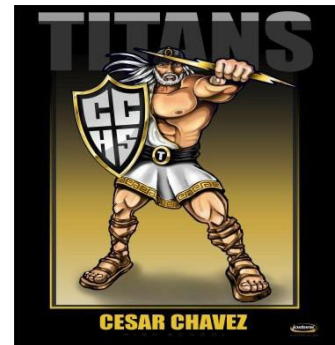




# EDUCATIONAL SERVICES ATHLETIC DEPARTMENT



## COACHES HANDBOOK



***DELTA KINGS***

# **STOCKTON UNIFIED SCHOOL DISTRICT**

**(SUSD)**

## **COACHES HANDBOOK**

INDEX		
SECTION NO.	DESCRIPTION	PAGE NO.
Section I	Emergency Information	3-16
Section II	Coaching Philosophy and Sportsmanship	17-23
Section III	Coaches Responsibilities	24-45
Section IV	Eligibility	46-53
Section V	Student Responsibilities	54-62
Section VI	Forms	60-76



Stockton Unified School District  
Since 1852

# **COACHES HANDBOOK**

## **SECTION I**

### **EMERGENCY INFORMATION**

## **INJURY PROCEDURES**

### **FOR INTERSCHOLASTIC ATHLETES**

An athlete who gets injured must inform the coach!

- In an emergency – call 911 immediately
- In all cases, call the parent/guardian
- Administer First Aid
- Complete an Accident Report in detail and send it to the Athletic Director (AD) within 24 hours

### **EMERGENCY INFORMATION**

**AMBULANCE – 911**

**FIRE & RESCUE – 911**

**PARAMEDICS – 911**

**SUSD POLICE – 933-7085 EXT. 2470**

### **EMERGENCY PROCEDURES - POSSIBLE SERIOUS INJURY**

- The head coach or designee **MUST** stay with the athlete.
- Do not move a seriously injured athlete. Be especially cautious of any athlete who may have head, neck, or back injuries.
- The head coach, doctor, or designee must call Paramedics and Fire Department **IMMEDIATELY**. Have a responsible person meet the unit at the entrance to the school.
  - Information to give Paramedics during the initial phone call:
    - Your name
    - School phone number
    - School site – location on campus
    - Directions for entering campus – be specific regarding entry
    - Type of injury
- Have athlete's Family ID emergency contact information ready
- Contact parents as soon as possible

**NOTE: Home phone numbers are for EMERGENCY ONLY – DO NOT MAKE PUBLIC!**

**BEST PRACTICES**  
**REDUCING HEAD AND NECK INJURIES IN FOOTBALL**  
**(Frederick O. Mueller, Ph.D. & Robert C. Cantu, M.D.)**

Brain and spinal injuries in football have been dramatically reduced since the rules were changed in 1976 to prohibit butt blocking and face tackling, and any other technique in which the helmet and facemask purposely received the brunt of the initial impact. There are still a small number of football players (and fewer in other sports) that become paralyzed, but the lesson to keep the head and face out of blocking and tackling remains.

Generally, about 3-5% of the injuries experienced by participants in athletics are concussions, e.g., temporary dizziness, confusion, nausea, headaches, and perhaps unconsciousness. Concussions are given grades from Grade 1 (a hit that dazes for a few minutes) to Grade 3 (unconscious). No concussion should be dismissed as minor until proven so by medical personnel. The task is to be sure that the athlete no longer has any post-concussion symptoms at rest and exertion before returning to competition. What is now called “the second impact syndrome” with its high rate of morbidity if not mortality, is the result of returning to play too soon.

Several suggestions for continued reduction are as follows:

1. Preseason physical exams for all participants. Identify during the physical exam those athletes with a history of previous head or neck injuries. If the physician has any questions about the athlete's readiness to participate, the athlete should not be allowed to play.
2. A physician should be present at all games. If it is not possible for a physician to be present at all games and practice sessions, emergency measures must be provided. The total staff should be organized in such a manner that each person will know what to do in case of a head or neck injury in a game or practice. Have a plan ready and have your staff prepared to implement that plan. Prevention of further injury is the main objective.
3. Athletes must be given proper conditioning exercises that will strengthen their necks so that participants will be able to hold their heads firmly erect when making contact. Strong neck muscles may help prevent neck injuries.
4. Coaches should drill the athletes in the proper execution of the fundamentals of football skills, particularly blocking and tackling. **KEEP THE HEAD OUT OF FOOTBALL.**
5. Coaches and officials should discourage the players from using their heads as battering rams. The rules prohibiting spearing should be enforced in practice and in games. The players should be taught to respect the helmet as a protective device and that the helmet should not be used as a weapon.
6. All coaches, physicians, and trainers should take special care to see that the players' equipment is properly fitted, particularly the helmet.
7. Strict enforcement of the rules of the game by both coaches and officials will help reduce serious injuries.
8. When a player has experienced or shown signs of head trauma (loss of consciousness, visual disturbances, headache, inability to work correctly, obvious disorientation, memory loss), he should

receive immediate medical attention and should not be allowed to return to practice or game without permission from the proper medical authorities. Coaches should encourage players to let them know if they have any of the above- mentioned symptoms (that can't be seen by others, such as headaches) and why it is important.

9. Both athletes and their parents should be warned of the risks of injuries.
10. Coaches should not be hired if they do not have the training and experience needed to teach the skills of the sport and to properly train and develop the athletes for competition.

Following is a list of Post-Concussion Signs/Symptoms

Depression	Nervousness
Dizziness	Numbness/tingling
Drowsiness	Poor Balance
Excess Sleep	Poor Concentration
Fatigue	Ringing in Ears
Feel “in fog”	Sadness
Headache	Sensitive to Light
Irritability	Sensitive to Noise
Memory Problems	Trouble Falling Asleep
Nausea	Vomiting

## **BEST PRACTICES**

### **HEAT STRESS AND ATHLETIC PARTICIPATION**

Early fall football, cross-country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniforms needed in football, most of the heat problems have been associated with football. Under such conditions the athlete is subject to the following:

**Heat Cramps** - painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**Heat Syncope** - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

**Heat Exhaustion (Water Depletion)** - Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**Heat Exhaustion (Salt Depletion)** - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

**Heat Stroke** - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Association recommendations should be followed.
2. It is clear that an athlete who is in top physical condition can only achieve top physical performance. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a gradual physical conditioning program is used and after that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.

4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of a 10-minute water break be scheduled for every half-hour of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER - FLUID REPLACEMENT IS ESSENTIAL**.
6. Know both the **temperature and humidity**. The greater the humidity the more difficult it is for the body to cool itself. Test the air before practice or game using a wet bulb, globe, temperature index (WBGT index) that is based on the combined effects of air temperature, relative humidity, radiant heat and air movement.

The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991):

Below 64	Unlimited activity
65-72	Moderate risk
74-82	High risk
82 plus	Very high risks

There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981) which involves knowing the relative humidity and air temperature:

<u>AIR TEMP</u>	<u>DANGER ZONE</u>	<u>CRITICAL ZONE</u>
70 F	80% RH	100% RH
75 F	70% RH	100% RH
80 F	50% RH	80% RH
85 F	40% RH	68% RH
90 F	30% RH	55% RH
95 F	20% RH	40% RH
100 F	10% RH	30% RH

*RH = RELATIVE HUMIDITY*

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly.



Recommendations are as follows:

Under 60 F	Safe but always observe athletes
61 - 65 F	Observe players carefully
66 - 70 F	Caution
71 - 75 F	Shorter practice sessions and more frequent water and rest breaks
75+ F	Danger level and extreme caution

7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**
8. Athletes should weigh each day before and after practice and **WEIGHT CHARTS CHECKED.** Generally, a 3% weight loss through sweating is safe and over a 3% weight loss is in the danger zone. Over a 3% weight loss, the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
9. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak/rapid pulse, visual disturbance and unsteadiness.
10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
11. **Know what to do in case of an emergency and have your emergency plans written with copies to all your staff.** Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

**HEAT STROKE: THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source - The First Aider - September 1987)

**HEAT EXHAUSTION: OBTAIN MEDICAL CARE AT ONCE.**

Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

## SUMMARY

The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour is better than one break an hour. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

## **RECOMMENDATIONS FOR HYDRATION**

### **TO PREVENT HEAT ILLNESS**

#### **TYPES OF SPORTS DRINKS**

- Fluid Replacers
  - Examples: Water, Gatorade, 10K, Quicker, Max
  - These drinks are absorbed as water and typically are used for activities lasting less than two hours.
- Carbohydrate Loaders
  - Examples: Gatorlode, Exceed High, Carboplex
  - These drinks replace more muscle glycogen to enhance greater endurance
  - They should be used after ultra-endurance events to increase muscle glycogen resynthesis after exercise.
- Nutrition Supplements
  - Examples: Gatorpro, Exceed Sports, Ultra Energy
  - These supplements are fortified with vitamins and minerals and they help athletes maintain a balanced diet.
  - They can be used as a meal replacement supplement for athletes who wish to skip a high fat meal, or as extra calories for athletes who wish to gain weight.

#### **WHAT NOT TO DRINK**

- Drinks with Carbohydrates (**CHO**) concentrations of greater than eight percent should be avoided.
- Fruit juices, CHO gels, sodas, and sports drinks that have a CHO greater than six to eight percent are not recommended during exercise as sole beverages.
- Beverages containing caffeine, alcohol, and carbonation are not to be used because of the high risk of dehydration associated with urine production or decreased voluntary fluid intake.

#### **HYDRATION TIPS AND FLUID GUIDELINES**

- Drink according to a schedule based on individual fluid needs.
- Drink before, during and after practices and games.
- Drink 17-20 ounces of water or sports drinks with six to eight percent CHO, two to three hours before exercise.
- Drink another 7-10 ounces of water or sport drink 10-20 minutes before exercise.
- Drink early – By the time you're thirsty, you're already dehydrated.
- In general, every 10-20 minutes drink at least 7-10 ounces of water or sports drink to maintain hydration and remember to drink beyond your thirst.
- Drink fluids based on the amount of sweat and urine loss.
- Within two hours, drink enough to replace any weight loss from exercise.
- Drink approximately 20-24 ounces of sports drink per pound of weight loss.
- Dehydration usually occurs with a weight loss of two percent of body weight or more.

## **WHAT TO DRINK DURING EXERCISE**

- If exercise lasts more than 45-50 minute or is intense, a sports drink should be provided during the session.
- The carbohydrate concentration in the ideal fluid replacement solution should be in the range of six to eight percent CHO.
- During events when a high rate of fluid intake is necessary to sustain hydration, sports drinks with less than seven percent CHO should be used to optimize fluid delivery. These sports drinks have a faster gastric emptying rate and thus aid in hydration.
- Sports drinks with a CHO content of 10 percent have a slow gastric emptying rate and contribute to dehydration and should be avoided during exercise.
- Fluids with salt (sodium chloride) are beneficial to increasing thirst and voluntary fluid intake as well as offsetting the amount of fluid lost with sweat.
- Salt should never be added to drinks and salt tablets should be avoided.
- Cool beverages at temperatures between 50 to 59 degrees Fahrenheit are recommended for best results with fluid replacement.

## **CONCUSSION POLICY**

The following is the Stockton Unified School District's policy regarding concussions:

A student-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 student-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.

The Concussion Information Sheet (see next page) contains information on concussions from the California Interscholastic Federation (CIF). This Concussion Information Sheet is provided for your information only and is not intended to constitute medical advice. If you have any questions regarding concussions, please consult a medical professional. If ever you believe you may have a concussion, please seek immediate medical help.

By signing the Signature Form, (provided in the Player Information Packet) both the participating student athlete and the parents, legal guardians/caregiver agree to the SUSD's policy regarding concussions and the Concussion Information Sheet.

## **CONCUSSION INFORMATION SHEET**

A 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:	
<ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patters</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>

Signs observed by teammates, parents and coaches include:
<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignments</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport. Document created 5/20/2010.

## **CONCUSSION INFORMATION SHEET (CONTINUED)**

### **What can happen if my child keeps on playing with a concussion or returns too 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 it's 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/>

**STOCKTON UNIFIED SCHOOL DISTRICT  
EDUCATIONAL SERVICES**

**EMERGENCY SITE INCIDENT REPORT**

**THIS IS NOT A POLICE REPORT**  
(This report is to inform Central Administration only)

**THIS REPORT IS TO BE SUBMITTED WITHIN ONE HOUR OF THE INCIDENT BY THE PRINCIPAL OR DESIGNEE VIA E-MAIL (preferably) OR VIA FAX TO DIRECTOR AT (209) 466-6786 AND SUPERINTENDENT'S OFFICE AT (209) 933-7071**

Reporting Administrator				Today's Date				Occurred on:		
								Date	Day	Time
Work Location:								Location of Occurrence:		
Classification of Incident: (Check all that apply)								Disposition:		
<input type="checkbox"/>	Robbery	<input type="checkbox"/>	Weapons	<input type="checkbox"/>	Unlawful Fighting	<input type="checkbox"/>	Drugs/Alcohol	<input type="checkbox"/>	Arrested	
<input type="checkbox"/>	Burglary	<input type="checkbox"/>	Assault	<input type="checkbox"/>	Assault w/weapon	<input type="checkbox"/>	Loitering/Trespass	<input type="checkbox"/>	Cited	
<input type="checkbox"/>	Extortion	<input type="checkbox"/>	Explosive	<input type="checkbox"/>	Donnybrook	<input type="checkbox"/>	Vandalism	<input type="checkbox"/>	Warned	
<input type="checkbox"/>	Battery	<input type="checkbox"/>	Homicide	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Theft	<input type="checkbox"/>	Administrative	
<input type="checkbox"/>	Riot	<input type="checkbox"/>	Arson	<input type="checkbox"/>	Sexual Assault	<input type="checkbox"/>	Gang Related	<input type="checkbox"/>	Expulsion	
<input type="checkbox"/>	Kidnapping	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Closure of School	
Other:					<input type="checkbox"/>	Staff to Student				
					<input type="checkbox"/>	Student to Student				
					<input type="checkbox"/>	Student to Staff				
					<input type="checkbox"/>	Outsider to Staff/Student				
Police Involvement: SUSD POLICE NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No When (Date/Time) LOCAL POLICE NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No When (Date/Time)										

Use this space to describe the incident and names of the involved parties. Include the specific details (Who, What, Where, When, and How).

