

**UNIVERSITY CITY HIGH SCHOOL**

***CENTURIONS***



**ATHLETIC  
COACHING HANDBOOK  
2019-2020**

**UNIVERSITY CITY HIGH SCHOOL  
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<http://www.sandi.net/universitycity>  
<https://uchscenturions.com>**

## **UNIVERSITY CITY HIGH SCHOOL**

### **ALMA MATER**

Hail to you old blue and white, We lift our hearts to you.

May your warm and guiding light

Be ever shining through

Hail to you Centurion

On you we can rely.

Hail to University, University City High

Hail to you old blue and white,

We raise our voice in praise.

May your warm and guiding light

Shine through our golden days.

Alma Mater hail to you,

Forever hear our cry,

Hail to University, University City High

- Thomas G. Ventimiglia



### ***University City High School***

Welcome to the Athletic Program at University City High School. This handbook has been prepared to help you in carrying out your duties and responsibilities as a coach. This handbook is not all-inclusive; it is merely a guide for you to follow to accomplish your many tasks as a coach. Keep this guide handy and refer to it if you have questions. If you need further clarification, see the Athletic Director or the Vice Principal of Athletics. You should become familiar with the San Diego Unified School district Handbook for Athletics (**Blue Book**) and the CIF San Diego Section Handbook (**Green Book**).

On behalf of UC High School, thank you for your commitment and dedication to our Athletic Program. Wishing you a successful season.

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David Asuncion, Athletic Director

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Alex Villalobos, Vice Principal of Athletics

### ***Philosophy Statement***

The athletic program at University City High School is a critical component of the student athlete's educational experience. It provides learning opportunities outside of the traditional classroom curriculum in developing habits, attitudes, and ideals necessary for ethical competition and cooperation in our society. It also provides student-athletes with lifelong lessons in sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, cooperation, responsibility, and leadership skills. Every student at University City has the opportunity to try-out for an athletic team if they meet the requirements of San Diego Unified School District and the California Interscholastic Federation (CIF).

Our goals are to:

- Provide a positive athletic experience for every student-athlete.
- Develop the potential of each athlete to the maximum extent possible.
- Strive to win within the rules, regulations, and spirit of competition.
- Encourage multiple athletic experiences for every athlete.

## **STUDENT ATHLETE ELIGIBILITY**

Students interested in trying-out for a sport must have a completed Athletic Packet submitted directly to and cleared by the Athletic Director. The Athletic Packet includes:

- a. Athletic Participation Form
- b. Ethics in Sports Form
- c. Athletic Policy Against Hazing Form
- d. Athletic Substance Abuse Policy Form
- e. Emergency Procedure Form/Medical History Form
- f. Parent Authorization Form and Driver Form
- g. Concussion and Sudden Cardiac Arrest signature Forms (as required by each sport)

**All student athletes must have insurance.** If a student does not have insurance, Accident Insurance may be purchased. The information to purchase Sports Accident Insurance is on our website. The sports insurance covers only school scheduled in-season practices and competitions.

Additionally, in order to participate, all student athletes must adhere to the following CIF RULES:

1. **AGE**—High school students become ineligible if they reach their 19<sup>th</sup> birthday before June 15 of the current school year. (Bylaw 202)
2. **PHYSICAL EXAMINATION**—Schools require that a student receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. **This statement must be on a school board-approved form** and be for the current school year. Our school site requires that the physical be dated June 1st or after for the 2019-2020 school year. (Bylaw 307)
3. **SCHOLASTIC ELIGIBILITY**— Students must have a 2.0 GPA and citizenship average, **on a 4.0 scale** (this means a non-weighted scale) in all enrolled classes. Students must have passed at least the equivalent of 20 semester periods (four classes) of work at the completion of the most recent grading period and currently be enrolled in at least 20 semester periods (four classes) of work (Bylaw 205). Freshman who hold under a 2.0 GPA on their most recent report card can appeal for a probationary contract to be eligible to play for the first grading period during a fall sport,
4. **RESIDENTIAL ELIGIBILITY** – A student generally has residential eligibility upon initial enrollment in the 9<sup>th</sup> grade of any CIF member high school. Any student entering from the 8<sup>th</sup> grade must

