows:

General

- To provide leadership in the Concussion Baseline Testing program at your school. Work with the Athletic Trainer in providing an opportunity for designated athletes to be Baseline Tested.
- To provide leadership so that the school program supports the philosophy, mission and goals of the school and district.
- To perform duties directly related to the program. To develop, with the administration, a statement of specific duties related to the assignment.
- To make regular progress reports to the administration.
- To attend job related meetings and activities as required or directed. This includes District Athletic Director Meetings.
- To perform supervision activities as appropriate to the program and directly related to the administration.
- To recommend to the principal any changes deemed necessary to improve the program and provide leadership in making those changes.

To be sure that every paid coach has a copy of page 18 of the Student Athletic Clearance that contains Insurance Information, Emergency/Disaster Procedures, Emergency and Transporting Students.

Personnel

- To assist in hiring and training coaches.
- To supervise and evaluate certificated and non-certificated personnel in the program. Be sure that a copy of a valid CPR and First Aid Card gets to the Human Resource Technician.
- To provide a schedule or information for CPR, First Aid and Coaches Education Classes for paid and volunteer coaches.
- To inform coaches about school, district, league, section, and state regulations up to and including the following:
 - ❖ Eligibility of players
 - ❖ Appropriate completion and maintenance of physicals, insurance, and other papers.
 - ❖ Athletic code
 - ❖ Transportation
 - ❖ Purchasing
 - ❖ Scheduling of contests and facilities
 - ❖ Attendance at league meetings
 - ❖ Supervision of facilities
 - ❖ Information regarding care and reporting of injuries
 - ❖ Maintaining student emergency files
 - ❖ Inventory
 - ❖ Athletic awards and records

- ❖ Notification of events
- ❖ Media relations
- Assist in development of policy.
- Assume leadership in implementing policy and communicating policy to coaches, athletes, and parents/guardians.
- To be informed about policies and rules governing the athletic program.

Finances

- Develop a budget for athletic programs.
- Monitor expenses
- Educate and monitor coaches about appropriate accounting and purchasing procedures
- Plan athletic fund raisers with booster or community groups.

Program of Sport: to organize and assume responsibility for activities as follows:

- Preparation of facilities for events
- Scheduling facilities and fields as needed
- Act as site director for post season events as needed
- Organizing awards and ceremonies
- Procuring officials
- Resource and mentor for coaches
- Chair coaches meetings for fall, winter and spring sports.

PAID COACH RESPONSIBILITIES

General

- Take responsibility for being sure that you have assigned at least two coaches to help with the Concussion Baseline Testing.
- Take attendance daily for your protection and for your athletes that are receiving physical education credit for their participation in athletics.
- Hand in your attendance records to the Athletic Director within 5 days after the completion of the season so students that applied for credit can receive physical education credit.
- Be sure you receive Student Athletic Participation Clearance from the Athletic Director before allowing the student to tryout, practice or play in a contest.
- Be sure you receive a Coaches Clearance Card from the athletic director before allowing a coach to work with student- athletes.
- Provide leadership that promotes a positive experience for the student athlete.
- Be a role model in dress, language, behavior, and ethical conduct for players.
- Support and enforce the policies of the school, district, league, and section.
- Perform duties directly related to the program.
- Attend meetings and activities directly related to school, league, and section activities.
- To evaluate the program on a yearly basis and provide an evaluation of the program to the athletic director at the conclusion of the season.
- To maintain certification in CPR and First Aid, Coaches Education, Concussion Class, Sudden Cardiac Arrest Certificate, TB Test and Abuse Educator Training. They are also responsible for

other training as directed by policy.

- Be sure that you have a written set of rules of student conduct that has been signed by the parent/guardian and student athlete.

Season

- Be responsible for monitoring student academic eligibility.
- Schedule games, practices, facilities, and transportation with the collaboration of the athletic director.
- Provide team roster to the administrator in charge of athletics, athletic director, and attendance office to be assured that all team members have a Concussion Baseline Test.
- Meet with parents prior to the beginning of the season to explain standards and expectations of coaches, students and parents in the program.
- Supervise the locker room, gym, or field facilities prior to, during, and after the conclusion of practice. Be sure to secure the locker room areas at the conclusion of the day.
- Maintain all emergency cards and other documents, as required.
- Maintain a record of all injuries to players and promptly complete any necessary accident reports.
- Inventory and maintain equipment and uniforms prior to, during, and after the season.
- Report results of contests to local media
- Supervise team during transportation on the bus to and from games.
- Supervise team while at school sites.
- Provide the Business Manager with a list of all charges associated with uniforms and equipment.
- Follow up on all disciplinary actions with players, i.e. school or game suspensions.
- Act as a representative for program at boosters' or other organizational meetings.

FACTS TO KNOW

1. The School Board and the Superintendent of Schools shall vest final authority and ultimate responsibility in all athletic matters pertaining to interscholastic athletics of each school in the principal and athletic director, who act under the authority granted.
2. All coaches must have completed the hiring process prior to being allowed to coach, work with, or volunteer time in any capacity with our student body.
3. **Eligibility of Student Athletes:** All paid and volunteer coaches must be familiar with North Coast Section General Bylaw 510 on **Undue Influence, Pre-Enrollment Contact, and Transferring to a School after Participating on a Non-School Athletic Team Associated with the School.** (See page 15 and 16 for further information on Rule 510 or the North Coast Section Web Site cifncs.Org)

All students are welcome to try out for any of the interscholastic teams offered at any Santa Rosa City School High School providing they meet the requirements established by the C.I.F., N.C.S., N.B.L., the Santa Rosa City School District, and the site high school, and they agree to follow all guidelines.

No student athlete may be prevented from trying out for an interscholastic team due to non-participation in out-of-season activities, such as, open gym, weight training, or summer league.

UNDUE INFLUENCE AND RECRUITING**CIF Constitution and General Bylaws****510. UNDUE INFLUENCE; PRE-ENROLLMENT CONTACT; AND
FAILURE TO DISCLOSE PRE-ENROLLMENT CONTACT**

The use of undue influence by any person or persons to secure or retain a student or to **secure** or **retain** one or both parent(s)/legal guardian(s)/caregivers of a student as residents may cause the student to be ineligible for high school athletic for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation.

NOTE: UNDUE INFLUENCE IS ANY ACT, GESTURE OR COMMUNICATION (INCLUDING ACCEPTING MATERIAL OR FINANCIAL INDUCEMENT TO ATTEND A CIF MEMBER SCHOOL FOR THE PURPOSE OF ENGAGING IN CIF COMPETITION (REGARDLESS OF THE SOURCE) WHICH IS PERFORMED PERSONALLY, OR THROUGH ANOTHER, WHICH MAY BE OBJECTIVELY SEEN AS A INDUCEMENT, OR PART OF A PROCESS INDUCING A STUDENT, OR HIS OR HER PARENT OR GUARDIAN, BY OR ON BEHALF OF, A MEMBER SCHOOL, TO ENROLL IN, TRANSFER TO OR REMAIN IN, A PARTICULAR SCHOOL FOR ATHLETIC PURPOSES.

A. Pre-enrollment Contact

Any and all pre-enrollment contact of any kind whatsoever with a student must be disclosed by the student, parent(s)/legal guardian(s)/caregiver(s) and the schools to the Section office on a completed CIF Pre-Enrollment Contact Affidavit (CIF Form 510). Pre-Enrollment contact may include, but not limited to: any communication of any kind, directly or indirectly, with the student, parent(s)/legal guardian(s)/caregiver(s), relatives, or friends of the student about the athletic programs at a school; orientation/information programs, shadowing programs; attendance at outside athletic events or the like by anyone associated* with the school to observe the student, participation by the student in programs supervised by the school or it's associates before enrollment in the school. Pre-enrollment contact may be considered prima facie evidence ("sufficient evidence") that the student enrolled in that school in whole or in part for athletic reasons and cause the student to be ineligible for participation in high school athletics for a period of one year from the date of enrollment at the new school in all those sports in which the student participated at the former school.

***Association Defined As:** Persons "associated" with a school include, but are not limited to, parents of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, former coaches, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.

B. Transferring to a School after Participating on a Non-School Athletic Team Associated with the School

A transfer of a student from his or her current school of attendance with or without a corresponding change of residence to any high school where the student participates or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion,, club team, etc.) that is associated* with the new school in the sport previously participated in shall be considered prima facie evidence ("sufficient evidence") of undue influence/recruiting by the school to which the student transfers. Such transfers may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. **NOTE: THIS ALSO APPLIES WHEN A STUDENT TRANSFERS TO A SCHOOL WHERE A FORMER HIGH SCHOOL COACH HAS RELOCATED.**

SEE PAGE 16 - UNDUE INFLUENCE RULE INTERPRETATIONS - DO'S & DON'T'S

CHECK OPEN HOUSE/PRE-HIGH SCHOOL VISITATION INTERPRETATIONS ON THE NORTH COAST SECTION WEB SITE FOR FURTHER INFORMATION

(cifncs.org)

NOTE: See Attachment B - 2014-15 CIF/NCS Transfer Eligibility Rules



NORTH COAST SECTION, CIF

UNDUE INFLUENCE RULE INTERPRETATIONS

Last updated June 23, 2014.

	SITUATION	DO'S	DON'TS
1	Open Houses and/or meetings at high schools with middle school students and/or middle school parents	<ul style="list-style-type: none"> • General Open House: Academics, Student Life, etc. • Athletics can be one component of the total school program at school-wide Open House • Current high school students may participate in the Open House 	<ul style="list-style-type: none"> • Sport specific Open House or meeting for middle school students and/or middle school parents • Athletics only Open House or meeting for middle school students and/or middle school parents • Invitation only "Open House" or meeting for middle school students and/or middle school parents
2	Direct contact with Middle School students: phone, email, letters, social media, etc.	<ul style="list-style-type: none"> • Contact after they have finished with middle school and are enrolled at your school 	<ul style="list-style-type: none"> • Coaches cannot contact middle school students
3	Visitations to middle schools by high school staff	<ul style="list-style-type: none"> • Athletic Directors and Administrators • Discuss the entire athletic program 	<ul style="list-style-type: none"> • Coaches and students cannot visit middle schools • Parents/Alumni cannot be involved in these visits
4	How to hold camps for under high school age students	<ul style="list-style-type: none"> • Can be run by high school coaches as a fundraiser • Have school name, nickname, school contact information, etc. • May involve school athletes during the season of sport • Must have principal permission 	<ul style="list-style-type: none"> • Have camps for under high school age students to practice or play games with the high school program • Include school athletes outside the season of sport or Sundays
5	How to advertise your athletic program	<ul style="list-style-type: none"> • School website • Flyers distributed by Athletic Directors to Main Office of feeder middle school • Any school pictures in a newspaper or magazine must include at least 50% picture(s) of non-athletic activities 	<ul style="list-style-type: none"> • Direct email, phone calls, letters, etc., to students not currently attending your school • Newspaper, website, billboards, etc. that emphasize the athletic programs instead of the total athletic experience
6	Shadowing	<ul style="list-style-type: none"> • Randomly place students who are shadowing at a high school 	<ul style="list-style-type: none"> • Place students who are shadowing at a high school with a specific student at that school identified for their athletic experience
7	"Pop Warner Nights", community athletic programs, etc. (Students are given free admission to high school sporting events if they wear their jerseys; students are recognized in pre - game and/or halftime ceremonies, etc.)	<ul style="list-style-type: none"> • Invite the entire student body of a feeder middle school, or schools, and host a Middle School Night at a high school sporting event. 	<ul style="list-style-type: none"> • Host "Pop Warner Nights" or other community athletic programs because the invitations are specifically directed to targeted athletes, who are being given benefits and recognition not available to other potential high school students because of their participation in a youth athletic organization
8	Attendance at Pop Warner, NJB, AYSO, etc. games by high school coaches, school athletes	<ul style="list-style-type: none"> • Attend as a spectator, not as a representative of your high school promoting your athletic program(s) • May speak at such event as a private citizen 	<ul style="list-style-type: none"> • Athletic Directors, high school coaches and athletes should not make contact with under high school age students and parents as a representative of the high school • Wear school identification clothing if speaking
9	High school staff members coaching under high school age students on club teams, youth teams, etc.	<ul style="list-style-type: none"> • Coach under high school age students 	<ul style="list-style-type: none"> • Be connected to the high school program in any way • Use high school facilities for practice, games or meetings without securing facilities like any other private citizen
10	Parents of prospective students; incoming 9 th graders or potential transfer students, contacting a high school coach to get information on the school's sports program and/or information on how to transfer schools	<ul style="list-style-type: none"> • Refer all parents to the school administration; athletic director, assistant principal of athletics, etc. for information on specific sports programs and/or transfer information with no additional comments 	<ul style="list-style-type: none"> • Speak directly with parents, or meet parents of students who are not currently attending your school. The only appropriate response, verbal or written, is that you may not address their questions and refer them to the proper school administrator.