\_\_\_\_\_  
Principal's (or Designee) Signature

\_\_\_\_\_  
Director's Signature

**PLEASE GO TO THE SUSD WEBSITE'S FILLABLE FORMS TO COMPLETE THIS FORM**

## ATHLETIC ACCIDENT CERTIFICATION

SCHOOL\_\_\_\_\_

STUDENT'S NAME\_\_\_\_\_

I.D. NUMBER\_\_\_\_\_ DATE OF BIRTH\_\_\_\_\_

ADDRESS\_\_\_\_\_

HOME PHONE NO.\_\_\_\_\_ CELL PHONE NO.\_\_\_\_\_

SPORT\_\_\_\_\_

BRIEFLY DESCRIBE HOW THE INJURY OCCURRED\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF THE INJURY\_\_\_\_\_ TYPE OF INJURY\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above student was injured while participating in the above extramural interscholastic sport and I did \_\_\_\_\_ /did not \_\_\_\_\_ witness the accident.

COACH'S NAME\_\_\_\_\_

DATE MAILED TO RISK MANAGEMENT\_\_\_\_\_

COMMENTS\_\_\_\_\_

\_\_\_\_\_

Coach's Signature\_\_\_\_\_ Date\_\_\_\_\_

PLEASE FILE THIS CERTIFICATION WITHIN THREE (3) DAYS AT:

**OFFICE OF RISK MANAGEMENT**  
55 SOUTH MADISON STREET, STOCKTON, CA 95203  
(209) 933-7110 - 8:00 A.M. – 4:30 P.M.

**PLEASE GO TO THE SUSD WEBSITE'S FILLABLE FORMS TO COMPLETE THIS FORM**





Stockton Unified School District  
Since 1852

# COACHES HANDBOOK

## SECTION II

# COACHING PHILOSOPHY & SPORTSMANSHIP

## **COACHING**

***Coaching*** is face-to-face leadership that pulls athletes with diverse backgrounds, talents, experiences, and interests together.

***Coaching*** encourages athletes to step up to responsibility and achieve.

***Coaching*** treats athletes as full-scale partners and contributors.

***Coaching*** is not memorizing techniques or deriving a perfect game plan.

***Coaching*** is about really paying attention to people, really believing in them, really caring about them, and really involving them.

### **A COACH IS...**

***A coach is*** “one who compels people into action, who converts followers into leaders, and who may convert leaders into agents of change.” It is a collective process — coaches and players working together to meet each other’s individual needs and common goal.

## **COACHES COMMANDMENTS**

### ***COACHES SHALL NOT.....***

1. Allow any student to participate in try-outs, practices or games without proper athletic clearances: physical, academic, residential eligibility, etc.
2. Allow your keys to be used by any student or be out of your sight.
3. Allow any unsafe condition to be unreported.
4. Allow students to participate without proper supervision.
5. Allow students to be transported to or from contests in other than approved transportation if the event is outside of the city limits.
6. Be other than loyal to your program, school, and district (SUSD).
7. Allow students and/or coaches to park/drive in other than prescribed areas.
8. Allow confidential information concerning students (i.e. grades, medical data, personal notes, etc.) to be made public.
9. Do anything that has not been properly cleared through the Athletic Director (AD) and/or appropriate site administrator.
10. Illegally recruit athletes NOR form close alliance with those who do.
11. Take any personal gain from the coaching activity other than what the district (SUSD) offers.
12. Use or allow athletes to use profanity.
13. Only communicate with athletes and parents through district (SUSD) approved channels.

## **ATHLETE'S BILL OF RIGHTS**

---

**Athletes participate in sport for a variety of reasons and have many expectations. Whether it is to attain a personal goal, a higher level of competition or simply for the pure joy of sport, parents and coaches hold the key in athletes' choices to participate.**

---

### **Athletes have the right to:**

- Have fun through sport;
- Participate at a level that is consistent with ability;
- Have qualified, sensitive leadership;
- Participate in a safe and healthy environment;
- Share in the leadership and decision-making of their sport;
- As a child, play as children and as an adult, play at the appropriate competition level;
- Have the opportunity to participate in sport regardless of ability or income level;
- Proper preparation for participation in the sport;
- An equal opportunity to strive for success;
- Be treated with dignity by all involved;
- Say 'No'

## **CIF SAC-JOQUIN SECTION**

### **CODE OF CONDUCT**

1. The Code of Conduct in the Sac-Joquin Section Bylaws shall be the Code of Conduct for each league in the Section, unless the respective leagues adopt another, which is approved by the Board of Managers.
2. Each school should teach interpretations of the Code of Conduct to students.
3. The host school principal or his designee, other than the coach, shall be in attendance at all spectator sports. The visiting school principal or designees, other than the coach, should attend contests as discretion determines. (Discretion shall be influenced by rivalries, size of anticipated crowds and previous problems.)
4. Each coach, principal and other school employees shall abide by the following regulations:
  - a. To make no demonstrations himself, which will encourage unfavorable reactions on the part of his/her players or spectators or permit any such demonstration on the part of his/her players;
  - b. To require his players to accept all decisions by the officials without question; with the expectation that the captain may make reasonable protest after he has requested a time-out for that purpose;
  - c. To limit protests of captains and coaches to decisions involving interpretations of rules;
  - d. To encourage the coaches and the players to make a positive effort to assist in controlling the conduct of the school's spectators;
  - e. To voice no public criticism of the officials;
  - f. To make no unfavorable comments regarding officials or officiating to the media;
  - g. To do everything possible to prevent the press and radio from commenting unfavorably of the officials or the officiating.
5. The home school shall provide adequate security to ensure safety at all contests.
6. Schools shall deny entrance to school athletic events to all spectators who persist in baiting the officials.
7. Each school shall make a determined effort to build a better pattern of sportsmanship through advertising, news stories, on the loud speaker and in the printed game programs.
8. Each school shall endeavor to train yell and song leaders in attitudes and methods of good sportsmanship and crowd control.

### **VIOLATION OF CODE OF CONDUCT**

1. When the Commissioner receives notification of a violation, he will use his discretion as to whether he will take one of the following actions:
  - a. Direct the school's principal, in writing, to reprimand the violating coach. The principal is to verify in writing to the commissioner that the coach has been reprimanded;
  - b. Request the Board of Managers to invoke Article III, Section 2.2.
2. School may appeal under Bylaw 110.1.

### **PROTEST PROCEDURES**

1. Protests shall be referred to the league for resolution. Decisions will be binding unless appealed to the Board of Managers.
2. Protests involving non-league games will be handled under Bylaw 1104 of the Sac-Joquin Section Bylaws.

# **CIF SAC-JOQUIN SECTION**

## **SPORTSMANSHIP RESOLUTION**

That the Sac-Joaquin Section will distribute a contract to each of its member schools requesting that the appropriate administrator(s) distribute, review and discuss the enclosed recommendations of the CIF State Federated Council with all members of each school's administrative staff, coaching staffs, athletic squads, spirit squads, booster clubs, drill team, marching band, faculty and any other school entity concerned or involved with interscholastic athletics.

### **CODE OF ETHICS**

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play;
2. To eliminate all possibilities which tend to destroy the best values of the game;
3. To stress the values derived from playing the game fairly;
4. To show cordial courtesy to visiting teams and officials;
5. To establish a happy relationship between visitors and hosts;
6. To respect the integrity and judgment of sports officials;
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility;
8. To encourage leadership, use of initiative and good judgment by the players on a team;
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players;
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state or nation.

### **SPORTSMANSHIP PREAMBLE**

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

### **DEFINITION**

A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

1. The following are expected to be role models demonstrating sportsmanship at all times:
  - a. principal/administrative staff;
  - b. athletic directors;
  - c. coaches, players and cheerleaders;
  - d. faculty members;
  - e. booster club members;
  - f. band director.
2. Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.
3. The conduct of coaches, players and cheerleaders generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.
4. The following behavior is unacceptable at all CIF high school contests:
  - a. Berating your opponent's school or mascot;
  - b. Berating opposing players;
  - c. Obscene cheers or gestures;
  - d. Negative signs;
  - e. Complaining about officials' calls (verbal or gestures).
5. The following rules regarding noisemakers and bands are to be followed by all CIF Sac-Joaquin Section schools:
  - a. Noisemakers at ALL indoor events are prohibited. Non-mechanical handheld devices (i.e., small cow bells and thunder sticks) are allowed at outdoor events, excluding baseball and softball. One authorized, school-sponsored air-powered/mechanical noisemaker (i.e., cannon) is allowed to be used by the home team at football games only, and only after a scoring play or the end of the game; this device may not be used if the point differential is 35 points or more or a running clock is in effect. This noisemaker must be approved at a league meeting. All other whistles, air horns and other air-powered/mechanically powered noisemaking devices are prohibited.

- b. Bands and sound systems are the sole responsibility of home schools at non-playoff contests. Visiting teams may bring school bands and sound equipment to non-playoff contests provided they receive prior administrative approval from the home school principal or designee.
  - c. Bands are encouraged to attend and participate in playoff contests. The visiting school must make prior contact with the home team if they plan on bringing a band to a playoff game to ensure appropriate seating. The Section office, prior to the event, must approve bands participating at neutral site Section finals.
  - d. Bands are not allowed to play during the course of the actual contest.
    - i. In the sport of football, bands may play during timeouts, halftime or in between plays. Bands must stop playing when a team breaks the huddler or in the case of a no huddle offense, when the quarterback lines up in position to take a snap.
    - ii. In the sport of basketball, the band may play during timeouts, at the end of each quarter or during halftime.
  - e. It is the responsibility of the site administrators to make sure the above stated regulations are enforced.
  - f. The game officials may stop a game and seek help from the site administrators if they believe the regulations are not being enforced.
6. The following action plans are recommended:
- a. A script should be provided to the announcer including:
    - i. Welcome;
    - ii. Sportsmanlike expectations;
    - iii. Acknowledgement and introduction of the game officials;  
**NOTE:** There should be a short statement endorsing the officials as neutral persons who have been certified by the NCOA.
    - iv. Introduction of players;
    - v. Sponsorship recognition.
  - b. Include the CIF Code of Ethics in the game programs.
  - c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF contests.
    - i. This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.
    - ii. Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
    - iii. Contact the principal or administrator-in charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.
  - d. It is the responsibility of the administration of each participating school to designate an administrative representative:
    - i. Who will check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest;
    - ii. Enforce the highest standards of sportsmanship within his/her own student body;
    - iii. Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.



Stockton Unified School District  
Since 1852

# **COACHES HANDBOOK**

## **SECTION III**

### **COACHES RESPONSIBILITIES**



## COACHING STAFF

### Privilege

Being a member of a \_\_\_\_\_ High School Athletic Team is both an honor and a privilege. With this privilege comes an enormous responsibility for the students and our coaching staff.

This handbook is designed to be a resource and guide for our coaching staff, and it is the responsibility of each athletic coach to review it. This handbook has also been created to address information that will increase the level of communication to our entire coaching staff.

## **Student/Coach Responsibilities**

### Be Responsible to Yourself

Never compromise one's character, ethics, sportsmanship, and respect for the game. We are all responsible for Pursuing Victory by using our seven core principles: **Trust, worthiness, respect, responsibility, fairness, caring, and good citizenship**. Monitor academics and prioritize education.

### Be Responsible to Our School

Our school's reputation is being shaped by the way we conduct ourselves. We contribute to our school's reputation in everything we do, and we should always demonstrate the PRIDE we have in our school.

### Be Responsible to Others

"All Eyes Are On Us" and we have a duty to represent our school and community in an exemplary manner. Our sport program is an educational experience, and our top priority is to demonstrate our positive character.

### Athletic Philosophy

Athletics are a part of the educational process at \_\_\_\_\_ High School, and they are an extension of the classroom, serving as an arena for learning. At no time will the program place the total education curriculum secondary in emphasis to athletics. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature. The purpose of high school athletics is educational, competitive, recreational, and our athletic program encourages participation by as many young adults in as many sports as possible.

### Athletic Department Mission Statement

To provide Stockton Unified School District students the opportunity to participate in a competitive athletic environment to build character, learn lifelong lessons, and develop into responsible, moral, and ethical citizens of our community.

### Athletic Department

Vision Stockton Unified School District Athletics provides a safe, positive, competitive, and equitable athletic experience.