have achieved a 2.0 GPA on a 4.0 scale in all the enrolled courses at the conclusion of the previous grading period (Bylaw 204). 5. **SEMESTERS OF ENROLLMENT**—A student may be eligible for athletic competition during a maximum amount of time that is not to exceed eight consecutive semesters following initial enrollment in the 9<sup>th</sup> grade of any school. (Bylaw 204)

5. **TRANSFER STUDENTS**— EVERY STUDENT WHO HAS TRANSFERRED FROM ANOTHER HIGH SCHOOL MUST SEE THE ATHELETIC DIRECTOR FOR CIF TRANSFER PAPER WORK. A student in grades 9 through 12 who participates in an interscholastic athletic contest or is enrolled in and/or attends a school for 15 school days or more shall be considered to have been “enrolled” in that school and be classified as a transfer student if the student changes/enrolls in another school. There are several classifications of transfer students. (Bylaw 207)

**Valid change of residence** - When a student and the entire family changes residence, the student may be granted unlimited eligibility allowing him/her to play all sports at any level at the new school. Other rules do apply and the proper paperwork must be completed and eligibility must be granted by CIF before a student can compete in a scrimmage and/or contest; consult the athletic director.

### ***Transfer without a valid change of residence***

**Not a Hardship: Sit Out Period Transfer** – Any student who transfers and whose circumstances causing the transfer to not meet any of the Hardship Exceptions may become eligible for varsity competition for the sport(s) in which they competed in the last twelve months at the former school or any other school, upon submission, review, and approval by CIF. Other rules do apply, consult the athletic director. The **Sit-Out Dates** for the **2019-2020** school year vary by sport

**Transfer with a Hardship** - A hardship is an unforeseeable, uncontrollable, unavoidable act, condition, or event, which causes the imposition of a severe and non-athletic burden upon the student or his/her family. The following are the requirements and must be documented: Safety of the student, divorced parents, ordered by a court of law. Financial does not meet the requirements to grant a hardship. Eligibility information is available from CIF San Diego at [www.cifsds.org/eligibility](http://www.cifsds.org/eligibility)

7. **UNDUE INFLUENCE/RECRUITING**—The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one year and subject the school to severe sanctions. Also, students may be prohibited from participation when they participated on a non-school team (i.e., AAU, Club, Travel Ball, Camps) and then transfers to the school that is associated with that non-school team. (Bylaw 510)
8. **PARTICIPATION ON AN OUTSIDE TEAM** – A student on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport during the student’s high school season of sport. The student’s school team may also be forced to forfeit contests. Some CIF Sections may have restrictions that include a prohibition of practice with an “outside”

team. Please consult with your school administrator prior to participating with a non-school team. (Bylaw 600)

9. **PROFESSIONAL TRYOUTS** – A student shall become ineligible for CIF competition if he/she participates in a tryout for a professional team in any CIF-approved sport from September 15 to June 15 unless: His/Her principal has given written approval to a request for such participation from a professional team, AND (2) The tryout is limited to five students or less AND the CIF has been notified.

## GENERAL INFORMATION

### ATTIRE

Many student-athletes are viewed by many as leaders of the UCHS student body on the campus. Therefore, student-athletes can have tremendous impact on the culture and environment of the school and it is imperative that they set a consistent and positive example for the entire student body. One area where this impact can be realized is in the clothes student-athletes wear and the places they change into clothes before and after practice. The UCHS student dress code states that, “Modesty and good taste should govern” and “clothing should cover all underwear garments as well as midriffs.” Student-athletes must set the example in this regard and not look to be treated as an exception to this rule. Coaches must insure that student-athletes understand they are not to be on campus without a shirt at any time or that they are not to change from practice clothes in an area where they may be visible to other people (i.e., the parking lot). Insure student-athletes apply modest standards to what they wear and when they wear it.