SUPERVISION OF ATHLETIC EVENTS

North Bay Rules require that at least one administrator is present at each of the following contests:

- All varsity league football games,
- All home varsity league boys' basketball games
- All home varsity home girls' basketball games.

Administrators may assign designees for all other athletic contests. Special consideration for extra supervision should be given for Homecoming or other events for which there may be an exceptional number of spectators.

Keys to Success

- ◆ Be sure to arrange for adequate security for all home events.
- ◆ Brief security on your expectations for them before, during, and after the contest.
- ◆ Have security regularly patrol the parking lots.
- ◆ Wear clothing that identifies you as a staff member of your school.
- ◆ Arrive 30 minutes prior to the start of the event and introduce yourself to the other school's supervisor and the officials.
- ◆ If available, obtain a walkie-talkie from the home school for use in emergencies.
- ◆ Review any specific characteristics of the site or past experience that warrant attention.
- ◆ The visiting supervisor should help enforce local rules with his/her students, parents and fans.
- ◆ Be sure that coaches are supervising players in locker rooms, before the game, at half-time, and particularly after the game. Frosh and JV coaches need to closely supervise their players during the varsity contest (not be on the bench/sidelines with the varsity coaches).
- ◆ Assist in keeping the court or field clear at half time.
- ◆ Periodically check on restroom and/or locker rooms.
- ◆ During play, supervise from a position to observe student behavior in the stands.
- ◆ Identify the area for your cheerleaders and direct them to stay in the designated place.
- ◆ Help direct your school's supporters to the designated seating sections and then position yourself close to your school's rooting section.
- ◆ Confiscate artificial noise makers, laser pointers, and other devices that could disrupt play.
- ◆ Be proactive in encouraging positive rooting and signs and immediately reactive in discouraging negative rooting and signs—if needed, move and then remove disruptive individuals from the venue.
- ◆ At the end of the contest, meet at a pre-arranged location with the supervisor from the other school in order to keep groups apart.
- ◆ Help supervise the parking lot at least 30 minutes after the conclusion of the contest
- ◆ Both schools should provide additional supervision when a large crowd or volatile situation is anticipated

STUDENT CLEARANCE, ATTENDANCE AND RECORD KEEPING

One of the most neglected parts of coaching is the importance of the coach setting up a system of record keeping for their program. Record keeping involves a system of attendance for daily workouts, a record of daily workouts and conditioning processes used with your athletes, and a system that would help you maintain a history of problems, injuries, accidents, etc.

Student Athletic Clearance Procedure

All Student Athletic Clearance Packet Information must be turned in directly to the Athletic Director. The packet will then be checked by the Athletic Director to be sure all the papers have been completed and signed. If any of the papers are incomplete, the Athletic Director will send the papers back to the coach to be given to the student. If the papers are complete, the Athletic Director will notify the coach that the student is eligible to tryout, practice and compete in contests. **NO STUDENT IS ALLOWED TO TRYOUT, PRACTICE OR COMPETE UNTIL THIS PROCESS IS COMPLETE.**

Positive Attendance for Physical Education Credit for Participation in Interscholastic Sports

Board Policy 6146.11 allows students grades 10, 11 and 12 who meet the eligibility requirements of this policy to earn up to 10 physical education credits toward graduation. If eligible, the student must complete and submit the required form within 10 days after the specified date established at the completion of the season of sport for credit to be accepted.

This is a very important reason for keeping attendance records. Your attendance records must be submitted to the Athletic Director within 5 days after the completion of the season. All students on the team that are receiving physical education credit for athletic participation must have these records in the counseling office before they can receive their credit.

The application for receiving the physical education credits can be picked up in the counseling office.

NOTE: See Attachment C - Physical Education Credit for Athletic Participation

Record Keeping

A daily system of record keeping assists in showing that as a coach you are providing a safe and sound program for athletes as well as serving as documentary proof that you have done so. Remember: Sports injury litigation may originate years after an injury occurs.

Maintaining a daily or weekly log of your practices throughout the season is extremely valuable. It will assist in your reviews in preparation for, during, and after the season, particularly in identifying the cause of certain problems. Include your planned daily/weekly schedule, any changes, and post-activity comments.

It is also recommended that you avoid subjective, judgmental comments in these records. Observations of areas of concern and improvement are okay, but criticism of staff or athletes may hurt you in litigation. Make it a point to highlight safety instruction and procedures.

You will need to develop a filing system that is convenient for periodic review as well as being available as long there is a possibility of litigation. This file should include copies of all handouts during the season as well as your workout files. The minimum record keeping time is one year.

You should make sure that your daily/weekly records of workouts show the conditioning workouts you

have completed. Because duty to properly condition is a concern in many court cases, your conditioning program should be reflected in your records

PRACTICE AND CONDITIONING RULES' INTERPRETATIONS

The outline below is meant to give schools a guide to determining what is, and is not, a violation of the NCS bylaws and policies concerning practice during the season of sport, outside the season of sport, and during the defined summer months. The NCS Commissioner of Athletics has the power of interpretation of the definition of practice. Questions regarding practice, sport specific conditioning activities, general conditioning activities, weight training, etc. should be directed to the NCS Office in writing.

General Rules:

Definition of Season of Sport

Season of sport is defined as the time period between the first day of practice and the final date of competition, according to the dates set by the Board of Managers on a yearly basis. An individual student's season of sport is defined as the time period, between their first participation in an inter-school competition and their final date of competition for the school team, up to and including the North Coast Section and/or CIF championships.

The first day of practice and the final date of competition can be found in the NCS Championship Schedule, a three-year calendar of dates updated each year by NCS staff and approved by the Sports Advisory Committee and Board of Managers. Be aware that the Board of Managers, at any of their three meetings each year, may change these dates. The NCS Championship Schedule may be viewed and printed from the NCS web site, www.cifncs.org. In the left hand column click on Calendars, then click on NCS Championship Schedule - 3-Year, then click on the current year's or following year's calendar.

During the season of sport, NCS member schools are allowed to practice, scrimmage and compete against other high school teams according to NFHS, CIF, NCS, league and school guidelines. NCS practice and season of sport guidelines can be found in the NCS Sports & General Rulings Handbook in the 100H and 200H series of bylaws. All interpretations in this document are based on the NCS Sports & General Rulings Handbook 100H and 200H series of bylaws.

Approved Sport Specific Conditioning

No other sport has an approved sport specific conditioning period. If a school sport, other than football, conducts specific sport conditioning as a team or individuals prior to the start of the season that school is in violation of NCS bylaws. Sport specific conditioning sessions by a school are prohibited outside the season of sport during the school year.

Weight Training and Other Allowable General Conditioning Activities

Weight training is not a CIF sport. Potential team members may weight train anytime during the course of the year with school approval. However, when weight training is moved from the weight room to the outside and drills involve the use of specific sport equipment, then the school is in violation of season of sport rules. Allowable general conditioning activities include plyometrics, stretching exercises, running or other aerobic exercises, non-sport specific agility activities and rope climbing. General conditioning

activities do not include activities that use equipment specific to the sport (ex. - balls, blocking dummies, re-bouncers, etc.), running plays, discussing strategies, working on individual or team defense or offense and viewing sport specific videotape *or leadership training with potential team members.*

Association with a School Coach

NCS rules were never written to limit the association of a student-athlete with a certified school coach. Outside the season of sport rules were written to limit the liability of the schools. Therefore, it is not illegal for a high school coach to work with an individual student-athlete or with two or more student-athletes during the summer time, or in their capacity as a club coach during the school year and outside the high school season of sport. During the school year and outside the high school season of sport the coach must follow the guidelines for coaching an outside team as it pertains to the use of school facilities or school equipment. Violations of the outside the season of sport rules may involve the use of school facilities, school equipment, etc. and favoritism of the high school towards the coach in providing access to facilities or equipment.

During the School Year and Outside the Season of Sport

Practice and Conditioning Guidelines:

Definition

During the school year and outside the season of sport is defined as the time from the first fall practice date until the NCS published first day of practice for the specific sport and from the NCS published final date of competition for the specific sport till the last CIF competition of the school year (currently the CIF Boys' Golf Championship).

Examples of prohibited activities during the school year and outside the season of sport

During the school year and outside the season of sport, as defined above, school **may not** conduct practice or sport specific conditioning. The only exception to the prohibition on sport specific conditioning is the approved football conditioning week. Examples of prohibited activities during the school year and outside the season of sport are:

1. Coaches, either assigned by the school or acting as volunteers, **may not** work with a potential team member one on one using school facilities and equipment, *other than non-sport specific conditioning.*
2. Coaches, either assigned by the school or acting as volunteers, **may not** work with potential team members using school facilities and equipment, *other than non-sport specific conditioning.*
3. Coaches **may not** have sport specific conditioning prior to the start of the season.
4. Coaches **may not** mandate that potential team members attend open gym and open field.
5. Coaches **may not** conduct drills or any kind, *other than non-sport specific conditioning.*
6. Coaches **may not** review video or film of the sport with potential team members.
7. Coaches **may not** conduct leadership training with potential team members.
8. Coaches **may not** meet with potential team members beyond the three organizational meetings allowed in NCS Bylaw 208H. *Organizational meetings are meetings used to discuss when the official season of sport will start, give out school permission forms, school physical forms, etc. Organizational meetings **are not** meetings to discuss activities that the school is not allowed to conduct.*
9. Coaches **may not** use school facilities or equipment other than as allowed by school or district policy for outside use. *Schools and school districts may not give a discounted rate*

to coaches for the use of school or school district facilities if the use of the facilities involve potential team players and the use is for sport specific conditioning. Coaches may not be treated any differently than any private citizen using school or school district facilities when reserving school or school district facilities. This includes, but is not limited to, insurance requirements, completion of facility use forms, payment for custodial costs, facility rental costs, cost of utilities, etc., when the use is related to sport specific conditioning.

10. Coaches may not organize a school team meeting to discuss activities not sponsored by the school.
11. Coaches may not encourage potential high school team members to participate in practices, scrimmages or contests with a club team or program to which the students do not already belong.
12. Coaches may not, even as a private citizen, conduct a club program that has preparation for the high school season, as its sole purpose. A legitimate club program must have its own opportunities for competition, and actively engage in competition with other club teams. Otherwise, the activity would be considered a high school practice outside the high school season of sport.
13. Coaches may not, even as a private citizen, use potential team members to demonstrate skills and/or strategies of the sport at clinics or camps.
14. Coaches may not instruct a potential member, or potential team captain, with the workout for the day and then have the potential team member or potential team captain bark orders, blow a whistle, and give instructions, etc. as if they were conducting practice.
15. Coaches may not use school equipment or facilities for camps or clinics that involve potential team members.
16. Coaches may not conduct tryouts for the coming season's team.

Examples of things that a coach may do:

1. Coaches may supervise open gym and open field.
2. Coaches may, one time outside the season of sport, post workouts for potential high school team members to follow on their own.
3. Coaches may, as a private citizen, coach a club team.
4. Coaches may participate in activities (ex. pick-up games) as long as they do not instruct students in the skills and/or strategies of the sport.
5. Coaches may conduct clinics, for pre-high school age students, as a fundraiser. Advertising for the clinic must be open to any interested party of the targeted age group. Care must be taken to discuss or encourage enrollment in the school where the coach is employed.

Open Gyms and Open Fields

Open gyms and open fields may be sponsored by NCS member schools during the period of the first NCS authorized conditioning or practice date of the fall season through the last NCS/CIF athletic competition under the following conditions:

1. The open gym or open field is open to all community members regardless of age or gender.
2. The school must, at the very least, advertise an invitation for participation of all community members in its daily bulletin.
3. During open gym or open field, attendees may work on individual skills.
4. During the open gym or open field there cannot be any coaching or practice as defined by NCS Sports & General Rulings Bylaw 200H, 201H.a, 202H, 203H, 205H and 206H. School personnel,

including paid and volunteer coaches, may supervise a facility and may participate in activities as long as they do not instruct students in the skills and/or strategies of the sport.

Examples of what coaches may do at open gym or open field:

1. Coaches may sit in the stands or bleachers and supervise the community members who attend the open gym or open field.
2. Coaches may unlock gates or doors to allow community members access to the field or gym.
3. Coaches may participate in pick-up games or practice their own skills if they choose (ex. field baseballs, shoot baskets, high jump, etc.).
4. Coaches may make fixed or immovable school equipment necessary for the activity available for use by any community members who attend (ex. - volleyball nets and standards, high jump pits, etc.). This does not include school bats, balls, protective equipment or other items designed for individual use.

