



**LINCOLN HIGH SCHOOL
COACHING PACKET**

School Year 2018-2019

Last Name	First Name	Middle Name	Employee ID #
Address		City	Zip Code
Home Telephone (include area code)	Cell Phone (include area code)	<i>I understand that my phone number will be published, so I can be reached by students, parents and staff regarding the team I am coaching.</i> Initials _____	
District email	Other email	Returning (Circle one)	
@sandi.net		YES	NO
Sport(s) that you will coach	Level (Circle one)	Volunteer (Circle one)	
	VAR JV FROSH	YES	NO

INFORMATION NEEDED IN CASE OF EMERGENCY
This information will be kept confidential (optional)

Whom to call in case of emergency	Telephone Number (include area code)

I understand it is my responsibility to know and abide by the rules and policies set forth in the following publications. All publications can be accessed on line at the web addresses below.

- CIFSD "Green Book" www.cifsd.org
- SDUUSD "Blue Book" www.sandi.net/athletics
- Lincoln coaching Handbook www.sandi.net/lincoln **Available Soon**

COACH PACKET

I have received and reviewed the following documents:

- Coach / Walk-on-Coach Packet – Page 1 (signature required)
- List of Documents Required – Page 2
- Conditions of Employment – Pages 3 and 4 (signature required)
- Ethic in Sports – Pages 5, 6 and 7 (signature required)
- Athletics Guidelines – Pages 8, 9, and 10 (signature required)

- *I understand it is my responsibility to submit all the documents requested before working or volunteering.*
- *I understand I CANNOT work or volunteer until my fingerprints have been cleared.*
- *I understand that I will be contacted by the administration via email when to report to work.*
- *I am responsible to submit the time card at the end of the season.*
- *I understand that I cannot seek any form of compensation without a formal offer of employment, have been processed and my fingerprints have been cleared.*

Signature

Date

My signature indicates that I have read and understood the information and procedures

FOR SCHOOL USE ONLY

Date Received:	Received by:	ID Issued:
Date Cleared:	Comments:	

Return to the Administrative Assistant, Senta Delgado – Room 121, Administration Building



GENERAL INFORMATION AND REQUIREMENTS

Assembly Bill (AB) 1025 and AB 346 requires all classified and certificated employees and volunteers who engage in pupil activity program to obtain both Department of Justice (DOJ) AND FBI clearance.

- All coaches and athletic volunteers must submit an application to Senta Delgado -100 Building Room 121.
- All SDUSD Classified, Paid, Walk-On, or Volunteer coaches and must be processed and fingerprinted.
- **Every year** all coaches and volunteers must submit an application.
- You will be notified by email or by phone when you your fingerprints are cleared.

Submit the following documents below with this application. - Incomplete applications will **NOT** be processed.

Coach/Walk-on-Coach: Must submit the following documents	Volunteer Coach: Must submit the following documents
<p align="center">***Must be at least 21 years old to coach***</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current LHS Coaching Packet <input type="checkbox"/> TB Test Results - Issued within 60 days prior to your start date (valid for 4 years) <input type="checkbox"/> Government Issued ID (Military, Driver's License) <input type="checkbox"/> Social Security Card (Original document only) or a receipt from the Social Security Administration which includes your number. <input type="checkbox"/> Permanent Resident Card (PRC) if applicable <input type="checkbox"/> CPR Card for Adult/Child/Infant Online CPR cards not accepted (valid for 2 years) <input type="checkbox"/> Concussion in Sports (valid for 2 years)* <input type="checkbox"/> Fundamentals of Coaching (lifetime) <input type="checkbox"/> Sudden Cardiac Arrest (valid for 2 years)* <input type="checkbox"/> Heat Illness Prevention (lifetime)* <input type="checkbox"/> Mandated Reporter Training (annual) <input type="checkbox"/> Blocking, Tackling and Equipment Fitting (annual)* - Football only <input type="checkbox"/> Fingerprints <p><i>Note: *Indicates annual requirement for Heads Up Football.</i></p>	<p align="center">***Must be at least 21 years old to coach***</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current LHS Coaching Packet <input type="checkbox"/> Request to Conduct Volunteer Screening <input type="checkbox"/> Returning Volunteer Screening Background Check <input type="checkbox"/> TB Test Results - Issued within 60 days to your start date (valid for 4 years) <input type="checkbox"/> Government Issued ID (Military, Driver's License) <input type="checkbox"/> CPR Card for Adult/Child/Infant Online CPR cards not accepted (valid for 2 years) <input type="checkbox"/> Concussion in Sports (valid for 2 years)* <input type="checkbox"/> Fundamentals of Coaching (lifetime) <input type="checkbox"/> Sudden Cardiac Arrest (valid for 2 years)* <input type="checkbox"/> Heat Illness Prevention (lifetime) <input type="checkbox"/> Mandated Reporter Training (annual) <input type="checkbox"/> Blocking, Tackling and Equipment Fitting (annual)* - Football only <input type="checkbox"/> Fingerprints <p><i>Note: * Indicates annual requirement for Heads Up Football.</i></p>