### BUDGET

The UCHS Athletic Director administers district budget allocations before each season and will provide you with a budget allocation breakdown sheet as soon as it is completed. Budgets are limited and may cover a portion of (entry fees, officials, uniforms/supplies and transportation-football & Track & Field Only). It is imperative that you stay within your budget. All funding requests for site funds must go through the Athletic Director.

### BULLETIN NOTICES

Bulletin notices are one way to inform students and staff of upcoming team events. The Bulletin is promulgated on Mondays, Wednesdays, and Fridays, and periodically read at the beginning of fourth period. All bulletin notices are submitted to the School Secretary. Send Bulletin Announcements to Lucila Alonzo at [lalonzo@sandi.net](mailto:lalonzo@sandi.net)

### CANCELLING AND RESCHEULING OF GAMES

It is the home team’s responsibility to decide when a competition should be cancelled or postponed due to inclement weather, unsafe or unavailable facility. The decision to cancel should be made far enough in advance to notify participants and officials. The decision should be confirmed by the AD and VP of Athletics. Notification must be made to the visiting school, officials, UC High’s office, VP, AD, custodian. The contest should be rescheduled at the earliest available date/time.

### **COACHES (PAID/VOLUNTEERS)**

All coaches (new/returning) must be approved and certified by the district **EACH YEAR**. It is strongly recommended to begin the process 2 months before the season begins. **NO** coach (paid or volunteer) may work with the team until he/she, is **cleared by the district**. Contact the Administrative Assistant (**Marie Byrd**) to complete the paperwork and follow up with status of clearance. [mbyrd@sandi.net](mailto:mbyrd@sandi.net)

It is the Head Coach's responsibility to submit to the AD and Administrative Assistant, a **list of ALL (JV/Assistant) coaches identified to coach the team**. It is also the Head Coaches responsibility to clearly define in writing the number(s) of units the assistants/JV/Freshmen coaches are each to be paid. This should be agreed upon and put in writing at the beginning of the season.

### **CONCESSIONS**

There are certain criteria that **MUST** be established prior to selling concessions at an athletic contest: An ASB account must be established for the sport. An Activity form must be submitted to the Administrative Assistant. The coach must sign the UCHS Concession Stands/Fundraiser: Policies & Procedures Form. Food and beverages purchased and sold should all be tracked and accounted for. Create a paper trail to protect yourself and your team. The coach must deposit funds in a timely manner. Cash should be kept in a safe location.

### **EARLY RELEASE FOR ATHLETIC CONTESTS**

Some away games will require early release due to starting time or distance from game location. Insure the requested release time maximizes student time in the classroom, but facilitates required preparation needed for a team contest or event.

**Coach must inform the AD (CC the attendance clerk as well) if an early release is required and e-mail an accurate up-to-date roster, plus the time they need the student-athletes released. This request should be sent two days prior to date of release.**

The AD will email the Attendance office and all the teachers the information provided by the coach for early dismissal. It is the student athlete's responsibility to make up any work missed. Please see attached form.

### **FACILITIES**

*Meetings/Events-* If you are planning a meeting or event using school facilities, you must complete a [blue activity form](#) (available in the front office) and submit to the Admin Assistant two weeks prior to the event date. Always check with the school calendar before selecting a date. Student meetings can be held during lunch in the mini theater, B18 or gym. Parent meetings can be held in the auditorium, media center, B-18 or the gym.

*Practice Schedule-* All coaches requiring the use of school facilities (such as the football stadium or gym) must work out a practice and game schedule with other coaches using the same facility. Priority goes to in-season sports, but accommodations should be made to the greatest extent possible. Coaches must also consider non-athletic activities that use school facilities such as band or color guard. Once coordination is completed, **submit your coordinated facility schedule to the AD.**

If you need to use a school facility in the off hours (including practice) please fill out a blue activity form.