Examples of what coaches may not do at open gym and open field:

1. Coaches may not conduct open field or open gym as a practice.
2. Coaches may not conduct *sport specific* drills of any kind.
3. Coaches may not bark orders, blow a whistle, and give *sport specific* instructions, etc. as if they were conducting practice.
4. Coaches may not separate the community members who have attended the open gym or open field from potential team members for any activities during open gym and open field.
5. Coaches may not correct players when they make mistakes in shooting, pitching, fielding, etc.
6. Coaches may not throw passes, set for spikes, hit infield ground ball or outfield fly balls, or otherwise assist students in skill development.
7. Coaches may not reserve space or courts for the use of potential high school team members.

During the Summer Time

Definition

Summer time is defined as the period of time between last CIF competitions of the school year (currently the CIF Boys' Golf Championship) until the NCS published first official day of practice in the fall (The same date that football starts practice). During the summer time NCS/CIF bylaws concerning use of facilities, equipment, assignment of a coach by the school or school district, practices and non-NCS/CIF contests do not apply. **However, all NCS and CIF Eligibility Bylaws related to pre-enrollment contact and undue influence apply both during the school year and in the summer.** Summer is not open season to recruit students to attend or transfer to a certain school.

During the summer time

If, during the time period defined above as summertime, the school or district administration approves the use of its facilities and equipment, a coach may work with one or more potential team members. The authority to manage these items shall rest with the individual school district or private school board. All NCS Eligibility Bylaws related to pre-enrollment contact and undue influence still apply. **All activities must be approved by the District & have a District Use Permit which requires proof of insurance.**

1. Coaches may have a regular practice every day of the week, including Sunday.
2. Coaches may schedule two practices a day.
3. Coaches may work with an individual student on the track, in the pool, on the field, or in the gym.
4. School A may invite School B to play a game.
5. Football coaches may check out equipment for potential football players to go to camp.

6. Football coaches may take potential football players to camp.
7. Coaches may sponsor clinics at their school.
8. Coaches may invite more than one school to participate in multiple games or scrimmages.
9. Schools may practice together.
10. Schools may use school uniforms, balls, protective gear, protective equipment, facilities, etc.

Additional Questions that have been received by the NCS Office

Spring Football

Spring football may be conducted according to the following guidelines:

1. Spring practices shall not start earlier than the Monday four weeks prior to Memorial Day and must be completed before the start of spring final examinations.
2. Spring practice shall not exceed ten (10) practice sessions, none of which may be held on Saturday or Sunday.
3. The only allowable football equipment for spring football shall be: football shoes, footballs, helmets and blocking bags.
4. Interpretations regarding spring football practice:
 - a) Spring football practice does not have to be conducted on consecutive days; however, spring football practice must conform to the time period outlined above.
 - b) Schools are allowed 10 practice sessions. Sessions may be broken down to a single level (J.V. and varsity). However, only 10 days are allowed. Schools may not have 10 days with one level and 10 days with a second level.
5. Schools may have five days with a single level and five days with a second level.

CLASSROOMS - GRADES - ACADEMICS

As a coach, you have a great deal of influence over the student-athlete's academic achievement. You have a responsibility to inspire, encourage and inspire your students to do their best in the classroom. It is of absolutely no benefit to you to have that great athlete who is not able to play because he or she is not academically eligible. It also reflects upon the coach if the talented athlete is not able to move on to post-secondary competition because he or she does not meet minimum academic standards. So, what do you do?

Work closely with the counselor to ensure that the athlete is taking the core classes required for NCAA eligibility.

Monitor the student's class work with periodic grade checks.

Let the athlete know that sub-par performance in the classroom will lead to team sanctions, such as suspension from practices or games.

Talk to the teaching staff and let them know that the coaching staff is there to help in any way possible.

Communication with teachers, staff and parents/guardians is vital to both the athlete's success and your own!

HIGH EXPECTATIONS

Devise how you're going to evaluate your goals during the season.

Sell your team on these goals. Constantly reassure them that they can attain the goals.

3. Sell your team on these goals. Constantly reassure them that they can attain the goals.

4. Post your goals and objectives. Keep the team focus on these goals.

5. Stress improvement, not winning. Winning will come with improvement.
6. Include the players in developing additional goals and objectives. This will give the players "ownership", which helps develop that team unity that is vital to success.
7. Do not accept behaviors, on or off the court, that do not move the team toward the goals and objectives.
8. Be consistent and strive for excellence.

PARENT ORIENTATION MEETING

It is highly recommended that head coaches have a preseason meeting that includes players and their parents/guardians. By doing this, everyone is on the same page as to the coaches expectations.

A preseason meeting with parents will serve a number of purposes that will make your season easier. With some effort you can have parents working with you and appreciating your efforts. Many problems that can rise during the season can be avoided by a well organized parent meeting. This program will serve a number of purposes:

- Enabling parents/guardians to understand the objectives of the program.
- Allowing parents/guardians to become acquainted with you
- Informing parents/guardians about the nature of the sport and its potential risks.
- Letting parents/guardians know what is expected of the athletes and of them.
- Enabling you to understand parents'/guardians' concerns
- Establishing clear lines of communication between you and the parents/guardians.
- Obtaining help from parents/guardians in conducting the season's activities.

Sample Orientation Program Agenda

1. Introduce yourself and any assistant coaches. Give a little background of yourself—why you are coaching, your experience, etc. Explain the roles and responsibilities of the coaches.
2. Describe your coaching philosophy—the value of your sport, the methods you use to teach, how you feel about winning, what you expect of each athlete.
3. Describe the specifics of your program—how often and when the team practices; the length of
4. You may want to provide parents with a set of policies regarding what you expect from them. Here are some examples: Be supportive, but don't pressure; Keep winning in perspective; Help your child set realistic performance goals; Help your child meet his/her responsibilities to themselves, the team and coach; Keep the coach informed of any medical or physical ailments that may affect performance or health.
5. It would be very helpful if you had a student and parent handbook that contained the information about your program.

STARTING A NEW SPORT SEASON

The following checklist should assist administrators, athletic directors, and coaches in meeting their professional obligation to the student athletes trying out for teams and participating in programs. While interscholastic athletics present serious liability exposures to public school districts, so do physical education and intramural activities. These guidelines may be used in all activities, where applicable.

Have all district, building, and school policies and regulations been updated for current conditions and reviewed with administrators, directors and coaches before the start of practice?	Have the playing fields, courts, and stationary equipment been inspected, repaired, and ready for use? Are fields free of depressions, rocks, glass, and other hazards to participants' safety?
Have all student athletes had physicals after June 1 and handed in their Student Clearance Packet? Have the students been cleared by the AD to participate?	Are conditioning exercises progressive and designed for injury prevention and maximum flexibility?
Have all student athletes met the academic requirements for eligibility and any question of eligibility addressed before the student participates?	Are guidelines for hot weather practice in place and adhered to? Are practices appropriate in length? Are there sufficient breaks for water during practice time?
Have all parental permission forms been signed prior to the student athlete's participation? If English is not the parents' first language, are you sure they understand what they have signed?	Is the coaching staff aware of means to emergency medical assistance? Are phones easily available?
Have all students trying out for a sport been warned of the most serious consequences of injury possible and are you sure the parents appreciate and understand the warning you have given them? Confirmation of receipt of such warning should be a part of the parent authorization.	Are all team candidates instructed in the safe practice of the sport they are participating in and taught the basic elements of self-protection before contact takes place? Are you sure they understand and appreciate what you are trying to teach them?
Are all coaching staff properly certified and current in other requirements?	If you have a trainer, are the duties and responsibilities of the trainer known to student athletes, coaches, and parents?
Is there a plan for supervision and evaluation of new coaches to your staff or new to the sport they are coaching?	Are records kept of all injuries? Have you reviewed last year's injury reports and taken appropriate steps where needed?
Are first aid kits fully stocked and readily available for all sports?	What are your policies regarding a student athlete returning from an injury or illness? Does it require a physician's appraisal and clearance? What are your policies regarding head injuries?
Do you carry emergency cards and other important related information in your first aid kits? Be sure the paid coaches have a copy of page 18 of the Student Athletic Clearance Packet.	Are the coaches and student athletes aware of the role of educational athletics?
Is all protective equipment in good condition and up to standards? Do you have enough equipment? Are the coaches properly trained to fit protective equipment?	Is there medical assistance readily available for each event? Do you have a medical kit for your sport and have it with you for practice and contests? Do you keep it fully equipped?

FINANCE AND BUDGET

- Coaches should follow these guidelines in budgeting and fund raising:
- Coaches should meet on a yearly basis with the athletic director to plan the budget and coordinate fund raising.
- All fund raising activities must have prior approval by the principal or his/her designee and must meet all requirements outlined in Board Policy 5134.1.
- All monies collected must be abated back to the appropriate school budget code.
- Coaches must not place monies in personal accounts or accounts outside of the school.
- Athletic purchases must be made with the approval of the athletic director.
- Purchases made with club account money or Athletic Department money must have prior approval of the athletic director, the advisor and treasurer of that club.

TRANSPORTATION

- All transportation will be by District approved bus companies or privately owned vehicles (See pages 54, 55, 56, & 57.)
- Coaches, with the aid of the athletic director, are responsible for arranging for transportation of teams or students to and from practices or contests.
- Coaches must make every effort to encourage students and parents to donate money and time to the individual sport or the athletic program. The school athletic program and individual sports will be fully financed by donations, team fundraisers, booster activities and the Schools Plus Program. The District supplies the finances for the coaches' pay.
- The athletic director is responsible for distributing money from the donations made to the athletic program.
- Transportation should be scheduled prior to the beginning of the season.
- Notification to the bus company or rental agency of postponements or cancellations due to inclement weather should be made as early in the day as possible.
- A coach must accompany teams on the bus and is responsible for the behavior of team members.
- Use of private automobiles must be approved prior to the event.
- Coaches must be sure that when a student is approved to drive his/her vehicle, they may only transport students that have parent permission to ride with another student. The student driver must also be legally licensed to transport a person under the legal age for which they are approved.
- Vehicles" form (Administrative Regulation 3545.8(a)) must be completed.
- Use of privately owned vehicles for athletic events is subject to the following conditions:
 1. Parent/guardian permission in advance with assurance that use of vehicle is voluntary and without remuneration.
 2. A certificated person shall authorize student participation.
 3. Students must sign out prior to leaving or have an approved pass

A "Use of Privately Owned Vehicles (Non-field trips) "form (Administrative Regulation 3545.8(b)) must be completed.

LAW AND LIABILITY FOR COACHES

The one constant in life is that everything continues to change. What we learned as student-athletes, what we saw, and what we participated in might not be acceptable today. The coach, school and district can be sued for a participant or spectator injury, regardless of fault. The injured person is not alleging that the staff intentionally caused them harm simply that the coach failed to act in a reasonable or prudent manner¹.

COACHES NEGLIGENCE LIABILITY

Duty to Act

As the coach, you are the expert and must **do and act** in a reasonable or prudent manner. For example, failure to inspect for/and remove a slippery or dangerous foreign substance on a playing surface. A court may find that your failure to inspect and remove the foreign matter was a substantial factor in the cause of injury,

Duty to Warn

A coach should always **warn** the athlete about the potential dangers of the sport and the equipment being used. Warning labels on helmets or other equipment are not enough. Coaches need to go over all protective equipment with their players and explain how it is to be worn, as well as the dangers of NOT wearing the equipment or using equipment incorrectly. Tell your players, and their parents/guardians, about the possible negative aspects of participation, namely the possibility of catastrophic injuries, or even death. Courts have stated that the coach must be prudent and must warn the players about potential risks.

Duty to Supervise

A coach must **supervise**. The lack of supervision, which means **being** present is the most obvious and also most frequently cited reason for suing the coach. Don't take the chance of leaving your players on the court, diamond, field, or in the pool without supervision. You will not be able to prevent every accident by being present, not even a lawsuit. Being present, however, makes a great difference in a court of law. Supervision is tied into a term called "foreseeable." Is it "foreseeable" that there is a greater danger at a swimming pool without a lifeguard? Or, is it foreseeable that there may be horseplay if a coach is not present? You better believe it! This supervision is not limited to the practice/playing area. It also includes the locker rooms and any other areas that your players gather.

Duty to Condition

A coach must properly **prepare and condition the athlete**. Physical conditioning of your players generally and specifically for the sport they will play is basic, common sense and basic legally. It would be difficult to justify a program in wrestling that did not contain neck-developing exercises. Starting cross-country practice with a required 10-mile run would also raise questions about the reasonableness of the coach. Start slowly and progress. Always include a warm-up period before full participation. If an athlete collapses on the field of play, one of the first things the lawyers will look into is your conditioning program. Did the coach get them "ready"?

Duty to Offer Proper Instruction

A coach must offer **proper instruction**. A football coach who does not teach the proper techniques of tackling in a progressive manner should be considered negligent. You must not only teach your athletes

what to do, you must also teach what **NOT** to do. This area also includes teaching your athletes what to do in case of a teammate injury. You **MUST** attend clinics and seminars in your specific sport so that you can stay "up to date" on current trends and techniques.