## Goals of High School

The common goals of the athletic program at ALL levels of play are for the student-athlete to:

- Have fun
- Develop leadership qualities
- Participate in multiple sports throughout their four years of high school
- Build on positive, life-time memories from athletic experiences
- Learn the value of sportsmanship, self-discipline, and team responsibility
  - Develop their physical, emotional, social, and mental skills
  - Develop respect for authority, teammates, opponents, and themselves
  - Develop pride in themselves, their team, school, and community
  - Learn to work as a team member towards the attainment of common goals
  - Develop team responsibility and dedication
  - Learn rules of particular sports
  - Develop skills necessary to play a variety of sports

### Specific Goals of Freshman Teams

- Introduce and develop skills and rules of the sport
  - Present an opportunity for an athlete to experience a specific sport
  - Introduce young athletes to interscholastic competition
  - Give all participants opportunities to play in games, assuming students have met the expectations of the coach

### Specific Goals of Junior Varsity Teams

- Further develop the skills and knowledge of the sport
  - Increase the intensity of the competition
  - Prepare for the varsity level in that sport
  - Give participants opportunities to play in games based on meeting the coach's expectations

### Specific Goals of Varsity Teams

- Develop skills and knowledge to their highest level
  - Allow the talented athletes the chance to excel and prepare them for future competitions
  - Playing time at the varsity level is rewarded based on skills; however, one's attitude, attendance, daily work habits, and team style are important factors in determining the student's playing time
  - Compete for League, Sectional, and State Championships
  - All students representing the varsity are expected to be role models and mentors for younger athletes

### Coaches Goals - Each coach will:

- Supervise practice and games – student athletes will not be left unattended
- Train and educate all athletes
- Communicate expectations and goals clearly and appropriately to students and parents
- Accept accountability for team conduct
  - Implement well-organized plans aimed at the overall development of team members
  - Serve as a role model by practicing good sportsmanship and self-discipline
  - Make decisions that are in the best interest of the program
  - Foster an open communication between the coach, athlete and parent
  - Provide opportunities that challenge each athlete to reach their potential

### TOP PRIORITY: Student Eligibility

- ❑ Each Varsity Coach is responsible for submitting eligibility rosters for all levels
- ❑ Submit the athletic eligibility roster form to your Athletic Director (AD) and clearance personnel prior to try outs
- ❑ NO student will attend or try out until you have received clearance from your AD
- ❑ Identify any transfer students and submit their names to the AD to insure they are eligible to participate
- ❑ MUST take daily attendance for all teams (Family ID)
- ❑ Check to make sure all athletes participating have a current physical in Family ID at ALL times
- ❑ Check grades (via progress reports throughout the season)
- ❑ DO NOT PLAY any athlete until they have been cleared to play
- ❑ If a student is ineligible, he/she may be able to apply for an athletic waiver. Talk with the AD

### Parent Orientation

- ❑ Each Varsity Coach is expected to organize a Student/Parent Meeting at the beginning of each season
- ❑ Select date, time, place and submit the information to the AD
- ❑ Remember: This is a great opportunity to set a positive tone for the season
- ❑ Topics should include: Playing time, conflict resolution process, team rules, team-athlete-and parent expectations, schedules, etc.

### Scheduling of Athletic Events

- ❑ Scheduling of contests shall be the responsibility of the Varsity Coach
- ❑ All Athletic Schedules must be approved by the AD
- ❑ All over night or out-of-state contests must be approved in advance by the school administration and school board
- ❑ Missing of class should be considered when scheduling opponents – we want our students in class

### Release from Class

- ❑ No student will be released from class unless prior approval has been given by the AD
- ❑ If a student is to miss one or two class periods, the AD must be notified of the student to be released three days prior to the released date
- ❑ If the student is to miss more than two periods, the coach will have the student fill out and return a field trip form one week prior to the released date
- ❑ All requests for release must be given to the AD, for his/her approval, on the above due dates

### Postponed Contests: (Schedule change procedure; i.e., rainouts)

- ❑ Notify the AD of potential change. Alert opponent of possible change
- ❑ Get verification from the AD that the change has been confirmed
- ❑ Communication is vital. No contest can be postponed or time changed UNLESS both ADs agree
- ❑ Decisions on postponements need to be made before noon in most situations

## **COACHES' RESPONSIBILITIES**

Please read and follow the items listed below carefully. While some responsibilities are new and some are just a matter of common sense, this is meant to serve as a reminder of the responsibility we as coaches must implement.

### **ACCIDENT REPORTS**

It is the responsibility of the supervising coach to fill out all accident reports **within 24 hours and present it to the Athletic Director (AD)**. A report of an accident should be filed for all injuries. Communicate with the parent(s)/guardian(s) of the student-athlete immediately. Present athlete at time of accident **with a copy** of the Athletic Accident Certification and **return a copy to the AD** and **a copy to the coach** within **24 hours**.

### **COACHING STAFF**

All members of the staff must present evidence to the AD of the successful completion of courses in CPR and First Aid, fingerprints, Fundamentals of Coaching (NFHS), Sudden Cardiac Arrest (NFHS), Concussion in Sports (NFHS), Heat Acclimation (NFHS), and TB test. **Do not expect to begin your coaching assignment without meeting all requirements.** Head coaches will be accountable for the members of their staff. **Volunteer coaches must meet the same criteria.**

### **COMMUNICATIONS/PROBLEMS/SURPRISES**

Please contact the AD if any problems or conflicts arise. Take care to inform the AD of anything that you think is noteworthy. None of us wishes to receive a phone call or a personal visit from a parent involving some aspect of athletic life of which we were not, but should have been, informed.

### **CONTRACTS**

Coaching contracts are tendered for one sport season at a time to certificated and walk-on coaches. Applications for coaching positions must be filed anew each season. All coaches, certificated and walk-on, serve at the pleasure of the Board of Education and contracts can be annually renewed. As a temporary employee of SUSD, the governing board may terminate coaches at any time and for any reason.

### **EMERGENCY MEDICAL CONSENT FORM**

Each coach is responsible to see that the Family ID Emergency Contact for each athlete, has current information, is complete and available at each practice and at each contest for every student present. This would include managers, scorekeepers, statisticians, etc. It should also include all members of your sport's coaching staff.

### **EQUIPMENT**

Issue and collect game uniforms, practice gear, etc. **Each coach is responsible for the equipment issued to his/her team.** Do not expect the AD to do this for you. A coach's failure to maintain the school uniform and equipment inventory will be reflected in the coach's final evaluation. **Failure to properly collect equipment after any summer activity will be considered failure to properly inventory the equipment and will be reflected in the coach's evaluation and can lead to termination.**

## **EQUIPMENT ROOMS**

Keep all athletes out of equipment rooms. See that all equipment is cleaned, put away, and neatly stored in its proper place.

## **FACILITY USAGE**

Use of facilities in season will be determined by the AD in the following manner: Respective coaches of sports needing to share the same facility will be asked to meet at a mutually agreeable time and work out a plan to share said facility equally. Should these coaches fail to reach an understanding, the AD will determine a usage schedule with the concurrence of the Assistant Principal in charge of athletics. Use of facilities out-of-season must be cleared through the AD. In season sports have first priority. Should two or more sports wish to use the same facility during their off-seasons, the respective head coaches must meet and mutually agree to share said facility so that the times of use for each sport are equal. All team activities, in-season and out of season, must be on the facility schedule.

## **FORM OF ADDRESS**

Require that athletes call you "Coach" or Mr., Miss, or Mrs. as appropriate. Keep a professional distance between yourself and your athletes.

## **FUNDRAISERS**

All fundraising activities **MUST** be handled through the Student Activities Office in accordance with school and district policy.

## **GYM**

Switch off lights and lock doors securely upon leaving. Use of the gym by groups or individuals who are not associated with SUSD is not permitted. Remember that security, custodial and other SUSD staff are told to report unauthorized use of any facility.

## **KEYS**

We have constantly had a major problem with the use of keys. Copies have been made and undoubtedly are still being used in an unauthorized manner. Some coaches continue to loan their keys out or allow students into supposedly secure areas. Please help the situation by being observant with regard to the use of our facilities and equipment. Only those coaches who are under contract are to be issued keys. Volunteer staff will not be issued keys as a matter of policy. **NEVER LOAN YOUR KEYS TO ANYONE.**

## **LANGUAGE**

Please carefully consider the language you use when speaking to or in the vicinity of any of our student-athletes, their parents, and/or members of the community. Remember that school is an educational institution first and foremost and that you are part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, do not expect the athletes under your direction to maintain theirs. Sports officials are becoming more sensitive to profane outbursts and those of us who either use or tolerate the use of profanity are sure to be penalized. In recent years, parents have lodged many complaints of inappropriate language used by coaches. While profanity is undoubtedly a societal problem, we as educators must not contribute to the problem.

## **LIABILITY ISSUES FOR COACHES**

These could result in possible immediate disciplinary consequences up to and including termination from assigned duties:

1. Failure to properly administer First Aid
2. Failure to assess an injury of an athlete
3. Failure to properly supervise an activity
4. Negligently entrusting duty to an unqualified individual
5. Failure to warn of inherent dangers
6. Failure to teach fundamentals and protective safety skills
7. Failure to provide and maintain a safe coaching and playing environment
8. Failure to inspect, repair and recondition equipment properly
9. Failure to provide proper effective equipment
10. Failure to know and follow all school, district, league and CIF policies
11. Failure to keep adequate and accurate records

## **LOCKER AREA**

See that this area is supervised as long as any of your squad members are present. Only team members, coaches, and authorized personnel are allowed in the locker room. Make it a habit to circulate around the room before and after practice. Since there have been several thefts over the past years, we need to be especially vigilant. Remind your athletes to secure their lockers and to leave valuables at home. Be certain that all locker room doors are closed and locked before leaving the area. Classrooms may not be used as a team dressing/locker room.

## **MEDICINE KIT**

Be responsible for supplies. Do not hand out medical supplies indiscriminately. The kit can be a good location for your team's emergency cards, provided you keep it with you at all times.

## **NON-DISCRIMINATION STATEMENT**

District programs and activities (educational, employment and vocational/adult education) shall be free from discrimination based on gender/sex (including sexual harassment), race, color, religion (religious creed), national origin, ancestry, ethnic group, marital or parental status, pregnancy, denial of family care leave, age over 40, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), Vietnam era veteran status, actual or perceived sexual orientation, or any other unlawful consideration.

## **PARENTAL RELEASES**

All students who ride with an adult driver other than their parents or guardian must have a signed Parental Release on the specific District form given (see Transportation Waiver) at the end of this section.

**(NOTE: STUDENT DRIVERS ARE SPECIFICALLY PROHIBITED).** The release must be signed by the student, parent, Coach/AD and Vehicle Driver (and owner if different from the driver) and presented to the District's Risk Management Office not less than 48 hours prior to the athletic contest. This form will be kept on file in the office of school's AD for the school year and does not need to be resubmitted for that entire school year.

## **PARKING**

All coaches and student-athletes are to park **ONLY** in those areas designated for parking.

## **PHYSICAL EDUCATION OFFICES**

Please help to keep these areas clean. Lock offices upon leaving. **ABSOLUTELY NO STUDENTS ARE TO BE ALLOWED IN THE COACHES DRESSING AREAS.** Keep as much student traffic

out of the coaches' offices as possible. Remember that the physical education staff uses these areas throughout the day and that certain desks and filing cabinets are private and contain personal items.

## **PRACTICE TIMES**

Head coaches should send a list of their practice times to the AD **prior** to the start of the season. A schedule of practice times for all sports will then be distributed so that parents, secretaries, teachers, and interested parties are aware of it. Any changes should be given to the AD. (Example: Tennis/Girls' 3:00-5:00 p.m.). Adhere to communicated start and end times. (Example: If you say practice is over at 5pm, practice needs to end at 5pm, not 6pm.)

## **PRE-SEASON MEETING**

It is **required** for the varsity head coach of each sport to meet with **ALL** coaches and all student-athletes under his/her guidance and discuss the following:

- a) safety requirements/rules/policy
- b) team rules
- c) transportation policy
- d) requirement for award
- e) other items the head coach feels should be included
- f) facilities, use and cleanliness

## **PUBLIC RELATIONS**

Each head coach of a varsity sport is **expected** to report all scores, win or lose, to the local newspaper, Maxpreps, etc. Allow yourself at least five or ten minutes after a contest in order to cool off and formulate your thoughts. Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual. Never critique players, coaches or officials.

## **PUBLICITY AND STATEMENTS TO THE MEDIA**

All publicity must be cleared by the school administration. Statements to the media regarding anything besides the reporting of scores, after game interviews and previews of upcoming games must be cleared through the District's Community Relations Office at (209) 933-7025, Ext. 2062.

## **PURCHASE OF EQUIPMENT**

The District and the individual high schools will not be responsible for athletic equipment purchased without written authorization. Before using Associated Student Body (ASB) club funds and/or general funds, make sure that your student officers and site administrator have previously approved the purchase in writing and that said purchase does not violate the District's purchasing and accounting guidelines and the ASB's rules and regulations. **A coach will be held financially responsible for any unauthorized expenditure(s).**

## **RELEASE TIME**

Class release times for trips are set at the beginning of the season and are not to be changed except with the concurrence of the AD. Athletes are to be **IN CLASS**. Students' receiving an education is our primary mission.

## **SAFETY**

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the AD of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if any of us are found negligent in our assignments.