**When using any school facility, always be sure trash is in secure containers, toilets are flushed (especially over the weekend), and all doors and lights are secured before leaving.**

### **FOUL LANGUAGE**

Participating in athletics can be very emotional and unintentional words can come out of the mouths of

athletes, coaches, parents, and, and fans alike. As coaches, we must be sure to understand that student-athletes often look up to you as adult role models, sometimes as a “father” or “mother” figure. As such, they will often observe, evaluate, and often emulate your language and behavior. Make focused efforts to **set a good example** for student-athletes and choose your words wisely and constructively. If you or a student athlete slips and uses a foul word or expression, insure you communicate the inappropriateness of the word or comment. By not saying anything, you are condoning the language and contributing to a potential problem.

#### **FUNDRAISING**

- Coaches must be cognizant of all ASB and Centurion Foundation fundraising and school fee guidelines.
- Students are not required to pay a fee in order to play a sport. No students may be denied participation for lack of funds.
- ALL fundraising activities through an ASB club account OR Booster group (CF) MUST have appropriate paperwork submitted and approved by the Principal.
- Students may participate in fundraising activities.
- All money from fundraises must go through the financial office for accountability.
- Payments to any assistant coach must go through the school district. Direct payment to assistant coaches is illegal.
- Any spending from the sports club account must be supported by sports club or team minutes that verify approval of spending.
- Check the school’s athletic website for more detailed guidance.

#### **ATHLETIC ELIGIBILITY (GRADES)**

It is the coach’s responsibility to monitor all of their athlete’s eligibility.

At each 6-week grading period, the coach must check all student-athletes’ grades to determine eligibility. Students must have a **2.0 GPA in Academic AND Citizenship marks** on the school’s official grade report. The AD will send out official grade reports and the Monday eligibility dates for each grading period. Contact the AD if you have any questions. Personal progress reports cannot be used to determine eligibility.

#### **FIRST AID/CPR, and FIRST AID KITS and ACCIDENT REPORT FORMS**

ALL coaches (paid and volunteer) must have a current First Aid and CPR card, Concussion Certificate and Sudden Cardiac Certificate. A First Aid Kit and ice cooler must be available at all practices and games. Please see the Athletic Trainer for stocking and refilling the training kits. If any injury occurs in practices or games the Coach must fill out an accident report form and submit it to the Trainer, or the AD. The AD will make sure that all completed accident report forms are given to our School Nurse (this is a District Policy.)

#### **INJURIES**

- Use your first aid expertise unless a severe injury requires immediate medical attention (**call 9-1-1**).
- Have our Athletic Trainer’s cell phone number with you during all practices and games.
- Report all injuries to the school nurse.
- If you are an off-campus coach, complete an [injury report form](#) and submit to the AD. Call parents about the child’s injuries. Keep Emergency Info Sheet and Medical History Forms for all athletes with you for all practices and games.



## **KEYS**

Each coach needs to make arrangements with the Administrative Assistant who will direct the Plant Operations Specialist, Mark Harrington, to check out keys. All Head Varsity and Head JV coaches should check out keys for locker room access and security. Lost keys have to be reported to Mark Harrington and the school district. Keys are to be returned upon completion of the season. Turning in Keys are part of the end-of-season check out process required in order to receive payment. You are NOT to give your keys to any students for any reason EXCEPT for a medical emergency in which access to a telephone, an AED machine, or ice is required.