There is a case in which a youngster was seriously injured in a basketball game that was part of an out of season football conditioning program. While the coach knew football, he had no experience in basketball. He never taught the injured athlete a single basketball skill. Had the case not been settled out of court, the coach would have been hard pressed to defend himself.

Duty to Provide Proper and Safe Facilities and Equipment

A coach must offer **proper and safe facilities and equipment**. A coach needs to check and re-check everything that will be used by his or her players. If one must cut costs, never cut back on quality equipment and facilities.

Duty to Give Proper Care and Aid

The coach is responsible for **proper care and aid** of their student-athletes. Therefore, the coach must always place the welfare of the students first and foremost. The coach must also be trained in emergency first aid and CPR. Every coach must have a written emergency plan that others can follow.

Duty to Secure a Facility Use Permit for Out of Season Use of School Facilities:

A coach must **secure a Facility use permit for out-of-season use of school facilities**. They must fill out an Application and Permit for the Use of School Facilities Form and show proof of the required liability insurance before they are allowed to use a school facility out of their season of sport. **They must not start the event until they have received the Facility Use Permit from the District Office.** The employment date for a coach begins and ends on the dates determined by the North Coast Section Rules. The ending date will be different for each sport depending on whether or not the team plays in post season competition. The last game is the last day of the coach's employment.

Specifically, since the District does not hire coaches outside the season of sport, any person who conducts athletics/sports activities would be doing so as a private citizen. **As a private citizen, he/she must not use school equipment (unless approved by the District) or school uniforms, use of school funds for fees, transportation or officials.** As a private citizen, he/she may use school facilities as any other member of the community by completing an Application and Permit for the Use of School Facilities Form. The proof of having liability insurance must be stapled to the facility use permit.

The District does not assume liability for events occurring at a District school which are not school sponsored events. If a community organization or private citizen reserves a school facility, they assume all the liability. This applies even if students from your school are invited to participate in the event. The most common use of facilities is by a coach, and be they teachers or walk-on.

NO PAID COACH IS ALLOWED TO GIVE THEIR KEY (S) TO AN INDIVIDUAL TO USE A SANTA ROSA CITY SCHOOL FACILITY.

CONTACT CHRISTINE TRUMBLY IN FACILITIES AT DISTRICT OFFICE FOR THE APPLICATION FORM AND PERMIT FOR THE USE OF SCHOOL FACILITIES AND ADDITIONAL INFORMATION (528-5206). THE BREACH OF ANY ONE OF THESE DUTIES COULD MEAN A NEED TO END PRACTICE EARLY--SO THAT YOU CAN MEET WITH YOUR DEFENSE LAWYER!

STUDENT INJURY AND LIABILITY

In an effort to lessen the risk of injury in athletic supervision, the following suggestions have been adapted from an undated flier by Dr. Richard Borkowski entitled, "A 21 Point Defensive Plan for Lawsuit-Conscious Coaches"². Dr. Borkowski notes that coaches are typically sued for the following reasons:

Failure to:

- Warn players about the possibility of being injured
- Properly supervise players at all times
- Offer proper instruction
- Properly condition a player for the specific activity
- Offer proper equipment and facilities
- Give proper first aid and/or emergency care. Be prepared and properly trained
- Know your school and district policies regarding emergency procedures

Fill out an Accident Report unless an athletic trainer is present and fills out the report. If you suspect that the athlete has a head injury, be sure you or the athletic trainer gives the parent a Take Home Concussion Information Form (**See Attachment D - Take Home Concussion Information**) to be signed by the parent and medical Doctor or Doctor of Osteopathy. The Suspected Concussion Protocol must be followed by the athletic trainer. (**See Attachment E - Suspected Concussion Protocol**)

To prevent such suits from being successful, Borkowski suggests the following procedures.

- Maintain records of everything you do. Such documentation should demonstrate progressive, sequential and well-planned practice procedures. Written records document your professionalism.
- Establish training rules that not only include the standard items such as the avoidance of alcohol, drugs, smoking, etc., but also include policies about transportation, equipment care, the reporting of injuries to the coach and/or athletic trainer, and horseplay in the locker room. Include such items as proper rest and nutritional needs.
- Follow your state and district rules to the letter, especially as they apply to safety considerations.
- Establish an emergency procedure. It may be beneficial to review such procedures but also to distribute wallet-sized cards listing these procedures and important phone numbers. Work with your athletic director.
- Don't allow an injured player to return to participation without the approval of the athletic trainer and/or doctor and parent or guardian. If the doctor says your best player cannot play in the championship game—don't play the athlete
- Know the basics of equal competition, especially in the early stages of the season. The "green" 185-pound wrestler should not be scrimmaging against the 185-pound returning state champion.
- Learn to say "no". This is the hardest word in the coach's vocabulary. If you have to leave for a scouting trip, say "no" to the athlete who wants to stay after practice for extra work. Today's litigious climate no longer permits such practices.
- If a potential legal situation does arise, avoid unnecessary communication. Take care of the injured player and be considerate and professional. Do not, however, offer your opinion, accept blame, or give unnecessary information to the public at large.

² Source: CIF Sport Care, Topic No. 30; Dr. Richard Borkowski, A 21 Point Defensive Plan for Lawsuit Conscious Coaches

SUPERVISION

Proper supervision assures the execution of safety policies and procedures. It is the means for making sure that facilities and equipment are inspected for hazards, proper corrective measures taken, and activities modified to avoid risk exposure. It is also the way to assure that athlete behavior does not increase injury risk.

Supervision, however, is more than giving instructions or direction. It requires reasonable procedures to assure compliance. It is also more than just being on premises. You must have enough qualified personnel in the IMMEDIATE ACTIVITY AREA to assure reasonable safety. Locker rooms, rest rooms, showers, equipment rooms, training rooms, and access routes to activity areas are included in the facilities that must be supervised. Time before and after practice needs to be addressed as well as practice itself.

A coach should be aware that as a representative of the Santa Rosa City School District, you are expected to provide proper supervision for your athletes. Proper supervision is needed to assist in providing a safe environment. It does not guarantee an athlete will not be hurt, but it hopefully lowers the chances that it will happen due to unsafe techniques or conditions. Prior to the season, coaches should review as a coaching staff the following list of considerations: Head coaches should create a supervision schedule for their sport and make sure they go by the schedule.

These concepts need to be addressed:

- Effective supervision is more than physical presence. Someone is of little value in assuring participant safety if they are inattentive to the athletes, unfamiliar with the activity, and unaware of potential risks.
- Certain situations require special measures. The most common concern is coaches and athletes of the opposite sex. This is an obvious problem in supervising locker room and shower areas, but can also create difficulties if a coach is unfamiliar with potentially hazardous behavior characteristics or injury propensities of the opposite sex. It is helpful to have an assistant or aide of the same sex supervise athletes in shower and dressing areas. It is also important for coaches inexperienced with athletes of the opposite sex to seek guidance from knowledgeable coaches and other resources concerning gender-specific health and safety issues.
- Another challenge is situations where athletes must travel to reach the activity. Additional situations include travel to an away competition and travel to an alternative practice location. You must implement reasonable procedures to assure the safety of the athletes, regardless of the situation. In a situation where it is standard practice for athletes to arrange their own transportation to the activity site, you must assure that parents know of this procedure and know that your supervision does not commence until the athlete arrives.
- You must also intercede to prevent high-risk circumstances, e.g. athletes traveling without parental consent in unsafe vehicles or with unqualified drivers. In a situation where athletes typically are gathered in one location, e.g. a school, but must travel to the activity site, your responsibilities increase.

- If you do not provide transportation, parents must know this and you must develop procedures to assure each athlete safe transport in a private vehicle. Be certain to schedule the start of activities to allow adequate time for safe travel.
- If your situation allows you to provide transportation, it is best to require athletes to use this mode. Uses of alternative transportation must be with specific parental knowledge and consent.

In a situation where athletes cross an automobile pathway to reach the activity site, implement appropriate measures to reduce hazards:

- Depending on the circumstances and the maturity level of your athletes, adult supervision of the crossing area may be required.

Certain sports, by their nature, create particular safety concerns:

- Cross-country runners usually run on public thoroughfares or in remote areas over irregular terrain. In addition to the perils of automobiles, they are more vulnerable to weather hazards, animals and even criminal assault. Because of difficulties in skill level or training, it is usually impossible for a coach to keep all participants in view throughout the activity session.
- Golf teams practice and compete on public facilities where they are subject to the actions of outsiders. If the team has more than four or five members, there will be times when certain participants are out of the view of the coach.

You cannot possibly eliminate all such risks, but there are several measures that will substantially reduce the likelihood of harm:

- Always know the routes your athletes are taking.
- Make sure students check in at the end of the practice session.
- Use assistants or reliable adult aides to increase supervision.
- Schedule activities to reduce outside hazards.
- Implement a buddy system for athletes to watch out for each other.
- Be sure that athletes understand that adherence to safety instructions is especially critical in these situations.

Additionally, you need to:

- Assure the availability of first-aid supplies and communications equipment in the event of any emergency.
- Be aware of preventative measures, and be able to recognize potential hazards. It is your responsibility to know the kind, cause and reason for injury in your activity. Although this overlaps with the Awareness of Risk, it falls within your supervision responsibility.
- Make sure you are in a position to properly intercede when problems are observed.
- Plan a practice that does NOT require athletes to be spread over a large area with only one or two coaches to oversee their activities, or to participate unsupervised into an area beyond your view.

You must also consider the skill/maturity level of our athletes, and their responsiveness to instructions and warnings.

- Mature, experienced, conscientious athletes can be given more responsibility for guarding against their own harm.

- Less disciplined or knowledgeable participants must be closely watched.

A proper response to injury is part of supervision; you must plan for emergencies. Other unusual situations are:

Discipline problems.

- Unexpected telephone calls or visitors.
- Sudden changes in weather.

An unpredictable event does not relieve your duties of supervision.

- Good advance planning includes back-up measures for every potential problem. You cannot just simply direct athletes to stop activity until you finish dealing with the emergency. You must take reasonable steps to assure that they will not expose themselves to risk at the same time an emergency occurs.
- Do not delay in responding to any emergency. It is better to stop the activity and send athletes home, than ignore an injury, a discipline problem or impending severe weather that constitutes a serious hazard.
- Written guidelines are especially important to supervision. They should include assignment of responsibilities and specific issues such as supervision of the opposite sex, handling emergencies, transportation, and activities at remote facilities.
- Make sure athletes and parents know and understand your supervision policies.
- Last, but not least, require all staff members to strictly adhere to these guidelines.

Every coach has a responsibility to supervise."

EMERGENCY MANAGEMENT CHECKLIST

The following information on emergency procedures should be studied in conjunction with information you received in your CPR and First Aid instruction and certification. It is very important that you clearly understand how to deal with emergencies at your school.

We are all here for one reason, and that is to protect youth from serious injury while participating in interscholastic sport activities. The time to think about emergency care is long before the emergency happens. Have procedures for emergencies well known and practiced before the emergency occurs.

You should always be in direct contact with your athletic director on all emergency matters. Additionally, remember that you are expected to complete an accident report form within twenty-four hours of any injury or accident and return it to the Health Technician.

The following Emergency Management Checklist lists the considerations coaches need to be aware of for both practice and contests.

EMERGENCY MANAGEMENT CHECKLIST

1. Is there a licensed physician or certified athletic trainer on site?
2. Are all personnel currently certified in CPR and First Aid?
3. Is there an ambulance on site? If not, do you know how to contact paramedics, ambulance, fire department, police, etc.?
4. Is there a work phone on site with access to outside lines? If not, where is the nearest phone?
5. Is there unobstructed emergency vehicle access to your location? Are all gates unlocked and accessible to emergency vehicles?
6. Do you have accurate insurance information and emergency release forms for each participant?
7. Do you have necessary first aid supplies?
8. Is fresh water available?
9. Do you know the address or nearest cross road of your practice or game site?
Who will travel with the injured student to the hospital? (Parent, assistant coach, school administrator, etc.)
10. Has responsibility been assigned as to who will notify the parent/guardian of the injured student-athlete?

EMERGENCY INFORMATION

- Dialing 911 will put you in touch with the local police, fire agency and emergency medical personnel. This is a toll-free call from any working phone, including pay phones and cellular phones.
- ALWAYS REMAIN CALM.
- Provide the operator with your name, current location, location of the victim, and as much information about the injury as possible.
- Do not hang up the telephone until excused by the operator. Remain by the telephone in case of a return call.
- Send someone to the entrance of your venue to meet and direct first respondents to the injury scene.
- Make sure you have keys to all locked gates and that emergency vehicle access is unobstructed.

