



**UNIVERSITY CITY HIGH SCHOOL**

6949 Genesee • San Diego, CA • 92122 | PHONE (858) 457-3040 | FAX (858) 457-4228

**VOLUNTEER**

**WALK-ON COACHING PACKET**  
FOR \_\_\_\_\_ SCHOOL YEAR

ALL COACHES MUST SUBMIT A NEW COACHING PACKET ANNUALLY

Please Print Clearly

LAST NAME OF COACH

FIRST NAME OF COACH

MI

EMAIL ADDRESS

BEST PHONE NUMBER TO CONTACT YOU

LEVEL (CIRCLE)

SPORT(S)

SEASON (Fall/Winter/Spring)

RETURNING COACH?

VOLUNTEER COACH?

San Diego Unified School District requires each coach to complete and return the appropriate forms in order to be cleared to coach a sport. This packet contains forms and directions for obtaining clearance to coach at University City High School.

- ✓ All Walk-On Coaches, paid or volunteer, must be \*fingerprinted
- ✓ All Coaches, paid or volunteer, must be at least 21 years old

\*SDUSD requires all new hires to pay for their LiveScan Fingerprinting at the time services are rendered.  
HR/Livescan Unit: 4100 Normal Street, Room 1241, SD 92103. Phone: 619-725-8011

**\*ALL paperwork and required documents must be provided to UCHS PRIOR to getting fingerprinted at the District's Livescan Unit.**

**Requirements**

- Tuberculosis (TB) Test Results** - Provide TB Certificate of clearance by skin test or Adult Tuberculosis Risk Assessment Questionnaire by a physician (Note: TB clearance must be renewed every 4 years); TB clearance must be ISSUED WITHIN 60 DAYS PRIOR TO YOUR START DATE.
- Government Issued ID** - (Military ID, Driver's License).
- Fingerprints** - Will be taken after your orientation is complete. You CANNOT work until fingerprints clear.
- Must be 21 years old or older to coach.**

**Certificates**

- CPR Card for Infant/Adult/Child** - (Valid for 2 years, no online certification accepted)
- Concussion in Sports** - (Valid for 2 years) <https://nfhslearn.com/courses/61064/concussion-in-sports>
- CIF/District approved Coaching Education Certificate** - (Lifetime) *Fundamentals of Coaching* [www.nfhslearn.com/courses](http://www.nfhslearn.com/courses)
- Sudden Cardiac Arrest** - (Valid for 2 years) <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
- Heating Illness Prevention** - (Lifetime) <https://nfhslearn.com/courses/34000/heat-illness-prevention>
- Mandated Reporting Child Abuse Training** - (Annual training) <http://abuse.keenan.safeschools.com/register/151f397d>

**Certificates for Football Coaches ONLY**

- Blocking, Tackling and Equipment Fitting** - (Annual training)

SCHOOL YEAR: \_\_\_\_\_

SAN DIEGO UNIFIED SCHOOL DISTRICT

SCHOOL VOLUNTEER APPLICATION

DATE \_\_\_\_\_ DISTRICT SPONSOR \_\_\_\_\_ SCHOOL \_\_\_\_\_

FULL NAME \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(STREET) (CITY) (ZIP) MO/DAY/YR

Gov Issued ID Type \_\_\_\_\_

HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ ID # \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY \_\_\_\_\_  
(NAME) (PHONE)

CURRENT EMPLOYMENT \_\_\_\_\_  
(EMPLOYER'S NAME) (ADDRESS) (PHONE)

VOLUNTEER EXPERIENCE \_\_\_\_\_

PERSONAL REFERENCE \_\_\_\_\_  
(NAME) (ADDRESS) (PHONE)

Please check whether you are a new or returning SDUSD volunteer. \_\_\_\_\_ New \_\_\_\_\_ Returning

Are you also a volunteer at another SDUSD school? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please indicate the school(s): \_\_\_\_\_

Do you have any criminal charges pending against you? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been convicted\* of a felony or misdemeanor? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been convicted\* of a sex, drug or weapon related offense? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you required to register as a sex offender under Penal Code 290.95? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If "YES," please explain: \_\_\_\_\_

Parent Volunteers: Please check whether you plan to drive for a field trip during the school year. \_\_\_\_\_ YES \_\_\_\_\_ NO

Please list the name(s) of your child(ren): \_\_\_\_\_

For security reasons, a background check will be conducted by school site staff and/or SDUSD School Police Services. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California law.