\*The AED machine is in the Girl's P.E. Office behind the door on the file cabinet. There is also an AED in the mailroom of the front office. And soon an AED will be on upper turf field and one in the Stadium

## **LATE ACTIVITY BUSES**

School buses are available after school for students who ride the bus. Bus departures are MTTTHF at 3:40; 5:00 and 6:30 p.m. Early out Wednesdays at 2:40; 5:00 and 6:30p.m, but may vary with each sports season. Practices should end in time to allow students who ride a bus to catch a late activity bus. Students MUST have a late activity bus sticker on their school ID to be allowed on the bus. Late activity bus stickers can be picked up from the Athletic Director. Accurate team rosters are required from coaches in order for athletes to receive the season of sport late activity bus stickers. For practices/games ending after 5:30, it is mandatory that a coach escort and supervise your student-athletes until the 6:30 bus departs. Do not leave student athletes alone and unattended (check SUPERVISION section below), especially in unfamiliar areas.

## **LEGAL CIF COMPETITION AND OUTSIDE TEAMS**

Students who are participating on a school team may not scrimmage or play with a non-CIF team in the **same sport** during the **same season**.

## **LOCKER ROOMS (BOYS) & (GIRLS)**

Student gym lockers are assigned by the PE Coaches only. For Coaches' lockers, see the AD. Security is a prime issue. Accessibility to the boys or girls locker rooms for in-season athletes must be monitored by the coach of that particular sport at all times. It is the coaches' responsibility to double-check all doors prior to leaving. Never give students keys to the locker room.

## **MAIL BOX**

Each sport has a mailbox located in the main office. The Athletic mailboxes are located on the right side of the main boxes. It is imperative that the mail is checked daily; especially during season.

## **PAPERWORK**

All student athletes must submit a completed Athletic Packet (21 page) directly to the Athletic Director. Only students CLEARED on the cleared list provided by the AD to the coaches may be eligible to try out. During try-outs (keep a sign in sheet) to account for students participating in try-outs. Once team is finalized, **submit a roster to the AD**. Be sure to use the Roster Format Provided. Any changes to the roster must be made through the AD. The AD will provide you with copies of the student's emergency and medical

history information forms. These forms must be carried with you during all practices/games. It is the Coach's responsibility to make sure they have all student-athletes' forms with them at all times.)

#### **PAYMENT OF OFFICIALS**

- Non-league contests and league contests, officials are paid for by the home school.
- Referees and Officials are now paid through the Arbiter System.
- Procedures will be promulgated by the SDUSD to manage this system and insure referees and officials are paid.

#### **PRE-SEASON MEETINGS**

1. Approximately 6 weeks prior to the start of the season, announce a meeting in the student bulletin. Have a meeting during the school day with interested players. Discuss Try out dates and expectations, eligibility requirements and Athletic Packets.
2. Additionally, there will be a parent/player-coaches meeting held at the beginning of each season by the AD and VP. All Coaches are required to attend the Coaches Meeting and the Parent Meeting.
3. All Coaches are required to attend the League Pre-Season Meetings for his/her sport and the Post Season Meetings for his or her sport. This is now required by the City Conferences and attendance will be taken and reported to the schools Principals. There may be fines involved so make sure a coach from your staff is in attendance. All League post-season meetings are important even if you do not think you have a player that will be selected as all league. Attendance is Mandatory!

#### **POST SEASON: LETTERS/AWARDS**

Students no longer are required to purchase an ASB card if they wish to receive a letter, pin, certificate or plaque from the ASB. Guidelines for athletic awards should be handed out at the pre-season meeting. Coaches should submit their criteria for earning a letter to the AD (prior to season beginning). Varsity teams are provided three (5 X 7) plaques by the ASB. The Coach can determine the type of award plaque that is given to a Varsity athlete. A coach may purchase additional plaques by using their club account, NOT the athletic budget account (AK).

#### **BANQUETS**

An end of season celebration/recognition is recommended for each team and their parents. Suggestions included pizza party, barbeque, picnic, potluck, or a restaurant. As the end of season banquet is part of the extra-curricular experience, student-athletes may NOT be charged to attend a banquet. The families and their guests may be required to pay a fee to attend.

AK funding (Athletic Budget) may not be used.