HOSPITALS

Santa Rosa Memorial Hospital
1165 Montgomery Drive
Santa Rosa, CA 95405
546-3210

Sutter Medical Center of Santa Rosa
30 Mark West Springs Rd.
Santa Rosa, CA 95403
576-4040

Kaiser Permanente Medical Center
401 Bicentennial Way
Santa Rosa, CA 95401
571-4800

Emergency Numbers for Your Cell Phone: Police Stations

Healdsburg: 431-3377
Petaluma: 778-4372
Rohnert Park: 584-2611
Santa Rosa: 528-5222
Santa Rosa Junior College Police: 527-1000
Sebastopol: 829-4400
Sonoma: 996-3601 or 565-2121
Sonoma County Sheriff: 565-2121
Windsor: 565-2121

WRITE THESE NUMBERS DOWN OR PUT THEM IN YOUR CELL PHONE AND KEEP THEM WITH YOU AT ALL TIMES.

SAFETY AND WELFARE OF STUDENT ATHLETES

Everyone must be concerned about the safety and welfare of the athlete at all times, constantly reviewing supervision, methods, and all related factors that contribute to reasonable coaching procedures. During the course of every season you and your team may face some type of injury or emergency that YOU, as the coach, MUST deal with immediately. How you are prepared and the manner in which you handle the situation can make a tremendous difference in the treatment, medical care and well being of the student-athlete, not to mention the perception by others of your competence and the legal ramifications of your actions.

Remember that we are working with the parent's most prized possession--their son or daughter. This child's well being must be our first thought, our highest priority, not that of the game or score.

Being reasonably prudent is a defense to legal action. A reasonably prudent and careful coach:

Has a written medical emergency plan. This plan can easily be taped to a clipboard or notebook. The plan should include location of the closest phone; road and gate access for emergency vehicles and the cross streets to the high school. Any person could take this plan and call "911" with accurate information.

Carries an emergency card for every student involved his or her program, including players, managers, statisticians, etc. This would include a copy of the student's Insurance Form, Emergency Information and Transportation Form from page 18 of the Student Athletic Clearance Packet.

Knows the health status of every player.

Performs services in those fields in which he/she is fully qualified.

Is currently certified to be coaching a sport in the Santa Rosa City School District (Coaches Clearance Card) and follows the proper procedures in case of injury.

Makes certain that players wear protective equipment that is properly sized and fitted.

Analyzes coaching methods and procedures, assuring safety of the players in all drills and competition.

Has a list of all emergency phone numbers in the surrounding cities and out-of-area teams on their schedule.

Knows that the paid and volunteer coaches are legally responsible for their own certification and the certification of the players they are coaching.

PROCEDURES FOR INJURY OR ILLNESS OF A STUDENT-ATHLETE

The following procedures are presented for all school personnel as guidelines for preparing for and handling student emergencies. It is recognized that good judgment is the key factor in any crisis. When in doubt, all efforts should be extended to protect the health and welfare of the student.

1. A complete emergency card for each team member and a properly equipped first aid kit must be available to the coach at all times.
2. Handle the situation professionally and calmly--the injured student and his or her well being must be your primary concern.
3. It is the coach's responsibility to see that an injured athlete receives first aid promptly. Do not move a student until his/her condition has been carefully evaluated.
4. Parents are to be notified immediately of all injuries.
5. Injuries requiring medical attention must be reported to the Principal, Assistant Principal and Athletic Director.
6. The coach must fill out an Injury Report Form for all injuries that require medical attention. These forms must be a part of your First Aid Kit or can be picked up in the Nurse's Office. The form must be submitted to the Principal, Assistant Principal or the Athletic Director within 24 hours after the injury. (See Attachment G - SRCS Injury Report)
7. Be sure that your athletes know how to respond to an injured teammate. Have them notify the coach immediately of any injury and teach them to NEVER TOUCH OR MOVE THE INJURED PLAYER.
8. Do not accept or place blame or responsibility. There may be plenty of lawyers to do that afterwards. Refer all media questions to the athletic director or principal. Deal with the parent/guardian in the kind, caring manner that you would desire if it were your child who had been injured. Remember that the student-athlete ALWAYS comes first.
9. Follow up with the parents as to the status of the athlete.

CONDITIONS THAT DISALLOW FURTHER COMPETITION

The presence of any of the following should restrict a student athlete from further competition until released by appropriate medical personnel, i.e. physician or athletic trainer.

1. Unconsciousness, however brief
2. Head trauma resulting in dazed or inappropriate responses for more than 10 seconds
3. Any focal neurological complaint or deficit, such as numbness or tingling
4. Any symptom of a possible concussion.
4. Obvious swelling
5. Limited passive or active range of motion (compared to the other side)
6. Pain within the normal range of motion
7. Decreased strength through the normal range of motion
8. Obvious significant bleeding (not including minor cuts and scrapes)
9. Obvious loss of some normal function, such as sight or ability to move a limb
10. Parent Notification of a Head Injury: (See the next page)

CONCUSSION INFORMATION

CAIFORNIA STATE EDUCATION CODE:

SECTION 1. Section 49475 is added to the Education Code, to read:
49475.

(a) If a school district elects to offer an athletic program, the school district shall comply with both of the following:

- (1) An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.
- (2) On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition.

(b) This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.

For Further information see Attachment E - Suspected Concussion Protocol

SANTA ROSA CITY SCHOOL DISTRICT

Concussion Information Sheet

Concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
Headaches “Pressure in head” Nausea or vomiting Neck pain Balance problems or dizziness Blurred, double, or fuzzy vision Sensitivity to light or noise Feeling sluggish or slowed down Feeling foggy or groggy Drowsiness Change in sleep patterns	Amnesia “Don’t feel right” Fatigue or low energy Sadness Nervousness or anxiety Irritability More emotional Confusion Concentration or memory problems (forgetting game plays) Repeating the same question/comment

Signs observed by teammates, parents and coaches include:
Appears dazed Blank facial expression Confused about assignment Forgets plays Is unsure of game, score, or opponent Moves clumsily or displays incoordination Answers questions slowly Slurred speech Shows behavior or personality changes Can’t recall events prior to hit Can’t recall events after hit Seizures or convulsions Any change in typical behavior or personality Loses consciousness

SANTA ROSA CITY SCHOOL DISTRICT

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:-

"A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day."

and

"A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Guardian

Date

This form is taken care of through the Student Athletic Clearance Packet

CONCUSSION BASELINE TESTING INFORMATION

PARENT LETTER:



Dear Parent/Guardian,

Santa Rosa City Schools is currently implementing an innovative program for our student-athletes. This program will assist our high school athletics departments and qualified health professionals in evaluating concussions. In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is typically given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in "video-game" type format and takes about 30-45 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. It tracks information such as memory, reaction time, speed, and concentration. It is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the baseline and post-injury test data is given to a local doctor to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will help enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted.

We are excited to implement this program given that it provides us the best available information for managing concussions. Santa Rosa City Schools' high school administration, and athletic department staffs are striving to keep your child's health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. If you have any further questions regarding this program please feel free to contact me at (707) 528-5640.

Sincerely,

Elizabeth Evans

Director
Curriculum & Instruction, 7-12

For more information on concussion in high school sports go to:
http://www.cdc.gov/concussion/pdf/TBI_factsheets_PARENTS-508-a.pdf

PROCEDURE FOR HANDLING A STUDENT WITH A CONCUSSION

- A. SUSPECTED INJURY TO THE HEAD
- B. COACH REMOVES THE STUDENT-ATHLETE FROM THE GAME AND A MEDICAL DOCTOR, DOCTOR OF OSTEOPATHIC, TRAINER OR THE COACH ASSESSES THE EXTENT OF THE INJURY BY LOOKING FOR SYMPTOMS FOR A CONCUSSION. IF THE STUDENT EXHIBITS ANY OF THE SYMPTOMS OF A CONCUSSION, THE STUDENT-ATHLETE REMAINS OUT OF THE GAME FOR THE REST OF THE CONTEST. THE STUDENT MUST SEE A MEDICAL DOCTOR OR DOCTOR OF OSTEOPATHIC DOCTOR AT SOME POINT AFTER THE INJURY BEFORE RETURNING TO PLAY.
- C. THE STUDENT ATHLETE MUST TAKE A SUPERVISED POST INJURY TEST WITHIN **24 TO 72 HOURS** AFTER THE INJURY.
- D. NO SPORTS ACTIVITIES (P.E, PRACTICE, CONTESTS) UNTIL RELEASED BY A WRITTEN CLEARANCE FORM FROM A MEDICAL DOCTOR OR DOCTOR OF OSTEOPATHIC MEDICINE.
- E. A STEP-BY STEP TO RETURN TO PLAY PROGRESSION.
 - 1. LIGHT NON-CONTACT AEROBIC EXERCISE (STATIONARY CYCLE)
 - 2. NON-CONTACT SPORT SPECIFIC EXERCISE (SPRINTS)
 - 3. NON-CONTACT TRAINING DRILLS (START LIGHT RESISTANCE)
 - 4. FULL CONTACT TRAINING (ONLY AFTER BEING RELEASED BY THE DOCTOR)
 - 5. RETURN TO COMPETITION (PRACTICE AND GAMES)

**THERE SHOULD BE APPROXIMATELY 24 HOURS (OR LONGER) BETWEEN EACH STAGE.
IF THE STUDENT ATHLETE SHOULD RETURN TO STAGE 1, IF ANY SYMPTOMS RE-OCUR.**

**IF YOU HAVE ANY QUESTIONS AT ALL, PLEASE CONTACT THE ATHLETIC TRAINER AT YOUR SCHOOL.
YOU MAY ALSO CONTACT TY OR DIONE AT SANTA ROSA SPORTS & MEDICINE, ELIZABETH EVANS AT
DISTRICT OFFICE OR MYSELF.**

CPR—REFERENCE GUIDE FOR THE TREATMENT OF CARDIAC ARREST

EVALUATION—LOOK AT THE PATIENT

Determine unresponsiveness—shake and ask, "Are you OK?"

Call for help.

Airway—head tilt, chin lift to hyper-extend neck (if no known neck injury), clean out mouth, secure airway.

Breathing—look, feel and listen for breath. Look for the chest to rise and fall.

Give two full breaths if not breathing.

Circulation—feel for carotid artery pulse for at least ten seconds

Begin chest compressions if the pulse is absent. The rate for one person CPR is 30:2 (compressions-ventilations).

TREATMENT—BASIC LIFE SUPPORT

Breathe—breathe for the patient, artificial ventilation

Feel for the carotid pulse

Activate EMS—DIAL 911

Circulation—perform artificial circulation

NOTE: See Attachment F - Sudden Cardiac Arrest

SUBSTANCE ABUSE AND TOBACCO POLICIES³

The Santa Rosa City School District (SRCSD) will not tolerate the possession, use, or abuse of alcohol, tobacco, illegal drugs (including androgenic/anabolic steroids), or the unlawful use of prescription drugs by its students or employees in any school or job-related context and is committed to a drug-free environment. (Refer to the Santa Rosa Board of Education Policy and Administrative Regulation 5114.13 and 5114.13.1, available on the Santa Rosa City School District web site (www.srcs.k12.ca.us).

The CIF and SRCSD both prohibit the use and abuse of androgenic/anabolic steroids. Participating students and their parents/caregivers must agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition.

An athletic director, sports coach, athletic trainer, school official or employee, or Booster Club/support group members may provide only non-muscular-building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes. A school may only accept a sponsorship or donation from a supplement manufacturer that offer non-muscular-building nutritional supplements in its product line. Permissible non-muscular-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

The California Department of Education and School Board policy both prohibit the use of tobacco products at schools or at any school event. This includes all types of tobacco, or nicotine products.

SEXUAL HARASSMENT

As the world and society continues to change, so must the athletic coach. Gender issues such as sexual harassment, Title IX, and cross gender coaching are just a few of the issues that must be handled properly. In 1992 the United States Supreme Court decided that a high school student could recover monetary damages from a school district and an individual teacher or coach under Title IX. In fact, the number one area of law suits and litigation in education is in this area.

SEXUAL HARASSMENT POLICY

It is the policy of the Santa Rosa City Schools to provide an educational, employment, and business environment free to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

It is both unlawful and a violation of this policy for anyone who is authorized to recommend or take personnel or educational action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Santa Rosa City School District, to engage in sexual harassment as defined below.

Work Environment

Within the work environment, sexual harassment is unlawful and is prohibited between supervisors and employees, between employees, and between non-employees and employees.

Educational Environment

Within the educational environment, sexual harassment is unlawful and is prohibited between students, and between employees and students.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Is used as a basis for educational or employment decisions affecting such individual; or
3. Has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment.

For the purpose of further clarification, sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones.
- Written examples include but are not limited to suggestive or obscene letters, notes or invitations.
- Verbal examples include but are not limited to derogatory comments, slurs, innuendoes, jokes, or epithets.
- Physical examples include but are not limited to assault, touching, impeding, or blocking movement.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

Reciprocal attraction is not considered sexual harassment in the case of employees but is inappropriate between employees and students.