## **SEXUAL HARASSMENT**

It is the duty of every employee of Stockton Unified School District to prevent sexual harassment. Please refer to AR 4119.11/4219.11/4319.11 – Personnel - Sexual Harassment (attached).

AR 5145.7 – Students - Sexual Harassment states:

“Prohibited sexual harassment includes, but is not limited to, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual’s body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual’s body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion”

A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal, or designee.

Civil law remedies are available. See the listing “Legal Aid Service” in the yellow pages of the phone book. Retaliation in any form for filing, reporting, or participating in the complaint process is prohibited.

## **SPORT HANDBOOK**

Each varsity head coach should consider creating a handbook of materials relative to his/her particular sport. Such a handbook might contain the athletic code, game schedule, practice schedule, tips on uniform care, specific sport rules or policies, important phone numbers or phone tree, pertinent CIF or league policies, pre-season work-out schedule, sport awards and any other items that a head coach feels should be included. At the very least, a printed document listing specific sport policies, team rules, and varsity letter procedure should be presented to team members. Any such document **MUST** be presented to the AD prior to its dissemination for approval by the administration.



## **SOCIAL MEDIA**

All coaches must adhere to the Stockton Unified School District social media policy. Any social media accounts for the purpose of the team must be approved by the AD.

## **STUDENT-ATHLETE DISMISSAL**

Once the season has begun and it has been determined that a member of your team is dismissed from the squad, there are two steps you must take: Inform the Assistant Principal in charge of athletics and inform the AD. It is also necessary to inform the parent/guardian as soon as possible.

## **STUDENT-ATHLETE LAWS OF PRIVACY**

All members of the coaching staff need to be aware of the laws of privacy as they relate to the student-athletes of this or any public institution. Simply, we are not to release any personal information to the public concerning an individual student. Confidential information includes, but is not limited to, academic grades, medical data, personal habits, and any disciplinary actions that may have been taken. Do not relate information about one athlete to the parent of another. Do not relate information about an athlete to the press, or a college/university recruiter, even "off the record." If someone has questions, refer them to an administrator. When speaking to the press, confine yourself to what happened on the field of play. Never single out an individual for blame. **Always be positive.**

## **SUMMER PROGRAMS**

Coaches who plan to have their teams participate during the summer months need to be fully aware of CIF, SJAA, and SUSD policies regarding such participation. All activities need to be cleared through the AD. At this point in time, this is simply a matter of presenting a calendar of activities showing date, time, location, and level of participation. Any activities that are to take place outside a sixty-mile radius must be cleared through the principal's office and an Extended Field Trip Request form filed with the administrative office. Coaches also must be aware of the CIF Dead Period during which no activities other than weightlifting may be supervised. **ALL SUMMER PROGRAMS ARE TO BE SELF-SUPPORTIVE.**

## **SUSD EQUIPMENT**

Borrowing or lending of school or SUSD equipment is NOT permissible without prior approval in writing by the principal and district administration.

## **SWIMMING POOL**

Athletes are not to use the pool unless supervised by an individual with proper water safety certification.

## **TEAM ROSTER**

Give a roster of your squad to the AD as soon as possible and update it as necessary. Be sure you collect all equipment from players who are dropped before the season is over.

## **TOBACCO PRODUCTS**

Use of tobacco products is prohibited.

## **TRAINING ROOM**

Do not allow athletes in the Training Room **UNLESS SUPERVISED** by the coach or athletic trainer. Tape and other medical supplies are to be obtained through the Athletic Trainer.

## **TRANSPORTATION - Athletic Contests Outside District Boundaries**

Athletes shall ride to and from all contests **outside** of the geographical boundaries of the District on school-provided transportation. Students may return home from the contest with their parents or legal

guardians with a 24-hour written notice. That notice shall be on an approved school form signed by the student, parent, AD, and Principal or designee. The form shall then be given to the coach prior to departure for the athletic contest. (See Transportation Waiver) (form provided after this section).

### **TRANSPORTATION – Athletic Contests Within District Boundaries**

Athletes on selected teams may be required to provide their own transportation to and from athletic contests within District boundaries. The school AD or designee (coach) will provide a listing of the sports where District transportation will not be provided.

### **TRANSPORTATION OF STUDENTS IN PRIVATELY-OWNED VEHICLES**

All persons who agree to provide transportation to District athletes shall register with the Risk Management Office and submit all information as required by Board of Education AR 3541.1. In addition, a driver shall present a current DMV report to the District not less than 48 hours prior to initially transporting students. The driver shall also present to the District documentation of vehicle liability insurance with a minimum limit of \$100,000 per person, \$300,000 per accident. **This is also needed for coaches who transport students.** (See Certification of Authorization form on the next page.)

### **TRANSPORTATION BY COACHES – IN PRIVATELY-OWNED VEHICLES ANYTIME**

Coaches should avoid at all cost transporting any student athletes in their privately owned vehicle. If any student athlete is left without a ride home be sure to attempt contact with all adults listed in contacts (any parents, emergency and transportation contacts) first. If no adult is available within the contacts, the safest result would be to have the student athlete taken home by SUSD police. Or it is best to always transport student athletes in district-insured transportation (i.e. School vans) at any time.

### **VISITORS/FAMILY MEMBERS**

Coaches must not bring children and other visitors to practice. Children and other visitors may attend games with appropriate supervision.

### **VOLUNTEER STAFF MEMBERS (APPROVED)**

Those individuals who volunteer to help coach or transport our student-athletes are indispensable to the operation of many of our teams. The State of California's Education Code and District policy, however, requires that they be under the direct supervision of a certified (under contract) member of the school coaching staff. Except for driving a vehicle, they cannot be allowed to instruct or supervise an athlete or group of athletes without a certified staff member present at all times. Volunteers **must** have First Aid, CPR, TB test and fingerprints on file in the athletic office. It is against District policy for head coaches or paid coaches to pay volunteers.

### **WEIGHT ROOM**

**COACHES MUST SUPERVISE THEIR ATHLETES AT ALL TIMES. THERE WILL BE NO EXCEPTIONS.**

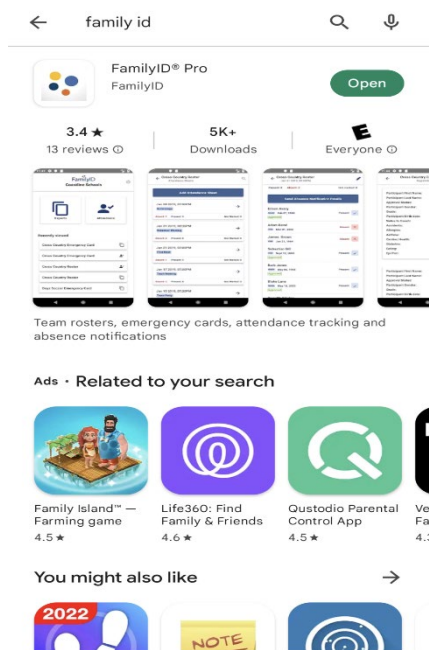
Straighten up the facility and lock securely upon leaving. Individuals or groups who are not members of our student body or who are not members of our coaching staff are not to be allowed to use this facility. The district's insurance policy requirements make this necessary.

### **SUSD Approved channels of communication**

Direct to student athlete methods of communication without including the parents is not an approved way to communicate with student athletes. This can include one-to-one text messages or social media (DM's). A district approved method of communication is through the Family ID/Arbiter system which can include parents and administrators on each message to the student athlete. Any other communication system would require this same feature to make sure parents are always looped in with any communication from a coach.

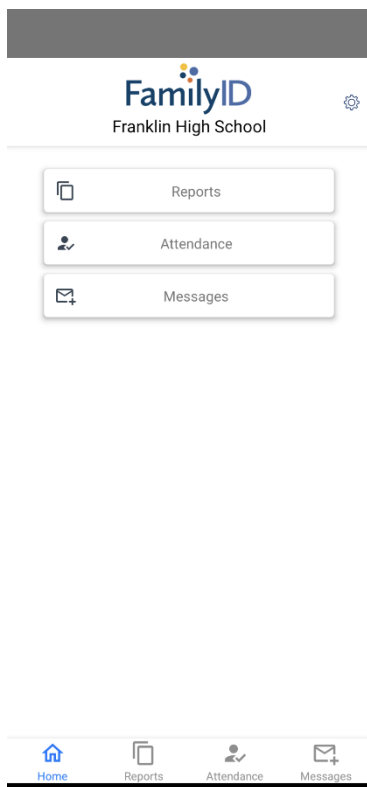
## FAMILY ID

SUSD coaches will be responsible for all athlete registration through the Family ID program online. Athletes will all be required to submit registration information, emergency contact information and a copy of a current physical into a Family ID profile in order to be eligible to participate in sports. The AD will be responsible for the approval of the athletes in Family ID. Coaches will be required to take daily attendance: using the Family ID phone app or computer program each practice and game day. Also, coaches can message players and parents through the Family ID system. (see **Appendix A: Family ID** for taking attendance and messaging)



## Appendix A – Family ID

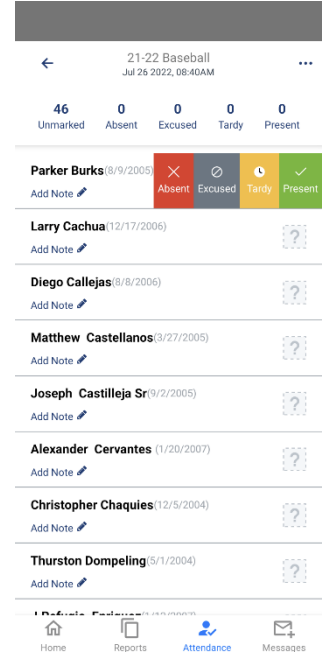
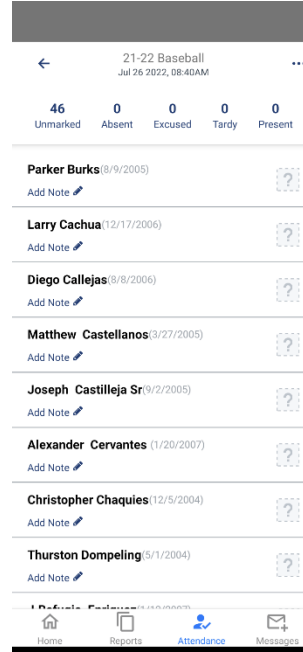
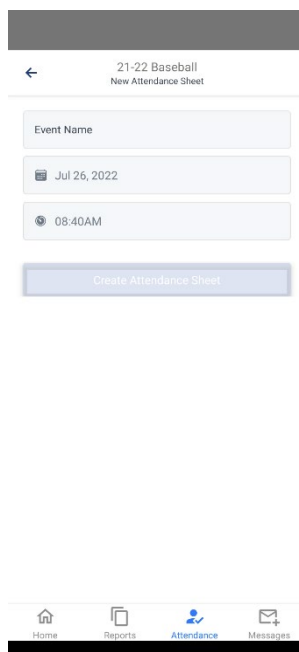
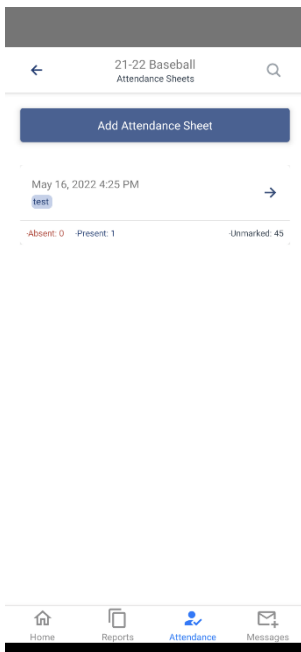
Family ID app for smartphones: (download FamilyID pro)



Attendance Reports		🔍
21-22 Baseball	Registrations: 46	➔
21-22 Baseball - JV	Registrations: 12	➔
21-22 Baseball - Offseason	Registrations: 0	➔
21-22 Baseball - Varsity	Registrations: 14	➔
21-22 Boys Badminton	Registrations: 12	➔
21-22 Boys Badminton - Varsity	Registrations: 7	➔
21-22 Boys Basketball	Registrations: 75	➔
21-22 Boys Basketball - Freshman	Registrations: 13	➔

**Family ID  
taking  
attendance –  
phone app:**

**Login  
➔  
Attendance  
➔  
Select Team**

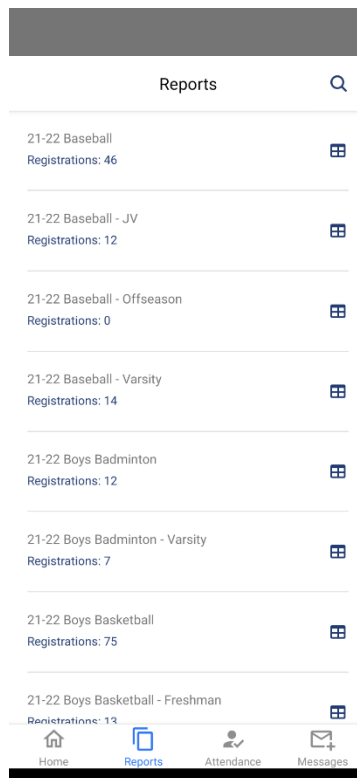
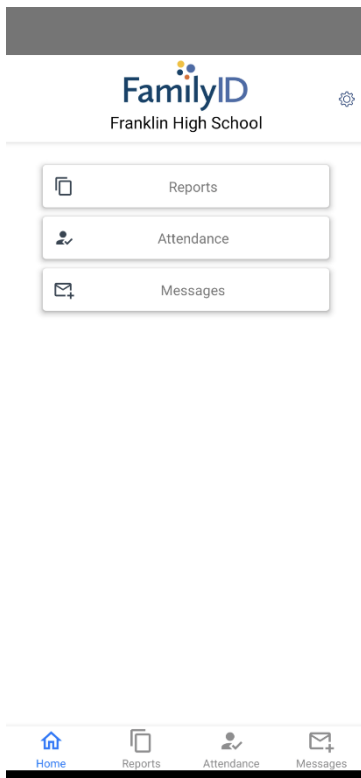


Attendance Sheets →

Name Attendance Sheet

→ Hover over [?]