Award request forms must be submitted at least 2-3 weeks in advance of the banquet to ensure awards arrive in time. **Norma Smith** will send an email toward the end of the season. The Head Coaches of each sport will be required to fill out all paperwork received in order to receive the awards.

#### **SPECIAL AWARDS**

The UC Booster Club awards varsity athletes, meeting certain criteria, with an academic pin. Names of eligible student athletes must be submitted to Norma Smith. The Booster Academic Pin is awarded to all Athletes that maintain a 3.0 or higher GPA during the entire season of sport.

The booster club also awards an Athlete of the Year, Scholar Athlete of the Year and a Sportsmanship award for senior female and male athletes. A nomination form will be issued from the AD requesting qualifying records. The Union Tribune sponsors a scholar athlete award for junior and senior Varsity athletes for each season. The pertinent forms will be issued by the AD to each coach. Please note due dates on the forms.

Once again, accurate rosters assure that all deserving athletes receive recognition in the newspaper.

### **ROSTERS**

Once the team is finalized, submit rosters to the AD, VP and Head Counselor. The AD will provide a format for rosters. Keep the Rosters Up-dated and send as often as needed to the AD.

### **“SHARING” STUDENT-ATHLETES**

There are a significant number of student athletes who play a sport “all year ‘round.” The CIF SDS encourages athletes to play multiple sports not only to develop a better-rounded student with different skills and perspectives, but to help avoid injury from repetitive or even excessive movements. Coaches must confer with the student-athlete and their parent to recommend a course of action that is best for the student. If it is determined that a student-athlete will participate in multiple or overlapping sports, the in-season sport must take priority. Coaches must arrive at a mutually agreeable schedule that will best serve the athlete and favors the in-season sport.

### **SCHEDULES**

Team schedules (practice and games) must be submitted to the AD, VP of Athletics and Main Office (Parent School Liaison (PSL) Office [Marie Byrd] at least 4 weeks prior to the first contest. Inform the AD, VP and PSL of all schedule changes as soon as you are sure of the date change. The PSL maintains an Athletic Calendar that is posted on the school’s main website.

Head Coaches must in-put all schedules on The CIF Home Campus website and Max Preps website. (CIF)

Head Coaches must make sure all home games are entered onto **Arbiter and are correct.**

Note: Any Changes to League Schedules must be approved by the Principals of Both Schools. (District Policy)

### **SCORES**

The Varsity Head Coach is responsible for reporting all game scores to Max Preps, Home Campus and the San Diego Union Tribune (619) 293-1341.

### **SUPERVISION**

Students are not to be left alone in the PE office, locker rooms, training room, playing facility, game or practice while you are in charge of their activities. If you send a student to the Locker room, YOU MUST unlock, supervise and lock the locker room on athlete’s departure. Your student-athletes are NOT to disturb any other coach, or their practices/games, or AD for locker room access. If you have a student athlete who takes the late activity bus, you must insure that student is supervised until the bus leaves. Do not leave student-athletes in the parking lot when returning from games. Supervise until parents pick up. You are NOT to give your keys to any students for any reason EXCEPT for a medical emergency in which access to a telephone, AED or ice is required.

### **STUDENT RESIDENCE**

If a student changes his/her residences, the coach must report this information to the AD. Depending on the circumstance, the student may/may not be eligible to play.

### **TIMECARDS**

Timecards are issued at the end of each season of sport. Timecards must be signed and returned to the

Administrative Assistant, Venus Matos along with a completed "End of Season Checklist."

### **TRANSPORTATION: STUDENT DRIVERS/RIDERS & PARENT DRIVERS**

- Transportation to and from contest is usually by private cars driven by students, parents/families, friends. The exceptions are Football and Track teams, which will travel by school bus due to team size.
- Any student driver **MUST** have a signed consent form by the driver and parent. [AthleticClearance.com]
- Any student riding in a car driven by another student **MUST** have a signed consent form by the student and parent. [AthleticClearance.com]
- Any parent volunteering to drive other students **MUST** be processed by the district as a Volunteer **AND** have a signed form on file.
- It is the coach's responsibility to check paperwork (license, registration, insurance, and consent forms) for all student drivers/riders and parent drivers.