- Making reprisals, threats of reprisals, or implied threats of reprisal following a negative response.
- For example, within the work environment either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed. For example, within the educational environment either implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship or college recommendation will be denied.
- Within the work environment, engaging in implicit or explicit coercive sexual behavior that is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering favors for employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, or the like in exchange for sexual favors.

CONFIDENTIALITY

Reasonable effort will be made to keep a complaint and the results of the investigation confidential. Witnesses shall be informed of the confidential nature of the matter and the investigation and shall be informed that it would be a violation of this policy to disclose the complaint or the nature of the investigation to others.

RETALIATION PROHIBITED

The initiation of a complaint of sexual harassment will not reflect on the complainant or witness in any way. It will not affect such person's future relationship with the district, his or her employment, compensation or work assignment, or, in the case of students, grades, class selection, or other matters pertaining to his or her status as a student in any District program. It is unlawful and a violation of this policy to engage in such retaliation.

DISCIPLINARY ACTION

A. Employees who act in violation of this policy and /or the law may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

B. Students who act in violation of this policy and/or the law may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with District policy and state law.

Some Specific Physical Examples

Throwing a ball or water bottle at a person

• rushing up against a person

• Hugging or patting

• Massaging a person's neck, shoulders, etc.

• Grabbing a person and pushing him/her into a chair

Touching or rubbing oneself sexually around or in the view of another person
Patting, goosing, caressing, or fondling
Tearing, pulling, yanking a person's clothing

Some Specific Non-verbal Examples

Sexual and/or derogatory comments about men/women on coffee mugs, hats, clothing, posters, etc.
Invading a person's body space; standing closer than appropriate or necessary for the work being done
Making facial expressions, such as winking, throwing kisses, or licking lips
Blocking a person's path
Restricting, hindering the other person's movements
Making sexual gestures with hands and/or body movements
Letters, gifts, and/or materials of a sexual nature
Excessive staring at someone

Some Specific Verbal Examples

Tone of voice
Vulgarity
Inappropriate or belittling vocabulary (i.e. God's name used in vain, "Stupid", calling male students "girls or sissies", asking or insinuating that someone is "on the rag")
Calling a person a hunk, doll, babe, or honey
Making sexual comments about a person's clothing, body, or looks
Making kissing sounds, howling, or smacking lips
Turning work discussions to sexual topics
Asking personal questions about social or sexual life
Asking about sexual fantasies, preferences, or history
Spreading rumors or telling lies about a person's sex life

TEN RECOMMENDATIONS FOR PREVENTING SEXUAL HARASSMENT CLAIMS IN SCHOOLS AND ATHLETICS

Teachers and athletics personnel should:

1. Never use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.
2. Never display sexually explicit pictures or materials on school property and should never show such materials to students under any circumstances.
3. Avoid engaging in excessively personal conversations, both in person and on the phone, with students.
4. Avoid sending excessively personal letters, cards, gifts, e-mail messages, etc. to students.
5. Avoid commenting on students' physical appearance, including the manner of dress and physical attributes.
6. Avoid, to the greatest extent possible, physical contact with or touching of students.
7. Avoid giving students rides home alone or in groups where eventually only one student will remain alone in the car with the adult.
8. Avoid off-school-property, one-on-one meetings alone with students, especially in the home of the student or of the adult.
9. Never plan or take unsupervised school or athletic trips. On properly chaperoned trips, always

exercise a greater degree of caution and propriety regarding interaction with students on the trip.

10. Never date students under any circumstances. Issues of power differential, consent, credibility, and appearance of impropriety make such relationships untenable.

TITLE IX

Since the Education Act of 1972, Title IX has developed into a working document that is consistently being challenged in the court system and has evolved over the years. The Civil Rights Restoration Act in 1989 was passed and has also given new meaning and enforcement protection to Title IX. In 1971 before Title IX, only 294,015 girls participated in interscholastic high school sports. In 1994 - 1995, 2,240,461 females participated. Boys' participation levels have stayed consistently around the 3.5 million mark for the past 24 years.

Title IX guarantees equal opportunity in all aspects of education, including sports, in three major areas:

Financial assistance

Effective accommodation of student interest

Other program components

So, how does Title IX affect you, the coach, and your program?

Financial Assistance

At the high school level, it is important that your program be treated on an equal basis with a comparable sport for the other sex. The courts have ruled that the cost of equipment may vary, but the caliber of the equipment should be the same. An example would be a baseball bat and a softball bat. If your school is buying a "top" quality softball bat at \$98 for each of the girls, then the school must also be buying a "top" quality bat for the baseball team, even though the bat may cost more. The quality and quantity of the equipment purchased is a factor that schools and coaches must consider. Low budget for softball and a high budget for baseball would be considered out of compliance with Title IX. Coaches cannot make purchases without considering the ramification on the opposite sex sport team and the entire athletic program. Booster club purchases and other amenities must also be considered.

Seek and receive permission from the athletic director before buying equipment or supplies

Work closely and communicate with the administration. The coach's job is to ensure the best program possible; the administration's job is to ensure that it is fair to all.

Proportionality: Athletic Participation's Percentage vs. Student Body Percentage

This simply means that the gender percentage of athletes participating in athletics must reflect the general student body. Most high schools have a make-up of close to 50% male and 50% female, yet the athletic participation will lean more strongly towards men. Therefore, it is important to look for ways to include more girls in the athletic programs. The percentage of participants is the key, not the number of programs or opportunities.

Other Program Factors

When looking at Title IX issues, schools must consider any disparity in facilities, money expended on equipment and supplies, practice times, and use of common facilities. Other considerations include scheduling of opponents, contest days, publicity and support services.

Facts the Coach Must Know

Title IX was created to enhance and allow women's sports to expand and to allow girls an opportunity to participate in athletics. It was NOT created to limit or stop men's sports.

Decisions that coaches make for their program have an effect on the athletic program as a whole. What you do as a coach can, and will, affect all of the other sports. This is why communication is so important.

The school has a legal and moral responsibility to treat all of their student-athletes equally.

HAZING

Education Code 32050

As used in this article, "hazing" includes any method of irritation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes,

or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic or other similar contests or competitions.

Education Code 32051: Hazing; prohibition; violation; misdemeanor

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Persons violating this policy shall be subject to district discipline, misdemeanor penalties, and forfeiture of entitlements.

CROSS GENDER COACHING

With the implementation of Title IX, there are becoming more and more situations of men and women crossing the gender line to coach students of the opposite sex. This cross gender coaching is relatively new to athletics and thus has created some new and unusual situations that coaches must be aware of and deal with in acceptable manners and style.

Locker Room Supervision

1. As with all athletic teams, the coach is responsible for the supervision of locker rooms. In cross gender coaching, this makes for some interesting situations. The coach must address this issue with his or her team with regard to rules, expectations, regulations and time allowed inside the locker room.
2. The coach **MUST** always remain outside the locker room door while the athletes are changing clothes. The presence of the coach outside the door allows him or her to monitor who is entering and leaving and also permits the coach to hear anything that sounds out of the ordinary.
3. The coach must always yell into the locker room and ask if everyone is decent before entering. Ask several times and wait for a reply.

4. If possible, have an assistant coach of the same sex as the students to assist in this area. If that is not possible, look to your adult parents for help in this area (a good preseason parent meeting agenda item).

Coach and Player Conduct

1. Coaches should never meet, confer or hold player conferences with members of the opposite sex in one-on-one situations. If this is not possible, then all doors and windows should remain open to prevent anyone from drawing the wrong conclusion.
2. Always arrange for a member of the opposite sex to have transportation home. If the parent/guardian cannot be found, try to arrange for a ride home with a teammate or the same sex assistant or administrator.
3. Language must be suitable for the age and gender of the student athletes. Remember that this is an educational setting and your language and behavior must reflect that.
4. Men and women will perceive language and behavior differently. Leave NO DOUBTS as to your directions and expectations. Ask your athletes to repeat back to you what you said and what the intentions were. This will help clarify and eliminate miscommunications.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO- CO- CURRICULAR ACTIVITIES

- A. The following citizenship standards apply to all students:

1. Each district school and each coach or activity sponsor is authorized to set and enforce reasonable standards of conduct and reasonable penalties for violation thereof. These must be in writing and are subject to the approval of the school principal or designee and the athletic/activities director, if applicable.

These standards of conduct must be conveyed and signed by the parent and student prior to the season of sport.

2. In order to be eligible to practice or participate in an activity on any school day, participants must be in school for a full day. If an activity occurs on Saturday, the student must have been in school the previous school day for a full school day. Exceptions to this rule will be allowed in unusual cases, if cleared through the school principal or designee in advance.

- B. It is the responsibility of the principal or designee to ensure that:

1. Each teacher/coach/activity sponsor reviews these regulations with each team/squad/ club/group at the beginning of each sport or activity each year.
2. Students and parents are notified of these regulations annually in writing in the parent handbook.
3. These regulations are enforced uniformly in the school

- D. Student Non-Participation during the days of suspension from school shall be defined as, but not limited to:

1. Student shall not be near the school activity, field, court, pool, stage, or any other area designated for use by the team, squad, or school group from which the student's participation is prohibited. The student may attend a regularly scheduled school event as a member of the audience, but shall not be near the team, squad, or school group from which the student's participation is prohibited before, during, or after the school event.
2. Student may not be at practices, drills, warm-ups, or huddles. Nor shall the student sit on the sidelines (not even to observe), nor be in the locker room in which the team, squad, or school group uses for practice or rehearsal.
3. Student shall not be on a bus or van designated to transport the team, squad, or school group to the extracurricular or co-curricular activity.
4. Student shall not wear the team uniform or any article of clothing that associates him/her with the team, squad, or school group.
5. Student shall not attend any award ceremonies that recognize members of the team, squad, or school group or the group as a whole.
6. The definition of non-participation as written in this section is not intended to be a complete list or be limited to the above descriptions. The principal of a school may further define non-participation as deemed necessary to comply with the intent of this regulation.
7. There is no appeal to participate during weekends, holidays, declared holidays, non-student days or regularly scheduled school breaks,

E. Regaining eligibility to participate in extracurricular/co-curricular/athletic activities:

1. A student is automatically reinstated in school after the designated days of suspension.
2. If a student has non-participation school days remaining at the end of the regular school year, the days remaining will begin counting on the first day of school of the next school year.
3. Enrollment in a summer school program or any other school, such as the Santa Rosa Junior College, shall not count toward suspension days.

ADDITIONAL ELIGIBILITY REQUIREMENTS FROM CIF, NCS & SRCS

Academic Eligibility for Athletics

1. A grading period for high school students shall be defined as a quarter or semester. Eligibility shall be defined by the first and third quarters and the 2 semester grades.
2. Athletic eligibility for grade point average is calculated on un-weighted grades. A - 4 pts., B - 3 pts., C - 2 pts., D - 1 pt. and F - 0 pts.
3. In order to participate in athletic activities, a student must have a C Average (2.0) in the grading

period prior to participation and he/she must maintain at least minimum progress toward meeting the graduation requirements. They must pass at least 20 credits for each grade period and be no more than 20 credits behind the necessary number of credits to be advancing toward graduation with credit passed requirement cannot be waived by the district.

4. Academic Probation: High school students who do not achieve a C average (2.0) in the grading period (for January and June use semester grades: use quarters 1 and 3 quarter grades) previous to an activity, but have at least a 1.4 grade point average, shall be deemed to be on probation until the next grading period ends. During the time of probation, a student may participate fully in the athletic activity. If, at the end of the probationary period, the student does not achieve a C average (2.0) the student shall be ineligible until the next semester. A student may have probationary status only once in grade 9 and once in grades 10 - 12.
5. The interscholastic athletic programs shall be administered in accordance with the constitution and bylaws of the California Interscholastic Federation (CIF), North Coast Section (NCS), those of the league to which the schools are assigned and the regulations established by the Santa Rosa City School District.
6. A student must comply with the requirements as stated in the Student Athletic Clearance Packet
7. A student who meet the requirements for transfer students for athletic participation as set forth by the CIF, NCS and by the district is eligible for participation. It is very possible that a student may be academically eligible to participate, but not athletically eligible. **Please be sure that you check on all transfer students.**

NOTE: FOR FURTHER INFORMATION ON ELIGIBILITY RULES PLEASE REFER TO THE CALIFORNIA INTERSCHOLASTIC FEDERATION WEBSITE (statecif.org) AND THE NORTH COAST SECTION WEBSITE (cifncs.org)

See Attachment C – Physical Education Credit for Participation in a Sport

ATHLETIC COACHES

Athletic Director or Principal needs to call or email volunteer name to me.

(APPOINTMENT NEEDED: ATHLETIC COACHES PLEASE CALL BERTHA AT 528-5631 TO MAKE AN APPOINTMENT.)