→ Take attendance

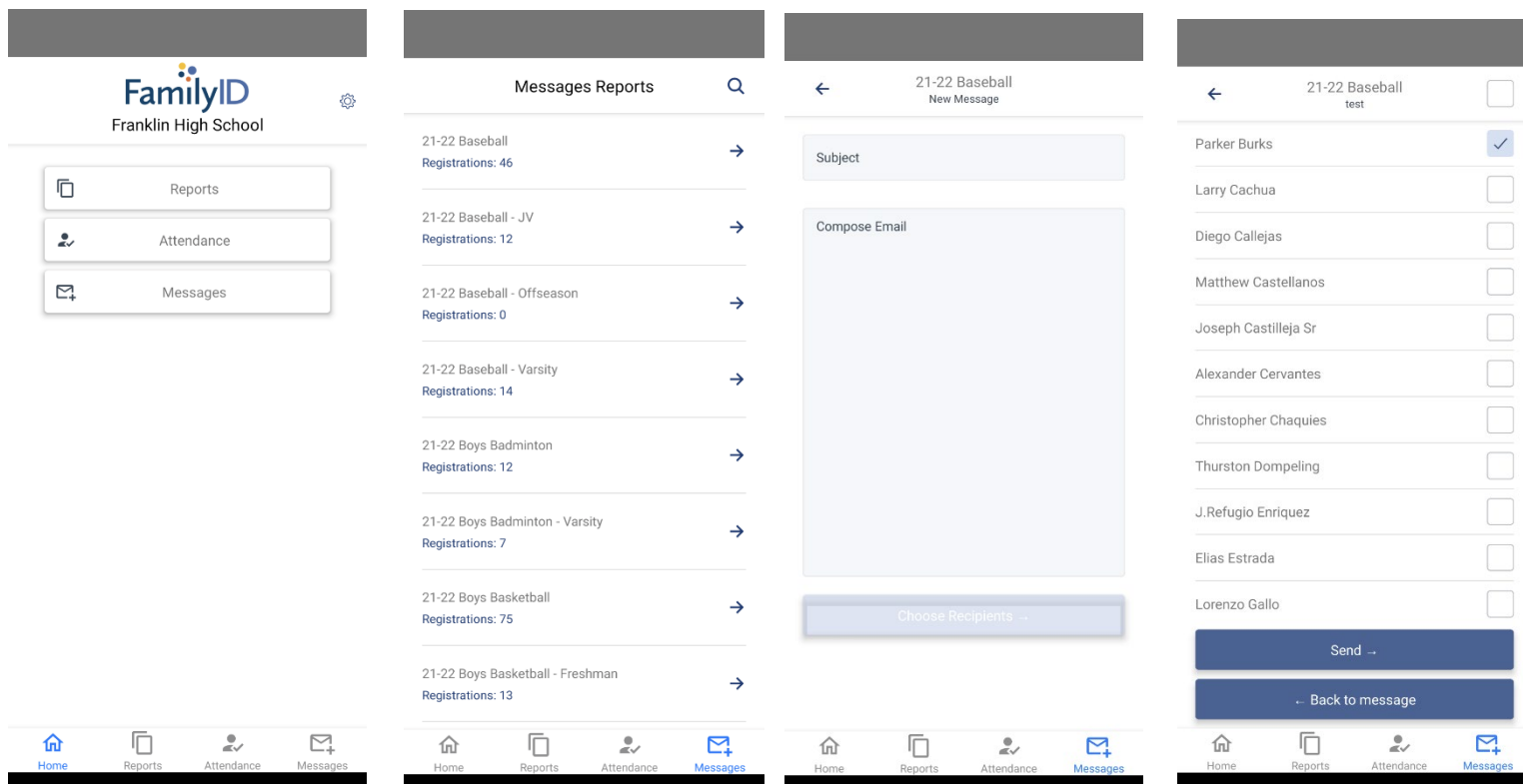


Family ID team reports – phone app:

Click Reports

→

Select Team



### Family ID messaging – phone app:

Click Messages → Select Team → Compose Message → Select players and send

### Family ID taking attendance – computer:

Login into family ID → go to Reports → then click Attendance → click a new attendance sheet → take attendance and it will auto save

## Click Attendance Sheets for the team →

Attendance Sheets for 21-22 Baseball

	EVENT DATE/TIME	EVENT NAME	PRESENT	ABSENT	TARDY	EXCUSED	UNMARKED	
<input type="checkbox"/>	07/26/2022 12:57pm		0	0	0	0	46	View/Edit
<input type="checkbox"/>	07/26/2022 11:40am	Practice	0	0	0	0	46	View/Edit
<input type="checkbox"/>	05/16/2022 07:25pm	test	1	0	0	0	45	View/Edit

## Click Take Attendance →

21-22 Baseball Attendance Sheet 07/26/2022 01:04pm Results: 46

Event Date/Time: 07-26-2022 1:04 PM 46 participants: 0 absent, 0 present, 0 tardy, 0 excused, 46 unmarked

Event Name: e.g. Practice Send absence notification emails

Event Notes: Notes

All changes are automatically saved Created by John Bava 07/26/2022 10:04AM

LAST NAME	FIRST NAME	BIRTH DATE	GENDER	APPROVAL	
Burks	Parker	08/09/2005	male	Approved	ABSENT PRESENT EXCUSED TARDY
Cachua	Larry	12/17/2006	male	Approved	ABSENT PRESENT EXCUSED TARDY

for

TITLE	ATTENDANCE SHEETS	
21-22 Baseball	2	Attendance Sheets
21-22 Baseball - JV	0	Attendance Sheets
21-22 Baseball - Offseason	3	Attendance Sheets
21-22 Baseball - Varsity	0	Attendance Sheets
21-22 Boys Badminton	5	Attendance Sheets
21-22 Boys Badminton - Varsity	20	Attendance Sheets

Name event →  
mark attendance  
each player and  
then it will  
autosave

FamilyID

Inbox (56) - j.bava@stocktonusd. x











familyid.com/organizations/8504/reports

Click here for easy step-by-step instructions on creating and sharing reports.

Reports

Delete Archive

1 2 3 Next >>

<input type="checkbox"/>	TITLE	REGISTRATIONS	LAST MODIFIED	
<input type="checkbox"/>	<a href="#">21-22 Baseball</a> (Shared: 2)	46	01/28/2022 12:32 PM EST John Bava	Table View  
<input type="checkbox"/>	<a href="#">21-22 Baseball - JV</a> (Shared: 1)	12	05/09/2022 05:25 PM EDT John Bava	Table View  
<input type="checkbox"/>	<a href="#">21-22 Baseball - Offseason</a> (Shared: 2)	0	05/31/2022 02:45 PM EDT John Bava	Table View  
<input type="checkbox"/>	<a href="#">21-22 Baseball - Varsity</a>	14	05/09/2022 05:24 PM EDT John Bava	Table View  
<input type="checkbox"/>	<a href="#">21-22 Boys Badminton</a> (Shared: 2)	12	02/28/2022 01:41 PM EST John Bava	Table View  

Type here to search

72°F Sunny 10:12 AM 7/26/2022

### Family ID team reports – computer:

Login into family ID → go to Reports → then click Registrations → click table view → review fields

Click on Table View →

FamilyID | Inbox (56) - j.bava@stocktonusd... | familyid.com/organizations/8504/reports

Click here for easy step-by-step instructions on creating and sharing reports.

### Reports

Delete | Archive

1 | 2 | 3 | Next >>

	TITLE	REGISTRATIONS	LAST MODIFIED	
<input type="checkbox"/>	<a href="#">21-22 Baseball</a> (Shared: 2)	46	01/28/2022 12:32 PM EST John Bava	Table View   [icon]
<input type="checkbox"/>	<a href="#">21-22 Baseball - JV</a> (Shared: 1)	12	05/09/2022 05:25 PM EDT John Bava	Table View   [icon]
<input type="checkbox"/>	<a href="#">21-22 Baseball - Offseason</a> (Shared: 2)	0	05/31/2022 02:45 PM EDT John Bava	Table View   [icon]
<input type="checkbox"/>	<a href="#">21-22 Baseball - Varsity</a>	14	05/09/2022 05:24 PM EDT John Bava	Table View   [icon]
<input type="checkbox"/>	<a href="#">21-22 Boys Badminton</a> (Shared: 2)	12	02/28/2022 01:41 PM EST John Bava	Table View   [icon]

72°F Sunny | 10:12 AM 7/26/2022

View

## player information in the report

FamilyID | Inbox (56) - j.bava@stocktonusd... | familyid.com/organizations/8504/reports/636083

### 21-22 Baseball

Results: 46

Results are filtered by:

Programs 2021/2022 Franklin Athletics Registration: Spring Baseball

100 per page

\* If rows are highlighted, they are being updated with your changes. [View Updates](#)

PHOTO	PHOTO ID	MOST RECENT PHYSICAL	MOST RECENT PHYSICAL (UPLOAD BY AD)	PHYSICAL EXP. DATE	PHYSICAL EXP. DATE (FULL CALCULATION)	SECTIONS	WINTER BOYS SOCCER: TEAM LEVEL	COMMENTS	PARTICIPANT E-MAIL
<input type="checkbox"/>	1627673804_EC4E8D41-175A-4444-A228-505385549F6C.jpeg	1627673804_0269716E-AE56-4B6F-BBBE-A52BA56C47E4.jpeg	---	07/29/2022	Expires 1 years after 07/29/2021 = 07/29/2022	Fall Football, Winter Boys Basketball, Spring Baseball	-	-	mburks101@yahoo.com
<input type="checkbox"/>	1627673804_14467A18-E2F1-42ED-AA87-341090CF644F.jpeg	1627673804_F150A10C-E24D-44AD-8068-D5CB1E8831D5.jpeg	---	01/10/2023	Expires 1 years after 01/10/2022 = 01/10/2023	Winter Boys Basketball, Spring Baseball	-	-	salcedo.nancy@yahoo.com

72°F Sunny | 10:13 AM 7/26/2022

## Family ID messaging – Computer:

Login into family ID → go to Reports → then click Registrations → click table view → select recipients and click email button → type message and send



Select recipients → Click Email button → type message and Send

The screenshot shows the FamilyID web application interface. The main content area displays a table of students with columns for Student ID, Most Recent Physical, Most Recent Physical (Upload by AD), and Physical Exp. Date. The table is filtered by "21-22 Baseball" and "Results: 46". A side panel on the right, titled "Edit/Email Selected", contains buttons for "EDIT" and "EMAIL", a "Message Subject" field, "From:" and "Reply To:" dropdowns (both set to "John Bava"), a "Send Copy To:" field, and a rich text editor with a "Message" label. The bottom of the screen shows a Windows taskbar with the date and time "10:21 AM 7/26/2022".