<p align="center">EACH YEAR ALL VOLUNTEER COACHES (Athletic or Academic) MUST fill out new paperwork:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (Current Year) Request to Conduct Volunteer Screening - School Volunteer Application <input type="checkbox"/> (Current Year) Returning Volunteer Screening Background Check Form <input type="checkbox"/> (Current Year) LHS Coaching Packet <p align="center">Returned to the Admin Assistant</p>

ORIENTATION:

Orientation for Volunteers and paid Coaches will be done after you have submitted all your documents. Orientation process takes approximately 15 to 45 minutes.

FINGERPRINTS:

Will be taken after your orientation is complete. You CANNOT work or volunteer until all above paperwork is complete and your Fingerprints are cleared. You will be notified by the Supervising Admin Assistant when your fingerprints have cleared and you are ready to work. We will provide an ID Card.

*SDUSD requires all new hires to pay for their LiveScan Fingerprinting at the time of services are rendered. FEES: \$84.00

LiveScan Fingerprinting accepts Visa, Mastercard, Monday Orders, Corporate or Cashier's Checks.

Any questions, please contact the Admin Assistant, **Senta Delgado** at (619) 266-6500 ext. 2121

CONDITIONS OF EMPLOYMENT – ALL COACHES MUST COMPLETE

SAN DIEGO UNIFIED SCHOOL DISTRICT

Physical Education/Health/Athletics Department

CONDITIONS OF EMPLOYMENT

Athletic Team Coach

(Certificated, Noncertificated, Walk-on Coaches and Volunteers)

Pursuant to California Code of Regulations, Title 5, §5593, all coaches of athletic teams must demonstrate qualifications and competencies in the areas set forth below. Each applicant must complete and sign this form and provide all required documentation prior to employment.

QUALIFICATIONS AND COMPETENCIES

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by *one or more* of the following: (Check any that are applicable)

- a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card.
- b. A valid sports injury certificate or first aid card, and a valid CPR card.
- c. A valid Emergency Medical Technician (EMT) I or II card.
- d. A valid trainer's certification issued by the National or California Athletic Trainer Association (NATA/CATA).
- e. Practical experience under the supervision of an athletic coach or trainer, or experience assisting in team athletic training and conditioning and possession of valid CPR and first aid cards.
- f. *Waiver. Enrollment in a training program related to this requirement.

Explain: _____

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques.
- b. In-service programs arranged by a school district or a county office of education.
- b. Prior service as a student coach or assistant athletic coach in the sport or game being coached.
- c. Prior participation in organized competitive athletics at high school level or above in the sport to be coached.
- d. *Waiver. Enrollment in a training program related to this requirement.

Explain: _____

3. Coaching Education and Concussion Certification, as mandated by State CIF. All coaches must be certified to be allowed to assume any coaching assignments.