Athletic Coaches must bring all of the following to their appointment:

- ☐ Driver License
- ☐ Social Security Card (*original*)
- ☐ TB Results
- ☐ Concussion Certificate (www.cifstate.org)
- ☐ Coaches Education Class Certificate (coachpeterich@sbcglobal.net or 707-975-0062)
- ☐ Sudden Cardiac Arrest Certificate (www.cifstate.org)
- ☐ Abuse Reporting General Training (<http://www.mandatedreporterca.com/training/generaltraining.htm>)
- ☐ Abuse Reporting Educators Training (<http://mandatedreporterca.com/training/educators.htm>)
- ☐ CPR and 1st Aid Cards (mfreitas@srcs.k12.ca.us or 707-953-6223)
- ☐ Swim/Lifeguard Certificate (*swim coach/volunteers only*)

Remember to take the appropriate CPR Class:

Adult CPR is for coaching 12 yrs and up.

Child CPR is for coaching 11 yrs and under.

SRCS ONLY Accepts Certifications from the following organizations for CPR, 1st Aid and Swim:

American Red Cross, American Heart Association or National Safety Council

NO ONLINE COURSES ACCEPTED! **ALL Cards MUST be valid for the entire coaching season.

ALL Athletic Volunteers need DOJ & FBI fingerprint clearance before they can coach.

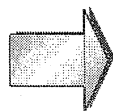
****NO COACHING OR VOLUNTEERING UNLESS A COACH CLEARANCE CARD HAS BEEN ISSUED TO YOU AND THE ATHLETIC DIRECTOR HAS SEEN THE CARD AND MADE A COPY!**

Bertha A. Garcia, Human Resources, Recruiting Technician,
Santa Rosa City Schools, 211 Ridgway Avenue, Santa Rosa, CA 95401



2014-2015 CIF/NCS Transfer Eligibility Rules - not a CIF defined valid change of address

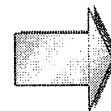
Student transfers from "School A" to "School B."
(Not a Valid Change of Residence & not in a
CIF-Approved foreign exchange program)



Does the student have a hardship
as defined by CIF Bylaw
207.B.5.c.vii?



Submit a 207 - Hardship form, and
mark hardship under #6, indicating
which type of hardship the student
is applying for. Make sure you also
include documentation and a
description of the circumstances.



If NCS Commissioner believes
that the circumstances under
which the student transferred
satisfy one of the hardship
categories, unlimited eligibility will
be granted.

Relevant Questions:

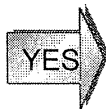
-Does the student fall into any of the eight CIF-defined "hardship" categories?

-Is this the first time the student has transferred since initially enrolling in the US equivalent of 9th grade?

-Did the student play any sports in the 12 months prior to the transfer to the new school?

-Is there any pre-enrollment contact with anyone associated with the enrolling school? Any and all pre-enrollment contact must be reported. Pre-enrollment contact is evaluated by the Commissioner and some types of contact may prevent the student from being eligible for athletic activities.

Is this the students 1st Transfer
since enrolling in high school?



Did the student play any sports
(Varsity, JV, Frosh/Soph, Freshman)
at School A in the 12 months prior to
the transfer to "School B?"



Submit a "207 -Transfer" form. In the
sports the student played in the 12
months prior to the transfer, the
student must choose either limited
eligibility, the SOP, or a combination
of both.

Submit a "207 -Transfer" form. Mark
third box under #6. The student is not
eligible for the SOP, and will be
limited to Sub-Varsity in any sports
the student played in the 12 months
prior to the transfer to "School B."

Submit a "207 - No Sports in Last 12
Months" form, and complete Section
10.A. This student will be eligible for
all sports at "School B."

Also note:

-Follow the routing instructions at the top of the form.
-The student must have been academically eligible at
the time of transfer.

-The student must not be transferring as a result of
disciplinary actions/circumstances at the former school.
-All relevant sections of the 207 form must be complete
before the transfer paperwork can be processed by the
NCS office, and an eligibility determination rendered.
-Violations of CIF 510 may result in denial of athletic
eligibility.

Attachment B

IMPORTANT NEWS REGARDING SCHOOL SPORTS

AND PHYSICAL EDUCATION

AN ELIGIBLE STUDENT CAN EARN UP TO (10) CREDITS FOR SUCCESSFUL PARTICIPATION IN INTERSCHOLASTIC ATHLETICS.

STUDENTS MUST MEET THE REQUIREMENTS:

- Already earned 10 P.E. credit, preferably during your freshman year.
- Be enrolled in grades 10, 11 or 12. Grade 9 is not eligible.
- Participate on a team at either the Varsity or Junior Varsity level. For example, a student can play a sport as a sophomore on a JV team and earn 5 P. E. credits toward graduation. The student can play the same sport on the Varsity team as a junior and earn another 5 P.E. credits.
- Actively participate and successfully complete a season of sport in a CIF-sanctioned sport: Badminton, Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming/Diving, Tennis, Track and field, Volleyball and Wrestling. No other sports are eligible for P.E. credit under this policy.
- “Actively participate” means to consistently engage in at least 2 hours of physical activity per practice with the school team and participate on the school team the day of competition. Due To facility limitations, and enrollment cap may be placed on a sport in order to allow for active participation. As determined by the coach.
- Do not exceed 10 non-medical absences during the season of sport. This shall be verified by the coach through attendance records.
- No retroactive credit allowed. For example, a student in grade 10 who participated on a school team in grade 9 cannot apply for and receive credit for that past year’s participation.
- Complete and submit a Request for Physical Education Credit for Interscholastic Athletics form In a timely fashion. The form must be submitted no later than 10 school days after the end of the season of sport. For spring sports, the deadline is no later than the second Friday in June.

FOR MORE INFORMATION, PLEASE CONTACT YOUR

COUNSELING OFFICE OR ATHLETIC DIRECTOR

HEAD INJURY/CONCUSSION

SAMPLE LETTER – PARENT NOTIFICATION (PLACE ON YOUR SCHOOL LETTER HEAD)

To: Athletes and Parents/Guardians

From: (Athletic Trainer, Athletic Director and Coach)

Subject: Head Injury/Concussion

Your Son/Daughter received a blow to the head today in practice/game. The following information is for their health and safety. Quite often after a blow to the head, signs and symptoms of a head injury do not appear immediately after trauma, but appear hours after the injury itself. The purpose of this fact sheet is to alert you to the symptoms of significant head injuries, symptoms that may occur several hours after the student has left school.

If your Son/Daughter experiences one or more of the following symptoms after a head injury or the symptoms worsen, seek medical help immediately.

- Difficulty remembering recent events or meaningful facts
- Difficulty concentrating or making decisions
- Severe headache, particularly at a specific location
- Stiffening of the neck
- Bleeding or clear fluid from the ears or nose
- Mental confusion, strangeness or irritability
- Nausea or vomiting
- Dizziness, poor balance, unsteadiness, or clumsiness
- Weakness or inability to move one or more limbs
- Abnormal drowsiness, sleepiness or loss of consciousness
- Convulsions or seizures
- Unequal pupils, dilated, unequal in size or non-reactive to light changes
- Loss of appetite
- Persistent ringing in the ears
- Slurring of speech
- Blurred vision, double vision or trouble focusing
- Unusual or bizarre behavior
- Initial improvement followed by worsening symptoms

The appearance of any of the above symptoms may signify that your son/daughter has a significant head injury that requires immediate medical attention. **If any of these symptoms do appear, report to the nearest Emergency Room or call 911.** Do not give any pain relievers (they may hide the symptoms) or allow your son/daughter to go into a deep sleep for the next 24 hours. Wake up you son/daughter every two (2) hours and ask several simple questions to check on their well-being.

Athlete's Name: _____

Parent/Guardian Signature _____

Released by: _____

Date: _____ Phone (____) _____

Relationship to Athlete: ☐ Parent/Guardian ☐ Relative ☐ Other _____

This paper must be signed, dated and the time recorded by the parent/guardian upon receipt. Return this form to school with the student-athlete prior to participation in the next practice/game.



SUSPECTED CONCUSSION PROTOCOL

Responsibility of:	Coaches, Athletic Directors Athletic Trainers
Also Involved:	School administration, parents
Materials:	District Concussion Parent Notification Letter, Student Accident Report Form

Note: A post-injury test is NOT required for release to "Return to Play." A physician may decide to release a student without a post-injury test.

WHEN A STUDENT- ATHLETE IS SUSPECTED OF SUFFERING A HEAD INJURY/CONCUSSION:

The Coach and/or ATC (Athletic Trainer) – Both are responsible for:

- a. **Removes student-athlete** from game or practice:
 - Student-athlete is removed from all practice, competition, and physical education class activities until a written release note by a treating MD (Medical Doctor) DO (Doctor of Osteopathy) (trained in the management of concussions) is filed with the Athletic Director that clears the student-athlete to "Return to Play."
- b. **ATC evaluates the student-athlete for signs and symptoms of a concussion** if the ATC is not present; the student athlete is seen by their treating MD/DO.
- c. **If a concussion is diagnosed by an MD/DO, the ATC notifies the parents** via phone or email, and follows up with district notification letter of suspected concussion. **Completes a Student Accident Report Form** within 24 hours and submits it to the School Nurses Office. These forms are a part of your First Aid Kit or can be picked up in the School Health Technician's Office.
- d. **Notifies Athletic Director** of the student-athlete's name and information regarding the suspected concussion incident.
- e. **Follows any "Return to Play" guidelines** as outlined by the student's treating MD/DO.

The ATC (or AD if an ATC has not been hired):

- a. **Schedules a post-injury computerized neurocognitive test** for the concussed Student-athlete
 - Conducts supervised test at school site with designated student-athlete within recommended window of 24 – 72 hours of suspected concussion. If student-athlete is deemed to be too symptomatic to complete the computerized neurocognitive test within this time, the ATC (AD if an ATC has not been hired) shall document that this step was postponed due to fear of exacerbation of symptoms.
- b. **Prints out computerized neurocognitive test reports** of baseline and symptomatic post-injury tests (with norms)
 - Gives both reports to the parent, if student is under the age of 18.
 - ATC performs a SCAT 3 evaluation.
 - Instructs parent to take test results and a copy of SCAT 3 evaluation to his/her doctor for concussion appointment.
- c. **ATC shall Supervise and follow the SCAT 3 'Return to Play' Guidelines**
- d. **Gets MD/DO written release note from student** for "Return to Play" after student-athlete is cleared:
 - NOT chiropractor, EMT etc., as per CIF rules.
 - Written release note must be signed only by the treating MD/DO (trained in the management of concussions) on office letterhead or include an official stamp.
 - Written release note must be in compliance with current concussion management protocols, guidelines and laws.
 - If there is a question or concern about the outlined return to play parameters or medical clearance, the ATC shall:
 - I. Contact the parent and express the question or concern
 - II. Request the parent to sign an authorization to release medical information to be faxed to the treating physician's office to allow the ATC to speak with the treating physician
 - III. If permission is granted by the parents via the authorization to release medical information, the ATC shall contact the treating physician to discuss the question or concern
 - IV. If there is still concern by the ATC that a student-athlete is being cleared prematurely or is being cleared based on that other than current concussion guidelines, the ATC shall discuss this concern with

the parents. The parents, at this point shall make the decision as to whether to allow participation by the student-athlete

V. If there is still a concern, the ATC shall discuss the concern with parents, athletic director and coach

- A copy of the written release note and all aforementioned documentation shall be completed by the ATC and given to the AD.

e. **ATC (or AD if an ATC has not been hired) Gives written release note** to School Health Technician to file with the Injury Report. The School Health Technician contacts the student's counselor. The counselor relays any information to the teacher that may indicate the student requires academic accommodations in the classroom.

f. **ATC (or AD if an ATC has not been hired) contacts the coach about any "Return to Play" guidelines written by the treating MD/DO.**

Return to the Classroom Following a Concussion:

Return to school after treating physician has identified temporary academic adjustments that is warranted due to educational limitations resulting from a concussion. These may include, but are not limited to:

- Consideration for absences/shortened day
- Consideration for late assignment/deferred exams
- Extra time for exams in distraction free environment, not including the classroom
- Peer note taker
- Use of a recorder
- Sunglasses in class

Updated physician's guidelines will be required should longer term academic adjustments be warranted (504 Plan or IEP).

AT ANY TIME DURING THE CONCUSSION MANAGEMENT PROCESS, THE TREATING PHYSICIAN, AD/OR ATHLETIC TRAINER RESERVES THE RIGHT TO HAVE THE FINAL SAY IN ALL RETURN TO PLAY DECISIONS. IN THE EVENT THE TREATING PHYSICIAN AD/OR ATHLETIC TRAINER ARE ABSENT, THE ATHLETE'S CLEARANCE NOTE WILL STAND AS STATED.

THIS CONCUSSION MANAGEMENT PROTOCOL IS NOT ALL-INCLUSIVE, AND THE ATHLETIC TRAINER RESERVES THE RIGHT TO CHANGE AND/OR ADD TO THE PROTOCOL AT ANY TIME AS HE/SHE BEST SEES FIT TO PROTECT THE SAFETY OF THE ATHLETE.