STUDENT ID	MOST RECENT PHYSICAL	MOST RECENT PHYSICAL (UPLOAD BY AD)	PHYSICAL EXP. DATE
141628	1627673804_EC4E8D41-175A-4444-A228-505385549F6C.jpeg 1627673804_0269716E-AE56-4B6F-BBBE-A52BA56C47E4.jpeg 1627673804_14467A18-E2F1-42ED-AA87-341090CF644F.jpeg 1627673804_F150A10C-E24D-44AD-8068-D5CB1E8831D5.jpeg	---	07/29/2022
186328	1642127047837_2866805_image.jpg	---	01/10/2023

## HUDL

Hudl access will be provided by each site for coaches to use in specific sports (Football, Soccer, Basketball and Volleyball). It is expected that coaches will use Hudl to breakdown game film, scout opponents, film exchange and to

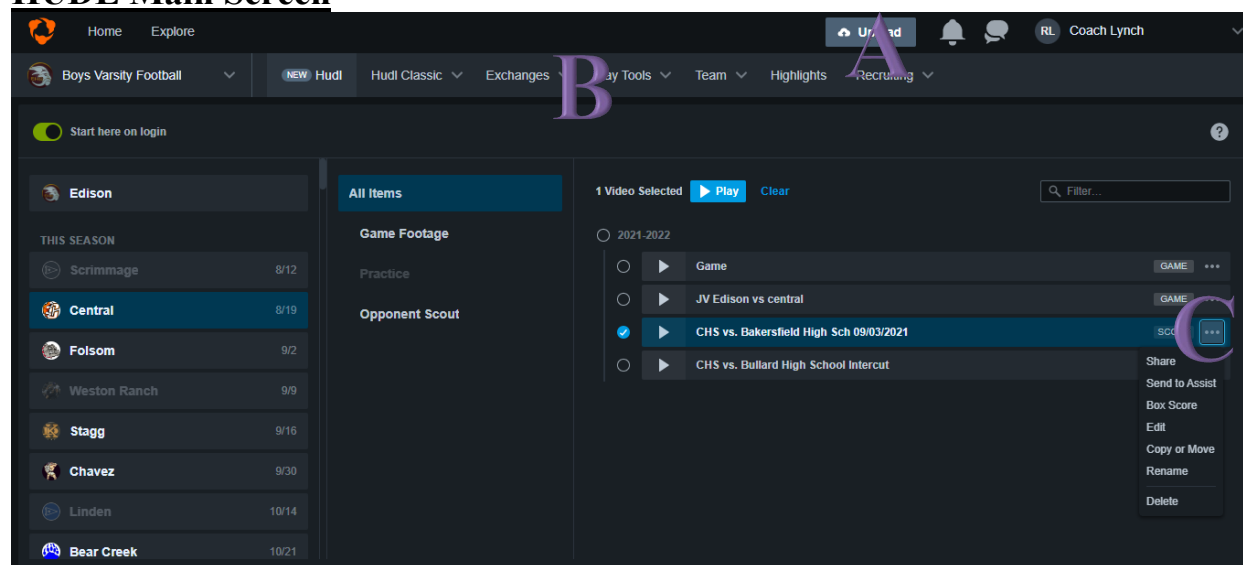
use as a recruiting tool for student athletes. (see **Appendix B: Hudl**)

## **Appendix B – Hudl**



The following sports are expected to utilize HUDL for game prep/review, film exchange, scouting, and player recruitment:  
Football      Soccer      Basketball      Volleyball

## HUDL Main Screen

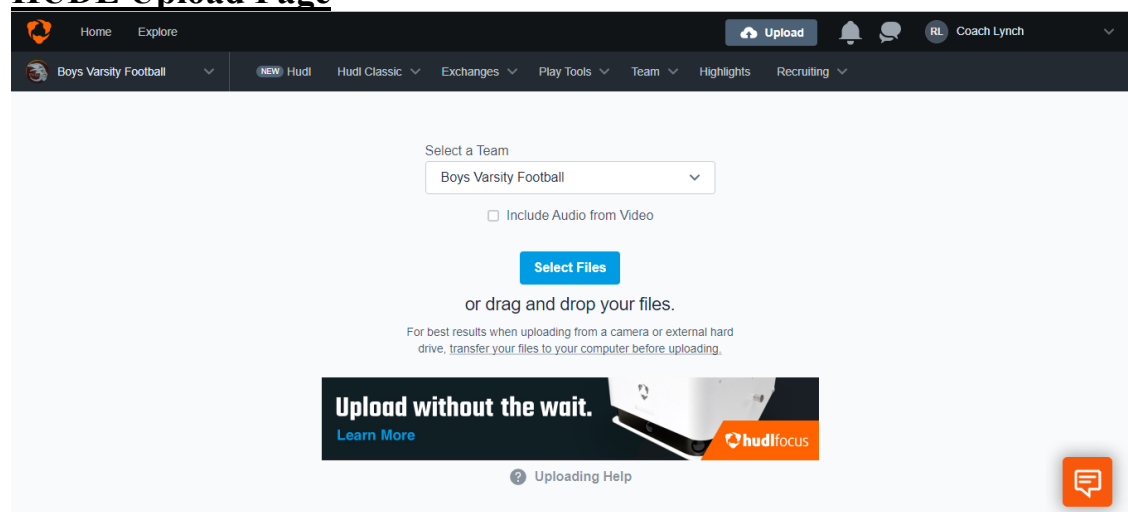


A: Click here to upload game/scout film.

B: Click here manage your team: Schedule & Roster

C: Click here to send film to Hudl Assist (Film Breakdown) or to share film with team

## HUDL Upload Page



To upload, save the file to your desktop and then add it on this page.

## HUDL Team Page

The HUDL Team Page interface includes a sidebar with navigation options: 'Add Members', 'Roles' (All Team, Athletes, Coaches), and 'Seasons' (2022 - 2023, 2021 - 2022, 2020 - 2021, 2019 - 2020, 2018 - 2019, 2017 - 2018, 2016 - 2017, 2015 - 2016, 2014 - 2015, 2013 - 2014, 2012 - 2013). The main content area shows a table of athletes with columns for ID, First Name, Last Name, Role, and more. A dropdown menu is open over the 'Team' tab, showing options: Team Profile, Manage Team, Schedule, Stats, and Team Settings. The 'Manage Team' option is highlighted.

On this page, you can add your roster and coaches by clicking “Manage Team”. You also input your schedule on the “Schedule” tab. If you have a home game in the stadium or main gym, HUDL Focus will automatically record the game.

## HUDL Assist (Film Breakdown)

The HUDL Assist (Film Breakdown) interface shows a list of items with a '1 Video Selected' status. The bottom section shows a 'Review and Send' form with fields for 'Jersey Color', 'Edison High School', 'Central High School', and 'Notes'. A 'Send to Hudl Assist' button is visible.

Select Jersey colors and click “Send to Hudl Assist”

## MAXPREPS

All Varsity coaches are responsible to upload rosters and schedules to MaxPreps. Also, to keep their season results updated on the site. This is a CIF requirement. <https://www.maxpreps.com/>

Browser tabs: Inbox (56) - j.bava@stocktonusd... | Franklin (Stockton, CA) High Sch... | High School Sports - Schedules... | +

Address bar: maxpreps.com

Advertisements:  
SILVERADO 1500 2022 SIN PAGOS MENSUALES POR 90 DÍAS! PARA CLIENTES BIEN CALIFICADOS  
CHEVY OPEN ROAD CHEVROLET \*Información importante Conoce Más

Navigation bar: CBSSPORTS.COM 247SPORTS MAXPREPS FOLLOW MAXPREPS f t i

Menu: MAXPREPS Football Baseball B. Basketball G. Basketball G. Volleyball ... SIGN IN

Main Content:  
PHOTOS: STACY WHITE, MARK COOLEY & HESTON QUAN  
TROY BOWLES  
ANTHONY HILL JR.  
KYNGSTON VILIAMU-ASA  
**Best of the 'backers**

TOP HEADLINES All News  
Top takeaways from Nike EYBL Peach Jam  
Overtime Elite loading up on top prospects  
2022 Football Preview: Top 10 linebackers  
MaxPreps turns 20: Biggest stories  
Mater Dei adds five-star wide receiver

Taskbar: Type here to search 75°F Sunny 11:01 AM 7/26/2022

## **VARSITY HEAD COACH'S RESPONSIBILITIES**

As the Varsity Head Coach you are responsible for your entire program! Some of these responsibilities are:

- Each coach in the program
- Each student athlete in the program
- Scheduling of all games and scrimmages at each level
- Transportation request at each level
- Team rules and expectations at each level
- Conducting a parent/athlete pre-season meeting
- Inventory of uniforms and equipment at each level
- Check out and return of all uniforms and equipment at each level
- Billing for all lost or damaged uniforms and equipment at each level
- End of season report for all levels
- Schedules for all levels for the next season
- Making sure the facilities you use are safe
- Monitoring student-athlete discipline on campus/on the field
- Monitoring student-athlete attendance, academic and athletic practices/games

### **Hiring of Coaches**

The Stockton Unified School Board must approve all coaches.

- As Head Coach, you can recommend to the Athletic Director and Principal people you want to coach in your program. No coach, paid or volunteer, can take field, court, etc., unless the school board has officially hired them.
- Coaches cannot pay other coaches

## **TRY OUTS GUIDELINES**

Prior to the start of the season, coaches will have a meeting with all students interested in trying out for the team. At this meeting, the coach will go over the clearance process that student must complete before he/she is allowed to tryout or condition.

The student may NOT try out (be on the court, field, etc.) unless he/she has been cleared by the school and the coach has an Emergency Card/Information for that student.

The AD will give each student a clearance card or clearance through the online process.

The tryout period begins with the first official day of practice and will last for a minimum of three days. The coach can extend the days as he/she sees fit. If a student is not cleared by the first day of practice, he/she will not be allowed to try out, unless the student made prior arrangements with the coach.

## **TEAM SELECTION/ DISMISSAL OF A PLAYER PROCEDURE**

### **Team Selection:**

☐ Choosing the members of athletic squads and the appropriate level of play for each player is the sole responsibility of the coaches of those squads.

We recommend staff evaluation and input to the selection process---this becomes a group selection process with the Varsity Coaches' approval

- ☐ No student shall be cut without a three-day try out
  - Selection criteria should be distributed to prospective team members
  - Criteria should include: Skill ability, athletic ability, attitude and character
  - Coaches shall inform each athlete of the reason(s) they were not selected
  - Coaches should follow up with student/parent concerns

### **Dismissal of a Player Procedure:**

- ☐ Due Process: Before an athlete is permanently removed from a team, due process procedures must be in place.
  - If a coach plans to dismiss a team member for any reason, the AD must be notified with details for the dismissal. This must be done prior to any action being taken
  - Parents shall be notified of behavior that could lead to dismissal, and a progressive warning system shall be in place to communicate with the student and parents

### **Process for Conflict Resolution:**

- ☐ First Step: Personal coach-student meeting (avoid before and after games, during an active practice where other students are present – best solution: set an appointment)
- ☐ Second Step: Coach, student, and parent
- ☐ Third Step: Coach, student, parent, and AD
- ☐ Fourth Step: Coach, student, parent, AD, and assistant principal in charge of athletics
- ☐ Fifth Step: Coach, student, parent, AD, assistant principal in charge of athletics, and principal



**STOCKTON UNIFIED SCHOOL DISTRICT**  
**RISK MANAGEMENT**

**Transportation of Students in Privately-Owned Vehicles**  
**In Lieu Of District Transportation**

**Certification and Authorization**

I, on my behalf, and on behalf of my minor child, or as a volunteer driver, agree that my child/children, may be transported in a privately-owned vehicle, including my own vehicle, for the transportation of my minor child/children, to school-related sport activities rather than use the transportation services provided by Stockton Unified School District. I certify that I have a valid California driver's license, that my vehicle is properly registered and that I have, in force, automobile liability insurance in the amounts set out below. I certify that my vehicle is in safe operating condition. I also accept on my behalf, and on behalf of my minor child, the waiver provision below.

School \_\_\_\_\_ Child's name (minor) \_\_\_\_\_

Driver's Name \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address of Driver \_\_\_\_\_ Home Phone \_\_\_\_\_

Make of Automobile \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_

License No. \_\_\_\_\_ Passenger Capacity (including driver) \_\_\_\_\_

**SEAT BELTS MUST BE USED BY EACH OCCUPANT. THE VEHICLE'S RATED CAPACITY MAY NOT BE EXCEEDED. STUDENTS UNDER TWELVE MAY NOT RIDE IN FRONT SEAT OF VEHICLES EQUIPPED WITH AIR BAGS. STUDENT DRIVERS MAY NOT TRANSPORT OTHER STUDENTS.**

**I certify that I have met the minimum vehicle insurance requirements per occurrence as listed below:**

- Bodily Injury Liability (BI): Each Individual - \$100,000; Total Each Accident: \$300,000
- Property Damage Liability (PD): Total Each Accident: \$25,000
- Uninsured Motorist Coverage: Each Individual: \$100,000; Total Each Accident: \$300,000

**OR**

- **Combined Single Limit (BI & PD): \$300,000; Medical Payments Each Individual: \$5,000**
- **Uninsured Motorist Coverage: Each Individual: \$100,000; Total Each Accident: \$300,000**

**The Stockton Unified School District does not provide insurance coverage for privately-owned vehicles. The vehicle owner is responsible for all costs associated with an accident and is advised to consult his/her Insurance Policy regarding coverage.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Driver (if different from owner) \_\_\_\_\_

Signature of Coach/Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER OF CLAIMS AND RELEASE OF ALL CLAIMS**

I, on my behalf, and as the parent/legal guardian of the minor(s) named above, or volunteer driver, forever release and discharge the Stockton Unified School District, its employees, staff, governing board and coaches from all claims, actions, causes of action for any injury, death, property damage or damage sustained or suffered by myself or my child named above, which in any way relates to the transportation of the minor in a private vehicle as set forth in this authorization.

\_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

Retain original on file at office of Athletic Director.  
(This form is sufficient for the entire school year)

(Revised by Risk Management 10/03)



**BOARD POLICY**

E 3541.1

Approved: 4/28/98

Page 1 of 2

---

**Business and Noninstructional Operations**

**Transportation For School-Related Trips**

**SCHOOL DRIVER REGISTRATION FORM**

Driver (circle one):    Employee                      Parent/Guardian                      Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Telephone No.: (    ) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**VEHICLE INFORMATION**

Name of Owner: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_ Make: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

Registration Expires: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: \_\_\_\_\_

---

**Business and Noninstructional Operations**

**Transportation For School-Related Trips**

**DRIVER STATEMENT**

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name \_\_\_\_\_ Date \_\_\_\_\_

**DRIVER INSTRUCTIONS**

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the children together and call \_\_\_\_\_.