### **UNIFORMS**

Each coach is responsible for ordering, issuing, return and inventory of all uniforms.

Emphasize care of uniforms and equipment to your student athletes.

Lost athletic gear must be paid for by the athletes

Students may **NOT** be required to pay for uniform/equipment. Fundraising monies may be used to purchase warm ups or sweats but **NO** student may be denied the warm ups or sweats if they did not fundraise.

### **VARSITY/JV MOVEMENT**

A player may move up to the varsity team any time. A player **may not** play and move from the varsity to the JV during the same week. The Week is defined as Sunday through Saturday. [Green Book]

### **VOLUNTEERS**

Volunteers for sports teams at UCHS must:

- Complete a San Diego Unified School District Volunteer Form
- Have a current TB test
- Fingerprinted by the district
- Submit required paperwork to the Parent School Liaison Office
- Be cleared and processed by the district.

### **WEBSITE**

Each sport has a link on the School's main website. It is strongly encouraged that the sport's site is maintained and updated. Parents and community members rely on the website for current and accurate information. The AD or Parent Support Liaison can assist you with updating the website for your team.

On behalf of UC High School, thank you for your commitment and dedication to the 2019-2020 Sports Seasons.

The athletic program at University City High School is a critical component of the student athlete's educational experience. Coaches play a key role in providing learning opportunities outside of the traditional classroom curriculum. Coaches mentor, support, and assist students in developing sportsmanship, teamwork, and leadership skills.

*Expectations of UC High School Coaches:*

- Attendance
  - Provide practice and game schedules to families, AD and Vice Principal of Athletics.
  - Be punctual to practices and athletic contests.
  - Communicate via written form with student athletes, parents, AD, and Vice Principal about any changes to schedule.
  - Maintain attendance log of student-athletes.
  - Provide supervision of student athletes after practice/games.
- Compliance
  - Maintain and submit current paperwork, coaching credentials, concussion certification CPR, TB test, SCA.
  - Inform Athletic Director immediately of knowledge a student athlete has changed residences.
  - Monitor students' academic and citizenship grades for athletic eligibility.
  - Allow only those students cleared by the AD to try-out/play.
  - Verify all students have a permission slip on file and parent consent to be a student driver/rider.
  - Verify drivers (adults and students) have a valid driver's license, registration, insurance and are authorized to drive students. Parent drivers must complete the Driving Form.
  - Allow only those coaches (paid or volunteer) who are cleared by the district to work with/coach students.
  - Follow safety procedures.
  - Adhere to District policies and CIF rules.
  - Maintain student emergency information with you during practice/games.
  - Report any injuries to parent, Athletic Trainer, Athletic Director and school nurse.
  - Report any incident of child abuse or neglect.
  - Complete all required forms, checklists at end of season.
  - Be knowledgeable about State law/District policy about Student Fees.
- Attitude
  - Model good sportsmanship.
  - Provide on-going communication to parents and families.
  - Be a positive example for all student-athletes. Show respect and act in a positive manner in regard to all students-athletes, parents, coaches, staff from any school, and officials at all times.
  - Pursue victory with honor.
- Communication
  - Provide athletes and parents with your contact information.
  - Utilize school team website to post information about your team.
  - Communicate all team, school, District, CIF rules to athletes and parents clearly.
  - Return parent phone calls in a timely manner.
  - Submit to AD/VP dates of try-outs; roster; practice/game schedule.
  - Work with AD and Head Custodian to ensure all equipment, keys, & uniforms are returned.
  - Complete End of Season checklist.

*I have read and understand the Coach's Handbook.*

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

Athletic Director: \_\_\_\_\_ Vice Principal: \_\_\_\_\_