Keep Their Heart in the Game

A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

How common is sudden cardiac arrest in the United States?

As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes.

Who is at risk for sudden cardiac arrest?

SCA is more likely to occur during exercise or physical activity, so student-athletes are at greater risk. While a heart condition may have no warning signs, studies show that many young people do have symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think they're out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some health history factors increase the risk of SCA.

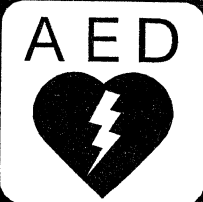
Fainting
is the
#1 SYMPTOM
OF A HEART CONDITION

What should you do if your student-athlete is experiencing any of these symptoms?

We need to let student-athletes know that if they experience any SCA-related symptoms it is crucial to alert an adult and get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for your doctor's feedback before returning to play, and alert your coach, trainer and school nurse about any diagnosed conditions.

What is an AED?

An automated external defibrillator (AED) is the only way to save a sudden cardiac arrest victim. An AED is a portable, user-friendly device that automatically diagnoses potentially life-threatening heart rhythms and delivers an electric shock to restore normal rhythm. Anyone can operate an AED, regardless of training. Simple audio direction instructs the rescuer when to press a button to deliver the shock, while other AEDs provide an automatic shock if a fatal heart rhythm is detected. A rescuer cannot accidentally hurt a victim with an AED—quick action can only help. AEDs are designed to only shock victims whose hearts need to be restored to a healthy rhythm. Check with your school for locations of on-campus AEDs.



The Cardiac Chain of Survival

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take action in the first minutes of collapse.

Early Recognition of Sudden Cardiac Arrest



Collapsed and unresponsive.
Gasping, gurgling, snorting, moaning
or labored breathing noises.
Seizure-like activity.

Early Access to 9-1-1



Confirm unresponsiveness.
Call 9-1-1 and follow emergency
dispatcher's instructions.
Call any on-site Emergency Responders.

Early CPR



Begin cardiopulmonary resuscitation
(CPR) immediately. Hands-only CPR involves fast
and continual two-inch chest compressions—
about 100 per minute.

Early Defibrillation



Immediately retrieve and use an automated
external defibrillator (AED) as soon as possible
to restore the heart to its normal rhythm. Mobile
AED units have step-by-step instructions for a by-
stander to use in an emergency situation.

Early Advanced Care



Emergency Medical Services (EMS)
Responders begin advanced life support

Keep Their Heart in the Game

Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete

Potential Indicators That SCA May Occur

- ☐ Fainting or seizure, especially during or right after exercise
- ☐ Fainting repeatedly or with excitement or startle
- ☐ Excessive shortness of breath during exercise
- ☐ Racing or fluttering heart palpitations or irregular heartbeat
- ☐ Repeated dizziness or lightheadedness
- ☐ Chest pain or discomfort with exercise
- ☐ Excessive, unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- ☐ Family history of known heart abnormalities or sudden death before age 50
- ☐ Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- ☐ Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- ☐ Known structural heart abnormality, repaired or unrepaired
- ☐ Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

What is CIF doing to help protect student-athletes?

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting—the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency.

I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

STUDENT-ATHLETE SIGNATURE

PRINT STUDENT-ATHLETE'S NAME

DATE

PARENT/GUARDIAN SIGNATURE

PRINT PARENT/GUARDIAN'S NAME

DATE

For more information about Sudden Cardiac Arrest visit

California Interscholastic Federation
<http://www.cifstate.org>

Eric Paredes Save A Life Foundation
<http://www.epsavealife.org>

CardiacWise (20-minute training video)
<http://www.sportsafetyinternational.org>



Attachment G

(GIVE THIS FORM TO THE ATHLETIC DIRECTOR)

Santa Rosa City Schools

Administrative Regulation 3545.8(a)

Due to financial reasons, it is not possible for Santa Rosa City Schools to provide bus transportation to all athletic events. Schools must rely on private vehicles driven by the student, other students, parents, and adult volunteers to transport our students to athletic practices and competitions. The Parent/Guardian **MUST** complete and sign **AT LEAST ONE** of the three transportation options noted below: A, B, C.

- A) If the parent drives his or her child or other students and/or you give permission for another adult to transport your son or daughter.
B) If you give permission for another adult or eligible student to transport your son or daughter to school sponsored activities
C) If your son or daughter is driving himself/herself in a privately owned vehicle to school sponsored activities.

IMPORTANT NOTE: If this section is not completed, your child will not be allowed to participate in the athletic event.

A) ADULT DRIVER / USE OF PRIVATELY OWNED VEHICLE

This form must be used when personally owned vehicles of employees, parents, and volunteers are used for school-sponsored activities. **A no answer to any statement prohibits the use of this driver and/or vehicle.**

Driver's Name _____ Date of Event _____
Event _____ School _____

I CERTIFY TO THE FOLLOWING:

1. I am the registered owner/legal lessor of the vehicle that will be transporting students. I am 21 years old or older. If vehicle is borrowed, registered owner must verify numbers 4 and 5 below and sign below.
2. I have a valid driver's license. License Number _____
3. I have a clean driving record in that I have never been convicted of drunk driving, driving under the influence of drugs, or of reckless driving for the past five (5) years.
4. I have liability/medical coverage on this vehicle with the following limits:
Property Damage.....\$50,000 Medical.....\$5,000 Bodily Injury.....\$100,000 - \$300,000
Name of Insurance Company _____
Local Agent (if applicable) _____
5. My vehicle is not designed to carry more than 9 passengers (including driver) nor will I transport more than 9 in accordance with the State Vehicle SPAB regulations. This vehicle is in good working order (tires, brakes, lights, turn signals, windshield wipers) and each passenger will have a seat belt.
Make/Model/Year of Vehicle _____
License Plate Number _____ Number of passenger seat belts _____

I certify that the information provided above is true and correct to the best of my knowledge. I understand that my vehicle liability/medical insurance is primary in case of an auto claim and that if the limits of liability under the owner's policy fail to satisfy the legal liability involved, the District's policy is secondary, only with regard to vehicles owned and driven for school business by school employees. There is no excess coverage provided to volunteer or student drivers.

➡ Signature of Driver _____ Date _____
Driver's Address _____ Phone Number _____

➡ Signature of Registered Owner of Loaned Vehicle _____ Date _____
Address _____ Phone Number _____

PRINT Student's Name _____
Reviewed by Teacher/Coach/Athletic Director _____ Date _____

B) USE OF PRIVATELY OWNED VEHICLES

PARENT PERMISSION TO TRANSPORT SON/DAUGHTER

The following form is to be completed by parents who wish to give their daughter or son permission, in advance, to be transported to school-sponsored activities in a vehicle owned and driven by a private individual(s):

I hereby give my son/daughter, permission to be transported to school-sponsored activities during school year _____
or (Date of Event or Athletic Season) _____ in a vehicle owned and driven by:

_____ Parent Driver and/or _____ Student Driver (Who has fulfilled all driver's license requirements as specified by the state of California and does not currently possess a provisional driver's license.)

➡ Parent/Guardian Signature _____ Date _____

(GIVE THIS FORM TO THE ATHLETIC DIRECTOR)

Santa Rosa City Schools

Administrative Regulation 3545.8 (c)

C) STUDENT DRIVER/USE OF PRIVATELY OWNED VEHICLE

This form must be used when private vehicles are used for school-sponsored activities. **A no answer to any statement prohibits the use of this driver and/or vehicle.**

Driver's Name _____

Date of Event, Activity or Athletic Season _____

School: _____

I CERTIFY TO THE FOLLOWING:

1. I am the registered owner/legal lessor or my parent/guardian is the registered owner/legal lessor of the vehicle, which will be transporting students. If vehicle is borrowed, registered owner must verify numbers 4 and 5 below and sign part B.
2. I have fulfilled all driver's license requirements as specified by the State of California and do not currently possess a provisional driver's license.
License Number _____
3. I have a clean driving record in that I have never been convicted of drunk driving, driving under the influence of drugs, or of reckless driving.
4. I have liability/medical coverage on this vehicle as required by State law with the following limits:
Property Damage.....\$50,000 Bodily Injury.....\$100,000 - \$300,000 Medical.....\$5,000
Name of Insurance Company _____
Local Agent (if applicable) _____
5. My vehicle is not designed to carry more than 9 passengers (including driver) nor will I transport more than 9 in accordance with the State Vehicle SPAB regulations. This vehicle is in good working order (tires, brakes, lights, turn signals, windshield wipers) and each passenger will have a seat belt.
Make/Model/Year of Vehicle _____
License Plate Number _____ Number of passenger seat belts _____

I certify that the information provided above is true and correct to the best of my knowledge. I understand that my vehicle liability/medical insurance is primary in case of an auto claim and that if the limits of liability under the owner's policy fail to satisfy the legal liability involved, the District's policy is secondary, only with regard to vehicles owned and driven for school business by school employees. There is no excess coverage provided to volunteer or student drivers.

Signature of Driver _____ Date _____

Driver's Address _____ Phone Number _____

C. PARENT/GUARDIAN OF STUDENT DRIVER

- A. I give my permission for my son/daughter, _____, to drive the above vehicle for the school sponsored activities as noted above.
- B. My son/daughter _____ can transport other students in above vehicle for the school sponsored activities as noted above.
- C. I understand that the vehicle liability/medical insurance is primary in case of an auto claim and that if the limits of liability under the owner's policy fail to satisfy the legal liability involved, the District's policy is secondary, only with regard to vehicles owned and driven for school business by school employees. There is no excess coverage provided to volunteer or student drivers.

Parent / Guardian Signature _____ Date _____

Parent's Address _____ Phone Number _____

Registered Owner Signature of Loaned Vehicle _____ Date _____

Address _____ Phone Number _____

Reviewed by Teacher/Coach/Athletic Director _____ Date _____

CIF - (name of school): Code of Conduct for Interscholastic Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character_{sm}"). This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

1. *Trustworthiness* – be worthy of trust in all I do.
 - *Integrity* – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
 - *Honesty* – live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
 - *Reliability* – fulfill commitments; do what I say I will do; be on time to practices and games.
 - *Loyalty* – be loyal to my school and team; put the team above personal glory.

RESPECT

2. *Respect* – treat all people with respect all the time and require the same of other student-athletes.
3. *Class* – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
4. *Disrespectful Conduct* – don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or **racial** nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. *Respect Officials* – treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

6. *Importance of Education* – be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. *Role-Modeling* – Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. **Suspension or termination of the participation privilege is within the sole discretion of the school administration.**
8. *Self-Control* – exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
9. *Healthy Lifestyle* – safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
10. *Integrity of the Game* – protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

11. *Be Fair* – live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

12. *Concern for Others* – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
13. *Teammates* – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

14. *Play by the Rules* – maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. *Spirit of rules* – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct. I understand that I'm expected to perform according to this code and I understand that there may be **sanctions or penalties** if I do not.

Student-Athlete Signature _____

Date _____

CIF - (Name of School): Code of Conduct for Interscholastic Coaches

Preface

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs **promote important life skills and the development of good character**. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Charactersm"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS

1. **Trustworthiness** – be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
 - ☐ **Integrity** – model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
 - ☐ **Honesty** – don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
 - ☐ **Reliability** – fulfill commitments; I will do what I say I will do; be on time.
 - ☐ **Loyalty** – be loyal to my school and team; put the team above personal glory.
2. **Primacy of Educational Goals** – be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
3. **Counseling** – be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. **College Recruiters** – be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. **Respect** – treat all people with respect all the time and require the same of student-athletes.
6. **Class** – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. **Taunting** – don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. **Respect Officials** – treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. **Respect Parents** – treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. **Profanity** – don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. **Positive Coaching** – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. **Effort and Teamwork** – encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. **Professional Relationships** – maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

4. **Life Skills** – always strive to enhance the physical, mental, social, and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. **Advocate Education** – advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. **Advocate Honor** – prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and

vigorously advocate the concept of pursuing victory with honor in all communications.

17. *Good Character* – foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. *Role-Modeling* – be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. *Personal Conduct* – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. *Competence* – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. *Knowledge of Rules* – maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. *Positive Environment* – strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. *Safety and Health* – be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
24. *Unhealthy Substances* – educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. *Eating Disorders* – counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. *Physician's Advice* – seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. *Privilege to Compete* – assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. *Self-Control* – control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. *Integrity of the Game* – protect the integrity of the game; don't gamble. Play the game according to the rules.
30. *Enforcing Rule* – enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. *Protect Athletes* – put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. *Access* – help make your sport accessible to all diverse communities.
33. *Improper Commercialism* – be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

34. *Fair and Open* – be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

35. *Safe Competition* – put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. *Caring Environment* – consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

37. *Honor the Spirit of Rules* – observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. *Improper Gamesmanship* – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Teacher-Coach Signature

Date