- a. I have passed an ASEP or NFHS Fundamentals of Coaching course and have provided a copy of my card/certificate.
- b. I have not passed or taken an ASEP or NFHS Fundamentals of Coaching course.

4. **National Federation of High Schools Certification in Spirit, Cheer and Administration (nfhslearn.org).**
5. **Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and regulations of the CIF:**
- a. Applicant has received a copy of the CIF regulations, league rules, and rules of the sport to be coached, certifies that he/she has read and understands same, and demonstrates an understanding of such rules and regulations.
- b. *Waiver. Enrollment in a training program related to this requirement.

Explain: _____

6. **Child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following:**
- a. Completion of a college-level course in adolescent or sports psychology.
- b. Completion of a seminar or workshop on human growth and development of youth.
- c. Prior active involvement with youth in a school or community sports program.
- b. *Waiver. Enrollment in a training program related to this requirement.

Explain: _____

7. Code of Ethical Conduct:

- a. Applicant has received a copy of the Ethics in Sports and "Code of Ethical Conduct" as stated in California Code of Regulations, Title 5, §5596.

Note:

1. Any person who qualifies to coach because he/she obtained a waiver must serve under the immediate supervision of a fully qualified athletic team coach until all eligibility requirements are met.
2. Non-certificated coaches shall have no authority to issue grades to students.

ACKNOWLEDGEMENT

I, the undersigned applicant, hereby certify that the above information is true and correct. If enrolled in any training programs that qualify for waiver of the above requirements, I shall promptly notify the school principal of completion or termination of participation in the training programs noted above.

Signature of Applicant

Date

***Any person who qualifies to coach because he/she obtained a waiver must serve under the immediate supervision of a fully athletic team coach until all eligibility requirements are met.**



CIF-San Diego Section
 2131 Pan American Plaza
 San Diego, CA 92101
 Phone 858-292-8165
 Fax 858-292-1375
 www.cifsds.org

**ETHICS IN SPORTS (ATHLETE-PARENT/GUARDIAN/CAREGIVER) – 2016-17
 (Revised 3/09)**

I. POLICY STATEMENT

- It is the mission of the California Interscholastic Federation, San Diego Section (CIFSDS) to promote high standards of sportsmanlike and ethical behavior in and around athletic contests played under its sanction and, in life, in general.
- Citizenship, Integrity, and Fairness are embodied in that mission. CIF and CIFSDS contests must be safe, courteous, fair, controlled, and orderly for the benefit of all athletes, coaches, officials, and spectators, and behavior by all involved at all times should manifest the highest standards of conduct.

It is the intent of the section membership that poor sportsmanship, unethical behavior, and violence, in any form, will not be tolerated in athletic contests or practices. In order to enforce this policy, the membership, through its Board of Managers, has established rules and regulations.

Coaches assume the responsibility to teach and demand high standards of conduct of their athletes both on the field of play and in everyday life, in season and out of season.

It is the school principal's responsibility to enforce all CIFSDS rules and regulations and to demand high standards of conduct from coaches, athletes, parents/guardians, and spectators. The principal shall demand strict adherence to all the CIF State and CIFSDS rules, regulations, and procedures.

Participation in interscholastic athletics and section playoffs is a privilege.

The CIFSDS Board of Managers requires that the following Code of Ethics be issued to and signed by each student athlete, parent, coach, and officials' association. Penalties for failure to submit a signed Code of Ethics are:

1. Athlete Ineligibility for participation in CIF-San Diego Section athletics
2. Coach Restricted from coaching in CIF-San Diego Section contests
3. Officials Association Not approved to officiate in the CIF-San Diego Section
4. Parent Prohibition/Removal from attendance at CIF or CIFSDS event

Failure to abide by the standards of behavior as agreed will result in a penalty up to and including disqualification to participate.