---



## BOARD POLICY

AR 4119.11/4219.11/4319.11

Approved: 07/26/16

Page 42 of 4

### **Personnel**

#### **Sexual Harassment**

##### Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940;5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects



## BOARD POLICY

AR 4119.11/4219.11/4319.11

Approved: 07/26/16

Page 2 of 4

---

### Personnel

#### Sexual Harassment

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

#### Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation



## BOARD POLICY

AR 4119.11/4219.11/4319.11

Approved: 07/26/16

Page 3 of 4

---

### Personnel

#### Sexual Harassment

3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

#### Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment



## BOARD POLICY

AR 4119.11/4219.11/4319.11

Approved: 07/26/16

Page 4 of 4

---

### Personnel

#### Sexual Harassment

2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

(7/05 3/08) 10/15





Stockton Unified School District  
Since 1852

# **COACHES HANDBOOK**

## **SECTION IV**

### **ELIGIBILITY**

# **ADMINISTRATOR'S RESPONSIBILITY**

## **FOR ATHLETIC ELIGIBILITY**

1. Each school principal is responsible for certifying the eligibility of all students' athletes.

**Discussion:**

Although the principal of some schools delegates this responsibility, it is the principal whom the district holds accountable for participation of ineligible students. Since forfeiture of contests is the penalty for ineligible participation, it is critically important to have a comprehensive approach to the certification of the eligibility of each student athlete.

2. Develop a protocol which ensures that no coach permits a student who has not been certified as eligible to begin practice.

**Discussion:**

This could take the form of requiring the coach to submit a pre-season list of students who have expressed an interest in participating in that sport. The administrator or designee then verifies the eligibility of the students on that list and signs off on each. Subsequently, as students not on the certified list express an interest, the coach knows that they may not begin to practice until the administrator's signature releases that student to the coach as eligible.

3. Be certain to certify the eligibility of athletes before they begin practice.

**Discussion:**

There is no upside to putting this off until prior to the first contest, because you may be busier at that time. Liability issues are enormous if your certification has not been done, and you have students who have not satisfied the physical examination requirement, or a student is over age, etc.

4. The certification of eligibility of each student athlete must include minimally those areas noted under Academic and Residential Eligibility.

**Discussion:**

Failure to follow all eligibility rules will result in chaos throughout your athletic programs.

**A review of this information before the start of each season will be beneficial.**

## **ACADEMIC ELIGIBILITY**

### **CIF REQUIREMENTS: GPA AND CREDIT**

In order to be eligible to participate in extracurricular activities, at the time the activity begins, a student must have a GPA of 2.0 or better and pass 10 credits from the previous semester and 20 credits from the previous two semesters (term).

Under the GPA rule:

- For the fall semester eligibility, grades from the previous two semesters will be used.
- For the spring semester eligibility, grades from the previous two semesters will be used. Summer school grades cannot be included in fall GPA.
- A summer school class can only replace a 2nd semester of spring class grade for eligibility
- A summer school class will be added to the 2nd semester of spring classes and will be calculated for the eligibility GPA if it is not a class from term 2, semester 2.
- A student who does not meet the GPA requirement can apply for probation under the terms specified below.

#### **A. FRESHMAN ELIGIBILITY**

- All incoming freshman are eligible for the fall semester.
- After the first semester, eligibility is based on the previous semester's grades.
- Each freshman will be allowed to use one semester of probation, which can only be used for one of the semesters of his/her freshman year if he/she meets the 10-credit requirement but does not meet the GPA requirement. This shall be referred to as "freshman probation."
- In addition to this initial freshman probation, each freshman will be allowed to use one semester of "post-freshman probation," as described below, as long as the "freshman probation" and the "post-freshman probation" are not used in consecutive grading periods.

#### **B. POST-FRESHMAN PROBATION**

Students who earned 10 credits, but did not earn an overall GPA of 2.0 or better for the previous semester have the option to choose a one time, one semester probationary period, in addition to freshman probation, for his/her entire high school career at SUSU.

- If a student chooses probation and then fails to maintain a GPA of 2.00 or better in any future semester, that student will not be eligible for the extracurricular activity, as probation is a one time, one semester opportunity.
- The freshman probation and the post-freshman probation cannot be used in consecutive grading periods.

## **II. LOCAL REQUIREMENT**

In order to meet the local requirements of Stockton Unified School District, students must meet the 20 credits rule and the in-line to graduate rule. Entering seniors must have 150 credits minimum to meet the in-line to graduate rule.

## A. 20 CREDITS RULE

In order to be eligible to participate in extracurricular activities, at the time the activity begins, a student must have completed (with a passing grade) at least 20 credits in the previous term.

Under the 20 credits rule:

- The student must count the previous two semesters and may include summer school at the end of the spring semester.

Probation cannot be used to circumvent the 20 Credits Rule. A decision based on this rule cannot be appealed.

## B. IN-LINE TO GRADUATE RULE

In order to be eligible to participate in extracurricular activities, a student must be in-line to graduate as determined in the beginning of the fall semester of that year. In-line to graduate means that the student must meet the credit requirements in the table below at the beginning of the respective school year.

Grade	In-Line to Graduate Requirement		20 Credit Rule
Freshman	N/A	N/A	N/A
Sophomore	20 Minimum Credits Entering Sophomore Year	OR	20 Credits Prior Two Semesters
Junior	70 Minimum Credits Entering Junior Year	OR	20 Credits Prior Two Semesters
Senior	150 Minimum Credits Entering Senior Year	AND	Additionally, 20 Credits Prior Two Semesters

In-line to graduate is determined in the beginning of the fall and applies to the fall and spring semesters of that school year. Probation cannot be used to circumvent the in-line to graduate rule. A decision based on the rule cannot be appealed.

### **III. RESIDENTIAL ELIGIBILITY**

Residential eligibility refers to allowing athletes to be part of a team only for the school where they have a right to participate based on California Interscholastic Federation (CIF) policies and bylaws. Allowing an athlete who does not qualify under these rules to be a part of a team will result in forfeiture of games, tournament victories (or placements), the right to compete in post-season play, or, in the worst case, the right to compete at all. Knowingly falsifying information to allow an athlete to participate, who otherwise would not qualify, could result in a suspension of the student for up to 24 months. Attached to this section are the requirements for residential eligibility as given by the CIF. It is imperative that all coaches, athletic directors, and site administrators read, understand, and follow these requirements.

### **IV. TEAM ELIGIBILITY**

All members of a sports team must be validated on the Extracurricular/Co-Curricular and Residential Eligibility form (contact the Athletic Director to obtain this form (see attached sample at the end of this Section). The Athletic Director and Assistant Principal in charge of athletics must sign off on each athlete. In addition, the team must be verified by the Principal, Assistant Principal, Athletic Director, and Coach. Timelines for verification are listed on the top of the form.

### **ALL STUDENTS MUST MEET ALL CIF AND SJAA REQUIREMENTS**

#### **ACADEMIC ELIGIBILITY APPEALS PROCESS**

- V.** CIF rules cannot be appealed through the Assistant Superintendent of Educational Services.
  
- VI.** The completed credit rule may be appealed for extenuating circumstances. In order to appeal the 20 credits rule, the parent/guardian must fill out an Athletic Academic Eligibility Appeals Form (see sample at the end of this Section). This form must be returned to the Athletic Director, then it must receive approval from the school site Administration, who will then route it to the Assistant Superintendent of Educational Services. Once received, a panel will convene. The panel will include the Assistant Superintendent of Educational Services (or his designee) and the Athletic Directors of at least two SUSD high schools where the athlete is not enrolled. The panel will meet to review the appeal, and issue a decision based on any extenuating circumstances. A key issue will address whether the student is showing progress toward graduation.

## ELIGIBILITY CHART

- Students must have passed:
  - 1. 10 credits in the previous semester.
  - 2. 20 credits combined in the previous two semesters (term).
    - 9th-12th Grade Students must be on track to graduate

4 x 4 Block – Class of 2025 and After				
Grade	Before T1S1	Before T1S2	Before T2S1	Before T2S2
9	0	10	20	20
10	20	30	40	50
11	70	90	110	130
12	150	170	190	210

- Students must have a 2.0 grade point average (GPA) from the previous semester as well as fulfilled the credit requirement.
  - There is a freshman only probationary period of 1 semester for freshman who pass at least 10 semester credits, but do not have a 2.0 GPA. If the student does not use freshman probation, it does NOT roll over to grades 10-12. It is a use it or lose it probation.
  - There is a second probation period for students in grades 10-12 who pass at least 10 semester credits, but do not earn a 2.0 GPA. This probation period can only be used one time during the 10-12 grades. Students must meet the credit requirement to be eligible to use probation.
  - Using Probation when transferring schools: If a student athlete transfers and needs to use a probation they can only use a probation after transferring if the school they left would offer a probationary period and the school they are entering will also offer a probationary period.

**STOCKTON UNIFIED SCHOOL DISTRICT  
ATHLETIC ACADEMIC ELIGIBILITY  
APPEALS FORM**

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

School of Record \_\_\_\_\_

Date \_\_\_\_\_

Reason for Appeal:


Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Athletic Director\* \_\_\_\_\_ Date \_\_\_\_\_

\*School of Record

Principal \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent of  
Educational Services \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date \_\_\_\_\_







# **COACHES HANDBOOK**

## **SECTION V**

### **STUDENT RESPONSIBILITIES**

## **STUDENT ATHLETIC RESPONSIBILITIES**

**NOTE: ALL COACHES ARE EXPECTED TO REVIEW THE STUDENT ATHLETIC RESPONSIBILITIES WITH ALL TEAM MEMBERS**

Athletics within Stockton Unified School District (SUSD) shall be governed by the CIF, SJAA, and SUSD Rules and Regulations, and the Athlete's Code of Ethics (attached). Athletes shall be directly responsible to the head coach and his/her assistants. The athlete participates in a sport as a privilege and because of this, he/she wishes to do whatever is necessary to make the team more successful. The following are the general responsibilities of the athlete:

### **I. Applicability**

- A. Athletes shall follow all team rules set forth by the coach and the Athlete's Code of Ethics.
- B. Prior to participation, an athlete MUST:
  - 1. Complete proper athletic clearance procedures, which include:
    - a. Must be registered in Family ID
    - b. Physical Examination (needs to be uploaded into Family ID)
    - c. Academic Eligibility

### **II. Conduct and Behavior**

As an athlete, you are representing yourself, parents, school and community and are expected to conduct yourself properly at all times. Because of this, misconduct by the athlete shall be condoned. For example, conduct which is criminal or socially unacceptable, and for which criminal penalties might result, is cause for action under this code.

The Athlete's Code of Ethics is in effect from the first CIF sanctioned practice (August) through the last contest of the school year. Athletes are responsible for compliance whether they participate during one or all seasons of sport: Fall, Winter, and/or Spring.

- A. Training Rules. It is generally accepted that good training includes adequate rest, diet, health habits, and self-discipline. Athletes should show support for this concept by being home and in bed no later than 10:30 p.m. Sunday through Thursday and midnight Friday and Saturday.
- B. Alcohol, Drugs, and Tobacco. One of the most rigid training rules is the "No smoking-No drinking" rule. Mere possession, consumption, or other use of alcohol, illegal drugs, or tobacco in any form constitutes a violation of the Code. Illegal drugs are defined as behavior modifying chemicals not duly prescribed by a physician.
- C. Criminal Acts. Athletes who conspire to become involved in acts defined as criminal by statute are subject to discipline under this Code.
- D. Violation of School Discipline Policy. Athletes are expected to display behavior, in the classroom and on campus that is exemplary for all students to follow. Therefore, serious violations of school discipline, like fighting, may be considered a violation.

- E. Penalty Phase for Above Violations (A, B, C and D) of II. Athletics afford a unique opportunity to modify behavior and lend a helping hand to students in need of such attention. Rule infractions shall be dealt with in the following manner by the Athletic Department, keeping the "rights" and "due process" of the student-athlete of supreme concern:

**First Violation:**

A conference involving the athlete, parent, head coach, Athletic Director and school Administration shall be held as soon as practical. Penalty or discipline will be determined based upon the severity of the violation. The range of penalties includes, but is not limited to, detention, temporary suspension from the squad, possible removal from the team or other reasonable disciplinary actions.

**Second Violation:**

A conference, as stipulated in the first violation, will be held. If the athlete is in-season, he/she may be removed from the team and forfeit all privileges of team membership including, but limited to, awards, honors, or team functions.

III. **Miscellaneous**

A. Acknowledgment

Students who wish to participate in athletics must sign a contract and have his/her parent or guardian sign a contract as well, indicating they have read and understood this contract. If further explanation is desired, the AD needs to be contacted. The student and his/her parents or guardian thereby acknowledge responsibility for their actions under this contract.

B. Appearance

As a member of our teams, we want to be proud of our appearance. Athletes are expected to dress neatly and keep well-groomed. Haircuts shall be as prescribed by the team coach. The coach may determine dress on the day of a contest.

C. Attendance

1. An athlete must be in attendance in **all** his/her regularly scheduled classes on the day of a contest to be eligible for participation. Any exception to this rule must be made by administrative approval.
2. If the student is in school, he/she will be expected to be at practice unless excused by the coach. A student cannot send word by way of another student or player that the student cannot make practice. The student must personally see the coach and get permission to be absent or late.

D. Complaint Procedures

When a situation arises that is of concern to a parent/athlete in regards to any team or activity, the following procedure should be adhered to:

**First Level:** Meet with coach cited in complaint.

**Second Level:** Meet with head coach and AD. Parents should address the coach directly about problems or concerns. In sports with multiple levels (Frosh, JV, Soph, and Varsity), parents should next contact the varsity-level coach.