I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY VOLUNTEER COORDINATOR:

TB test completed (Date): \_\_\_\_\_

Volunteer category (check appropriate box and indicate date cleared):

- Category B + Megan's Law database check - cleared \_\_\_\_\_
- Category C + SDUSD School Police background check - cleared \_\_\_\_\_
- Category D + Fingerprinting - cleared \_\_\_\_\_

Type of volunteer (check if appropriate):

- \_\_\_\_\_ Parent \_\_\_\_\_ DASIS Volunteer \_\_\_\_\_ CalWORKS
- \_\_\_\_\_ Community \_\_\_\_\_ Rolling Reader/EAR \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Partner \_\_\_\_\_ College Student

Volunteer service ended (date): \_\_\_\_\_

Reason for leaving:

- \_\_\_\_\_ Child no longer at school
- \_\_\_\_\_ Moved \_\_\_\_\_ Illness
- \_\_\_\_\_ Employment \_\_\_\_\_ Requested to Leave
- \_\_\_\_\_ Other \_\_\_\_\_

VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH TB AND BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS.



San Diego Unified  
SCHOOL DISTRICT

### VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure # 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Print Name

Signature

Date

Phone Number



CIF-San Diego Section  
 6401 Linda Vista Road, Room 504  
 San Diego, CA 92111  
 Phone 858-292-8165  
 Fax 858-292-1375  
 www.cifsd.org

**ETHICS IN SPORTS (COACH)**  
 (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.
- Coaches are responsible to know and abide by the rules of sport, the CIFSDS, and CIF State rules, regulations, and policies and penalties for violation of these rules.
- Coaches agree to accept and abide by determination of the CIFSDS and to demand compliance by parents and athletes under their supervision with any penalties imposed.
- It is the coach's responsibility to support the school principal's responsibility to enforce all CIFSDS rules and regulations and to demand high standards of conduct from coaches, athletes, and spectators.
- 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 with result in a referral to school-site administration for discipline.

**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    RESPECT    RESPONSIBILITY    FAIRNESS    CARING    GOOD CITIZENSHIP

## 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\*

### EJECTION POLICY:

Any coach, 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 (site and sound) any sports contest, until the first of the following occurs: the ejected person serves the tentative penalty recommended by the commissioner; or a meeting is held among the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s) to discuss and impose an appropriate penalty which is served before participation resumes.

Any player ejected by a contest official from any contest for any reason is suspended from participation in the next contest(s) until the tentative penalty recommended by the commissioner is served; or a meeting is held among the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s) to discuss and impose an appropriate penalty which is served before participation resumes. Players are permitted to practice with the team and attend contests, but not in game uniform, during the period of suspension. (Approved June 3, 2008, Board of Managers). 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 (site and sound) at contests or practices until such time as the ejected person attends a Sportsmanship Meeting. (Approved June 7, 2005, Board of Managers).

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.

7. Use of an ineligible player in a contest.

If a team uses an ineligible player in a contest(s), the contest(s) shall be forfeited. The number of forfeited contest(s) exceeds the maximum permitted in accordance with the CIFSDS Forfeit Policy (see Green Book) the team shall be excluded from CIFSDS playoffs.

If an ineligible individual is permitted to participate in an individual sport, that individual is excluded from playoffs, and the school is subject to penalties for a willful violation of a rule.

\*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.



# VOLUNTEER WALK-ON COACH PACKET

DATE

## PERSONAL INFORMATION

LAST NAME OF COACH

FIRST NAME OF COACH

MI

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 online at the web addresses below.

SDUSD "Fundraising and Fee Policy"  
<https://www.sandiegounified.org/node/1437>

CIFSD "Green Book"  
[http://www.cifsd.org/uploads/2/3/3/6/23368454/green\\_book\\_2015-16.pdf](http://www.cifsd.org/uploads/2/3/3/6/23368454/green_book_2015-16.pdf)

SDUSD "Blue Book"  
[https://www.sandiegounified.org/sites/default/files\\_link/district/files/dept/athletics\\_/City\\_Conference\\_Blue\\_Book.pdf](https://www.sandiegounified.org/sites/default/files_link/district/files/dept/athletics_/City_Conference_Blue_Book.pdf)

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Adult Tuberculosis (TB) Risk Assessment Questionnaire

*Must be administered by a licensed health care provider (physician, physician assistant, nurse, nurse practitioner)*

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Risk Assessment: \_\_\_\_\_

History of positive TB test or TB disease  Yes  No

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.

If there is a "Yes" response to any of the questions #1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors	
1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Close contact with someone with infectious TB disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Foreign-born person (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Traveler to high TB-prevalence country for more than 1 month (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Current or former resident or employee of correctional facility, long-term care facility, hospital, or homeless shelter	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

### Adult Tuberculosis (TB) Risk Assessment Questionnaire Certificate of Completion

*(Must be signed by the health care provider completing the risk assessment and/or examination)*

*The above named patient has submitted to a tuberculosis risk assessment, and if tuberculosis risk factors were identified has been examined and determined to be free of infectious tuberculosis.*

Health Care Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Health Care Provider Name \_\_\_\_\_ Physician License Number \_\_\_\_\_

Office Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_