II. CODE OF ETHICS FOR STUDENT-ATHLETE, PARENT/GUARDIAN/CAREGIVER, COACH, CONTEST OFFICIAL

- A. Comply with the six pillars and 16 Principles of the Pursuing Victory with Honor program (on reverse side).
- B. Be courteous at all times with school officials, opponents, game officials, and spectators.
- C. Exercise self-control.
- D. Know all rules of the contest, of CIF State, and the CIFSDS and agree to follow the rules.
- E. Show respect for self, players, officials, coaches, and spectators.
- F. Refrain from the use of foul and/or abusive language at all times.
- G. Respect the integrity and judgment of game officials.
- H. An athletic director, sports coach, school official or employee or booster club/sport group member may not provide any muscle-building nutritional supplements to student-athletes at any time. A school may only accept an advertisement, sponsor, or donation from a supplement manufacturer that offers only non-muscle building nutritional supplements. A school may not accept an advertisement sponsorship or donation from a distributor of a dietary supplement whose name appears on the label. Permissible non-muscle building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks; energy bars, carbohydrate boosters, and vitamins and minerals. (Revised - Federated Council May 2007.)
- I. **Win with character; lose with dignity.**

Accept consequences of conduct deemed inappropriate or in violation of rules.

I have read, understand, and accept the Policy Statement, Code of Ethics, The Pillars and Principles of Pursuing Victory with Honor, and the Violations, Minimum Penalties, and Appeal Process (on attached page) of the CIF-San Diego Section **ETHICS IN SPORTS** Policy. I agree to abide by this policy while participating and/or being a spectator at CIFSDS athletic events regardless of contest site or jurisdiction.

 Signature – Coach

 Printed Name

 Date

PURSuing VICTORY WITH HONOR

SIX PILLARS OF CHARACTER

TRUSTWORTHINESS
CITIZENSHIP

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

GOOD

SIXTEEN PRINCIPLES OF PURSUING VICTORY WITH HONOR

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents, and school sports leadership - including coaches, athletic administrators, program directors, and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical, and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules, and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents, and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents, and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics, and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents, and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators, and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical, and ethical well-being of student-athletes is always placed above desires and pressure to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting, and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as first aid and CPR. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs, and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimension of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.

VIOLATIONS, MINIMUM PENALTIES, AND APPEAL PROCESS

(Applicable to players and coaches from time of departure for contest until time of return.)

ACT

1. Behavior resulting in ejection of athlete or coach from contest

MINIMUM PENALTIES*

Any coach, player, team attendant, or spectator ejected by a contest official from any contest for any reason, at any level, is suspended indefinitely from participation, practice, or attending (sight and sound) any sports contest, until either the commissioner's proposed penalty is accepted and served or a meeting is scheduled between the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s) to discuss the ejection and a penalty is then imposed and served. Meetings will be scheduled at a time to be announced. There is no appeal of the Commissioner's decision. Telephonic and electronic meetings are not permitted. Additionally, any person ejected (coach, player, spectator) is required to attend a CIFSDS Ethics In Sports Sportsmanship Meeting, which will be held at a time to be announced. Failure to attend the sportsmanship meeting will result in immediate suspension of athletic eligibility or attendance (sight and sound) at contests or practices until such time as the ejected person attends a Sportsmanship Meeting. There is no exception to this requirement for a missed meeting without prior approval by the commissioner. (Effective July 1, 2005, approved Board of Managers on June 7, 2005.)

2. Illegal participation in next contest by athlete ejected from previous contest.

Ineligibility for remainder of season for athlete. A written appeal may be made by the individual or school to the commissioner.

A coach, who permits participation by a player ejected from a previous contest, knowingly violates a CIF or San Diego Section rule, and penalty may include a sanction to the school, coach, or suspension of membership.

3. Second ejection of athlete or coach from any contest during one season.

Ineligibility of athlete for remainder of season or suspension of coach for remainder of season. A written appeal may be made by the school principal within two school days to the commissioner for reduction of penalty. Official to make report by the next school day to the commissioner.

