



UNIVERSITY CITY HIGH SCHOOL

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

PAID

WALK-ON COACHING PACKET

FOR _____ SCHOOL YEAR

ALL COACHES MUST SUBMIT A NEW COACHING PACKET ANNUALLY

San Diego Unified School District requires ALL coaches to complete and return the appropriate forms in order to be cleared to coach a sport. This packet contains forms and instructions for obtaining clearance to coach at University City High School. All required paperwork must be provided prior to beginning employment.

- ✓ All Walk-On Coaches, PAID or VOLUNTEER, must be *fingerprinted
- ✓ All Coaches, PAID or VOLUNTEER, must be at least 21 years of age

*SDUSD requires all new hires to pay for their LiveScan fingerprinting at the time services are rendered. FEES: \$84.00.
HR/Livescan Unit: 4100 Normal Street, Room 1241, SD 92103. Phone: 619-725-8011

***ALL paperwork and required documents must be provided to the UCHS Administrative Assistant PRIOR to going to HR and 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 on initial appointment (Note: TB clearance must be renewed every 4 years as a condition of continuing employment); TB clearance must be ISSUED WITHIN 60 DAYS PRIOR TO YOUR START DATE.
- Government Issued ID** - (Military ID, Driver's License).
- Social Security Card** – (Must be the original document). If you do not have a Social Security Card, please bring proof from the Social Security Office that a new card has been requested. If social security card indicates that you need your Immigration and Naturalization Services (INS) card, please bring your INS card with you.
- Permanent Resident Card (PRC) or Employee Authorization to Work Card (EAD)** - (If applicable). If you have become a US Citizen bring your US Passport.
- 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
- Sudden Cardiac Arrest** - (Valid for 2 years) <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
- Heating Illness Prevention** - (Valid for 2 years) <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)

The San Diego Unified School District offers you employment for paid service as a Walk-on Coach beginning on _____.

Your status is temporary. The anticipated length of employment is not to be construed as a promise or agreement of employment for a particular length of time.

You are employed pursuant to Education Code Section 44919 (b) to serve in a limited assignment supervising athletic activities of pupils.

The anticipated length of time of your employment will be within the time period of _____ through _____.

Your salary will be determined by multiplying the value of each extended-day unit times the number of units assigned by the site for the extended-day activity you are performing. The current extended day payment unit amounts are specified in the San Diego Unified School District Salary Schedule.

Temporary employment is subject to all provisions of the laws of the State of California; the lawful rules of the State Board of Education; and rules, regulations, policies and procedures of the San Diego Unified School District Board of Education.

Please signify your acceptance or non-acceptance of this offer by signing this notice and then returning it to the Human Resource Division, 4100 Normal Street, Room 1241, San Diego, California 92103.

ACCEPTANCE OF OFFER

I accept the above offer of employment, I certify that:

1. I understand the implications of my signature on this offer of employment; agree to conditions of employment as described.
2. The information given in my application for employment is complete and accurate.
3. I will not be employed with any other school district or county superintendent of schools which will result in a conflict with my employment with the San Diego Unified School District.
4. I know of no circumstances that will not allow me to render the service specified in this offer of employment.

Signed: _____

Date: _____

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

SDUSD "Blue Book"
https://www.sandiegounified.org/sites/default/files_link/district/files/dept/athletics_/City_Conference_Blue_Book.pdf

Signature _____

Date _____

INFORMATION ABOUT ACCEPTING EMPLOYMENT

The signing of an offer of employment binds the employee both legally and ethically to perform services in accordance with the terms of the offer of employment.

CANCELLATION

This offer of employment is subject to immediate cancellation at any time under any of the following conditions:

- a. The employee does not hold a valid credential authorizing employment in the subject matter category or grade levels indicated.
- b. The forms filed by the employee contain significant inaccuracies or omissions.
- c. The chest x-ray of the employee discloses active tuberculosis.
- d. The employee fails to sign the required Oath of Allegiance.
- e. The employee fails to report a conviction which occurred prior to the effective date of this offer of employment and/ or fails to meet standards for employment relative to conviction records.
- f. The employee refuses an assignment within the subject matter category or grade levels of the offer of employment.

PLACEMENT

The acceptance of this offer of employment is with the understanding that the person accepting will be an employee of the San Diego Unified School District and may be assigned to any position for which credentialed, at any school or work location which the District, in its sole discretion, may determine.

Your initials: _____

CONDITIONS OF EMPLOYMENT-ALL COACHES MUST COMPLETE

SAN DIEGO UNIFIED SCHOOL DISTRICT

PE/Health/ Athletics Department

CONDITIONS OF EMPLOYMENT

Athletic Team Coach

(Certificated and Non-certificated)

Pursuant to Title 5, California Code of Regulations, Section 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. Person is enrolled 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.
- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached.
- d. Prior participation in organized competitive athletics at high school level or above in the sport to be coached.
- e. Waiver. Person is enrolled in a training program related to this requirement.

Explain: _____

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

_____ I have passed an ASEP or NFHS Fundamentals of Coaching course and have provided a copy of my card/certificate.

_____ I have not passed or taken an ASEP or NFHS Fundamentals of Coaching course.

4. 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. Person is enrolled in a training program related to this requirement.
Explain:

5. 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.

___ d. Waiver. Person is enrolled in a training program related to this requirement.
Explain

6. Code of Ethical Conduct.

___ a. Applicant has been given a copy of the Ethics in Sports and "Code of Ethical Conduct" as stated in Section 5596 of Title 5, California Code of Regulations.

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 give grades to students.

I, the undersigned applicant, hereby certify that the foregoing information is true and correct and that I shall promptly notify the school principal of completion or any termination of participation in the training programs listed above.

Signature of Applicant

Date



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	MINIMUM PENALTIES*
1. Behavior resulting in ejection of athlete or coach from contest	<p>EJECTION POLICY:</p> <p>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.</p> <p>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. (<i>Approved June 3, 2008, Board of Managers</i>). 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.</p> <p>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. (<i>Approved June 7, 2005, Board of Managers</i>).</p>
2. Illegal participation in next contest by athlete ejected from previous contest.	<p>Ineligibility for remainder of season for athlete. A written appeal may be made by the individual or school to the commissioner.</p> <p>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.</p>
3. Second ejection of athlete or coach from any contest during one season.	<p>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.</p>
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.	<p>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.</p> <p>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.</p>
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.	<p>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.</p> <p>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.</p>
6. Other acts committed by individuals or teams or acts committed at end of season.	<p>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.</p>
7. Use of an ineligible player in a contest.	<p>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.</p> <p>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.</p>

*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.