**Third Level:** Meet with the Principal or his/her designee

If these meetings fail to result in resolution of the issue, the complaint may be issued on a SUSD Uniform Complaint form for resolution by the Compliance Services Division of the District.

E. Dedication

An athlete must be willing to dedicate himself/herself to sports. The athlete should be aware that nothing worthwhile is accomplished without hard work, application, and a sincere desire to succeed. The athlete must also realize that he/she must work out of season as well as during the time he/she competes. He/she must also be willing to sacrifice his/her own personal desires for the good of the group or team.

F. Insurance

The District provides secondary coverage for athletic injuries. Parents or guardians should be aware that his/her insurance is excess or secondary coverage and will pay only that amount which other insurance companies will not pay.

G. Language

Anyone associated with SUSD's athletics shall use language that is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the playing field at any time.

H. Letter Requirements

The Athletic Department imposes two requirements that an athlete must meet to qualify for a letter:

1. The athlete must complete the season in good standing as determined by the head coach.
2. The athlete must have turned in or accounted for all equipment checked out to him/her. The athlete is urged to attend the awards ceremony. If he/she is unable to attend due to prior commitment, it is considered good manners to inform the coach of that fact.

I. Quitting a Sport

The head coach may or may not allow a player who has quit the team to return. Athlete(s) who quit a team or athlete(s) who may be reinstated after quitting may lose all rights of a team member including, but not limited to, awards or post-season honors. These athletes may not go out for another sport until the season of sport that they quit is completed.

J. Suspended or released from a Sport

A student athlete who has been suspended or released from an athletic program may not participate in another athletic program prior to approval from AD and site Administration.

K. Residence Eligibility

Any student who is planning to move, or has recently moved, or whose parents or guardians have moved, should notify the Athletic Director's (AD) Office first for CIF information on his/her status of eligibility. The AD's involved in the player transfer will need to communicate between each other to approve the transfer between schools.

L. Respect

The athlete is to show respect for all coaches, teachers, officials, spectators, school facilities, and equipment at home and especially when playing away from home.

M. Responsibility for Equipment

Athletes shall assume responsibility for athletic equipment issued to them and will be expected to pay for equipment not returned. An athlete who has equipment stolen through no fault of his/her own must report this to his/her coach and to the AD as soon as possible following discovery of the theft. He/she must complete a theft report within two days of the theft and return it to the AD. If the above procedure is met and the theft report is filled out, the athlete may be relieved of financial responsibility. An athlete will not participate in a team banquet, receive team awards or letters unless he/she has:

1. Checked his/her equipment in to their coach and have been cleared by the AD.
2. Paid for lost, stolen or damaged equipment. Any athletic equipment not officially checked out to an athlete will be confiscated whether it has been paid for or not.

N. Seasonal Participation

An athlete may, except in special situations approved by the AD and Administration, participate in only one sport per season. Athletes cannot change from one sport to another except with the approval of both coaches and the AD. When an athlete quits or is dropped for disciplinary reasons, he/she may not go out for a sport until the previous sport season is ended.

O. Transportation

Athletes shall ride to and from all contests on school approved transportation. In special instances, athletes may travel to and return home from games with their parents or guardians only. The coach and administrator in charge must be notified by the appropriate parent/guardian in writing on an approved form in the correct time frame prior to the contest.

P. Student Parking

All students must park in areas designated as student parking lots.

IV. **Student Athlete Standards**

If an athlete violates the letter or intent of this Code, he/she shall be liable for punishment under this Code as it affects him/her athletically. The AD shall inform the administration in writing of all actions taken under this Code. If an athlete violates school rules or exhibits behavior or conduct that is criminal or socially unacceptable while in the student environment, the administration shall notify the AD of possible actions under this Code.



**STOCKTON UNIFIED SCHOOL DISTRICT**  
**ATHLETE'S CODE OF ETHICS**

---

**Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.**

---

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority
2. Show respect for teammates, opponents, officials and coaches
3. Respect the integrity and judgment of game officials
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field
5. Maintain a high level of safety/awareness
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures
7. Adhere to the established rules and standards of the game to be played
8. Respect all equipment and use it safely and appropriately
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States and the American Medical Association
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation
11. Win with character, lose with dignity

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete's Name Printed

**A copy of this form must be kept on file in the Athletic Director's Office.**



# **COACHES HANDBOOK**

## **SECTION VI**

### **FORMS**



# STOCKTON UNIFIED SCHOOL DISTRICT COACHES HANDBOOK

## COACH'S SELF-EVALUATION

Coach \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_ Level \_\_\_\_\_

*E = Excellent*

*S = Satisfactory*

*N = Needs Improvement*

### Teaching Personality

\_\_\_\_\_ Self-control and poise  
\_\_\_\_\_ Appropriate sense of humor  
\_\_\_\_\_ Enthusiasm  
\_\_\_\_\_ Appearance  
\_\_\_\_\_ Good judgment  
\_\_\_\_\_ Proper behavior  
\_\_\_\_\_ Keeps things in perspective

### Team Management

\_\_\_\_\_ Punctuality  
\_\_\_\_\_ Proper supervision  
\_\_\_\_\_ Makes maximum use of time  
\_\_\_\_\_ Demonstrate care of equipment/facilities  
\_\_\_\_\_ Show proper team discipline/control  
\_\_\_\_\_ Utilizes staff

### Professional Qualities

\_\_\_\_\_ Rapport with staff  
\_\_\_\_\_ Upholds dept./school policies  
\_\_\_\_\_ Rapport with parents  
\_\_\_\_\_ Keeps AD informed

### Coaching Performance

\_\_\_\_\_ Has knowledge/expertise of sport  
\_\_\_\_\_ Has the ability to teach and motivate  
\_\_\_\_\_ Submits paperwork on time  
\_\_\_\_\_ Exhibits leadership  
\_\_\_\_\_ Organizational skills

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STOCKTON UNIFIED SCHOOL DISTRICT  
COACHES HANDBOOK**

**ATHLETIC EQUIPMENT INVENTORY**

SPORT \_\_\_\_\_ DATE OF INVENTORY \_\_\_\_\_

COACH \_\_\_\_\_ PAGE \_\_\_\_\_ OF \_\_\_\_\_

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

ITEM DESCRIPTION \_\_\_\_\_

QUANTITY \_\_\_\_\_ QUALITY: ( ) GOOD ( ) FAIR ( ) POOR ( ) UNUSEABLE

# ATHLETIC INVENTORY SHEET

LEVEL: \_\_\_\_\_ DATE: \_\_\_\_\_

[illegible]

# STOCKTON UNIFIED SCHOOL DISTRICT COACHES HANDBOOK

\_\_\_\_\_ (SPORT)  
**SCHEDULE**

YEAR\_\_\_\_\_ GENDER\_\_\_\_\_ LEVEL\_\_\_\_\_

DATE	OPPONENT	SITE	TIME RELEASE TIME

Coach:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Athletic Director:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Principal:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

School Colors:\_\_\_\_\_ Mascot:\_\_\_\_\_

**STOCKTON UNIFIED SCHOOL DISTRICT  
COACHES HANDBOOK**

**SPORT \_\_\_\_\_ TRYOUT ROSTER**  
**YEAR \_\_\_\_\_**

Name	Grade	Phone Number
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____
11) _____	_____	_____
12) _____	_____	_____
13) _____	_____	_____
14) _____	_____	_____
15) _____	_____	_____
16) _____	_____	_____
17) _____	_____	_____
18) _____	_____	_____
19) _____	_____	_____
20) _____	_____	_____

**STOCKTON UNIFIED SCHOOL DISTRICT  
COACHES HANDBOOK**

**SPORT \_\_\_\_\_ ROSTER**  
**YEAR \_\_\_\_\_**

	<b>Name</b>	<b>Grade</b>	<b>Phone Number</b>	<b>HT.</b>	<b>WT.</b>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____
6)	_____	_____	_____	_____	_____
7)	_____	_____	_____	_____	_____
8)	_____	_____	_____	_____	_____
9)	_____	_____	_____	_____	_____
10)	_____	_____	_____	_____	_____
11)	_____	_____	_____	_____	_____
12)	_____	_____	_____	_____	_____
13)	_____	_____	_____	_____	_____
14)	_____	_____	_____	_____	_____
15)	_____	_____	_____	_____	_____
16)	_____	_____	_____	_____	_____
17)	_____	_____	_____	_____	_____
18)	_____	_____	_____	_____	_____
19)	_____	_____	_____	_____	_____
20)	_____	_____	_____	_____	_____

# STOCKTON UNIFIED SCHOOL DISTRICT COACHES HANDBOOK

## END OF THE SEASON RESULTS YEAR \_\_\_\_\_

Gender \_\_\_\_\_ Level \_\_\_\_\_ Sport \_\_\_\_\_

WON \_\_\_\_\_ LOST \_\_\_\_\_ TIED \_\_\_\_\_

COACH(ES): \_\_\_\_\_

League Record: Won \_\_\_\_\_ Lost \_\_\_\_\_ Tied \_\_\_\_\_ Place in League \_\_\_\_\_

<u>Date</u>	<u>Opponent</u>	<u>Home/Away</u>	<u>Our Score</u>	<u>Their Score</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### **Tournament Results:**

<u>Date</u>	<u>Name of Tournament</u>	<u>Won/Lost</u>	<u>Tournament Standing</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **Individual Players Recognition:**

Player's Name: \_\_\_\_\_

Award: \_\_\_\_\_

Player's Name: \_\_\_\_\_

Award: \_\_\_\_\_

Player's Name: \_\_\_\_\_

Award: \_\_\_\_\_

Examples: 1<sup>st</sup>, 2<sup>nd</sup>, or Honorable Mention, All League; All Tournament, Tournament MVP; Team's MVP, Most Improved, Team Captain, etc.

# PURCHASE REQUISITION

Account No. \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Athletic Director



## AWARDS

Level: \_\_\_\_\_ Date of Awards Banquet: \_\_\_\_\_

Coaches: Please print the names of all players that will receive a letter, certificate or other awards.

[illegible]

# STOCKTON UNIFIED SCHOOL DISTRICT COACHES HANDBOOK

## END OF SEASON CHECKLIST

**End of Season Checklist: Due no later than two weeks after the end of the season.**

Sport: \_\_\_\_\_

Coach: \_\_\_\_\_

Level: \_\_\_\_\_

Date: \_\_\_\_\_

Before the coaching payment can be made, a number of items must be submitted to the Athletic Director (AD). (Once this is done and the material is in the AD's possession, the check will be issued.)

\_\_\_\_\_ All equipment put away and inventory turned in to AD.

\_\_\_\_\_ Lost Equipment Form completed and turned in to AD.

\_\_\_\_\_ Keys turned in to AD.

\_\_\_\_\_ Coaches' lockers cleaned and vacated.

\_\_\_\_\_ All team lockers cleaned and vacated.

\_\_\_\_\_ End of year results completed and turned in to AD.

\_\_\_\_\_ Awards list turned in to AD one week prior to awards. Get together.

\_\_\_\_\_ Coaching Manual turned in to AD.

\_\_\_\_\_ List of your equipment needs for next season.

\_\_\_\_\_ Coach's self-evaluation completed, signed, and turned in to AD.

\_\_\_\_\_ Teams Awards Ceremony

Day \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Site \_\_\_\_\_

\_\_\_\_\_  
(AD Manual)

**STOCKTON UNIFIED SCHOOL DISTRICT  
COACHES HANDBOOK**

**VOLUNTEER COACHES APPLICATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Sport: \_\_\_\_\_

Previous experience working with youth: \_\_\_\_\_

---

As a volunteer coach for \_\_\_\_\_ High School, I understand that neither the Stockton Unified School District nor any member of \_\_\_\_\_ High School will compensate me for my services. As a volunteer my services are free (gratis), and I will not receive a financial reward for my volunteer services.

I also understand that before a coach can be compensated for any paid services the Stockton Unified School District Board of Education must officially ratify the Coach(es) as an employee of the District.

As a volunteer coach I understand that I must:

- ☐ Be fingerprinted and have a background check clearance.
- ☐ Have a TB clearance.
- ☐ Have valid First Aide and CPR certificates.

\_\_\_\_\_  
Coaches' Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Athletic Director's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

Date: \_\_\_\_\_

**STOCKTON UNIFIED SCHOOL DISTRICT  
COACHES HANDBOOK**

**READ COACHES HANDBOOK  
AFFIDAVIT**

A coach's signature below verifies that he/she has read the SUSD Coaches Handbook and understands his/her responsibilities.

A coach does not work alone. His/her actions, or lack of them, affect each member of the coaching staff. If EVERYONE does his/her part, it will ensure that our athletic programs remain among the finest.

I, the undersigned, declare that I have read and understand the Stockton Unified School District's Coaches Handbook and all of its contents.

\_\_\_\_\_  
Coach's Signature Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

---

---

**COACHES AFFIDAVIT OF NON-PURCHASE  
OF ATHLETIC EQUIPMENT, ETAL.**

I, the undersigned, declare that I am aware that if I purchase athletic equipment, supplies, uniforms, and/or expend general fund or associated study body funds without written authorization by the school administrator in charge of athletics, I am subject to immediate disciplinary action, which may include termination as a school and district coach.

\_\_\_\_\_  
Coach's Signature Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator in Charge of Athletics Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