4. When an athlete leaves the bench area or fielding position to begin a confrontation or leaves the bench area or fielding position to join an altercation.

Ejection from the contest for those designated by the official, ineligibility for the next contest, probation for remainder of season. Those players involved are later identified, ineligible for next contest and probation for remainder of season. A written appeal may be made by the individual(s) or school to the commissioner. Official to make report by the next school day to the commissioner.

A similar infraction of this act by the same athlete(s) during the same season will result in termination of the season for the athlete(s) concerned. A written appeal may be made by the school principal to the Commissioner.

5. When more than two athletes leave the bench area or fielding position to begin a confrontation or leave the bench area or fielding position to join an altercation.

Contest will be stopped by officials and coaches. Ejection from the contest for those athlete(s) designated by the officials. The team(s) that left the bench area must forfeit the contest, record a loss, and the team(s) and player(s) placed on probation for the remainder of the season. A written appeal may be made by the school(s) principal to the commissioner. A second infraction will result in cessation of the season for the team(s) and/or athlete(s). A written appeal may be made by the school(s) principal to the commissioner. Official to make report by the next school day to the commissioner.

If the act occurs in the CIF-San Diego Finals, and both teams are charged with a forfeit, there will be no champion. A written appeal may be made by school(s) principal to the commissioner. Official to make report by the next school day to commissioner.

6. Other acts committed by individuals or teams or acts committed at end of season.

Commissioner, as authorized by Green Book, to determine and implement penalties up to and including career suspension for individuals and following year penalties for teams.

*Commissioner, as authorized by Green Book, may determine and implement additional penalties up to and including career suspension for individuals and following year penalties for teams.



ABRAHAM LINCOLN HIGH SCHOOL ATHLETICS GUIDELINES

COACHING STAFF

Privilege

Being a member of a Lincoln High School 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 this document. This handbook has 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 the following six core principles:

Trust worthiness, respect, responsibility, fairness, caring, and good citizenship.

Monitor academics and prioritizing 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 Abraham Lincoln High School. 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.

Lincoln Athletic Department Vision:

It is the vision of the Athletic Department to create a positive environment for student athletes, the school, and community while developing team and reflecting a deep sense of commitment and a sportsmanlike competitive spirit with a winning attitude exemplifying positive character traits.

Athletic Department Mission Statement:

Abraham Lincoln High School Athletics will offer athletes positive and rewarding experiences while fostering strong character with a healthy balance of commitment to quality coaching, upgrading and maintaining facilities, and competitive teams creating an environment strong in school pride, family involvement, and community support.

Goals of High School Athletics:

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 9th Grade Teams:

- ***NEW for 2017-18*** Monitoring Probationary students
- 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 athlete

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

Varsity Coach will be responsible for submitting all schedules to official associations

Accept accountability for team conduct:

- ✓ Implement well-organized plans aimed at the overall department 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 Student Eligibility: TOP PRIORITY:
- ✓ Each Varsity Coach is responsible for submitting eligibility rosters for all levels
- ✓ Submit the athletic eligibility roster form to our 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
- ✓ Check grades (via progress reports throughout the season)
- ✓ **DO NOT PLAY** any athlete until they have been cleared to play

Accept accountability for team conduct (continued):

- ✓ 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 Athletic Director
- ✓ 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.

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 students to be released three days prior to the released date.
- IF a 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 their approval, on the above due dates Postponed Contests: (Schedule change procedure; i.e., rainouts):
- Notify 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 athletic directors agree
- Decisions on postponements need to be made before noon in most situations
- The Varsity Coach must be in contact with the AD and the attendance office

Transportation:

If you are transporting students to any events, you must have the following:

- Approval from the administration
- Approval from the Athletic Director
- Valid Driver's License
- Valid Comprehensive car insurance
- Parent's permission to transport the student

I **Mr./Mrs.** _____ **have read and understood the rules and guidelines regarding Athletics Guidelines and Coaching Staff**

Employee's Signature

Date