



## RESPONSIBILITIES WITHIN THE DEPARTMENT

1. Head Coach
2. Athletic Directors
3. Assistant  
Superintendent  
of Human Resources
4. Assistant Principal
5. Principal

## Chapter 2

# RESPONSIBILITIES WITHIN THE DEPARTMENT



### RESPONSIBILITIES OF VARSITY HEAD COACHES

The Varsity Head Coach will support and work toward the achievement of the BUSD Athletic Philosophy. The Varsity Head Coach will:

- Recruit, interview, review background information and recommend the employment of assistant and lower level coaches as well as assist in their evaluation.
- Be the direct supervisor of student athletes, assistant coaches and managers.
- Be responsible for maintaining appropriate conduct by all parties.

- Ensure the compliance by student athletes in their sport to CIF rules, league rules, eligibility rules and the provisions of the BUSD Athletic Code.
- Establish and communicate to all parties, the rules and policies specific to the particular program in conformance with CIF rules, League rules and the BUSD Athletic Code.
- Allow students to participate if they have been cleared by the Athletic Director (i.e. academic eligibility, physical, insurance, parental consent, athletic code, A.S.B. card, finance card).
- Allow athletes to participate after an injury requiring treatment or examination by a doctor only after receiving a written release for the athlete to participate from the doctor or from the athletic trainer and follow all modifications for participation until full clearance is obtained.
- Ensure that the athletes properly follow the advice and instruction of doctors, physical therapists, and trainers.
- Care for and maintain equipment and uniforms for all levels. Complete an inventory of all equipment and uniforms at the end of each season and report needed replacement and repairs to the Athletic Director.
- Coordinate future needs in all areas of facilities, equipment and uniforms.
- Maintain on-going, positive communication with the parents of athletes.
- Participate with Athletic Boosters:
  - Ensure that a representative from the sport attends Athletic Booster Club meetings.
  - Personally attend Athletic Booster Club meetings as best you can.
- Assist the Athletic Director in maintaining a safe and fair playing field, court or playing surface. Report needed repairs to Assistant Principal and/or Michelle Castro.
- Cooperate fully with other sports and city sportsplex athletic activities whenever possible. We all share the facilities.
- Submit an alphabetized list of student trying out and/or participating in the sport before the first day of tryouts. Communicate with Athletic Directors **BEFORE** making cuts or posting rosters.
- Provide to the Athletic Director the names of Varsity, JV, and Frosh members and award recipients for the post season banquets.
- Attend league pre and post season meetings.

- Report scores of all contests to [www.cifsshome.org](http://www.cifsshome.org).
- Maintain current certification in First Aid, CPR, Concussion Training, and Coaches Education training (NFHS). These certifications should be kept on file with the Athletic Secretary, **Miranda Philip**.

### **BONITA COACH RESPONSIBILITIES - CONTINUED**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance student achievement and should not interfere with opportunities for academic success. The welfare of each child shall be of the utmost importance. To recognize the importance of a high standard of ethics, sportsmanship and personal conduct on the part of all coaches, the following guidelines have been developed:

- **The coaches** have the responsibility to not keep student-athletes from their academic duties. Practice length and times should not conflict with class preparation and responsibility.
- The coaches have the responsibility to be aware of the tremendous influence they have in the education of student-athletes and, thus should never place the value of winning above the value of instilling character.
- The coaches have the responsibility to uphold the honor and dignity of their professions. In all personal contact with student-athletes, school officials, CIF, the media, and the public coaches shall strive to set an example of the highest ethical and moral conduct.
- The coaches have the responsibility to maintain open lines of communication with parents, guardians, participants and community.
- The coaches have the responsibility to take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should their use be allowed or condoned. Furthermore, all coaches shall refrain from the personal use of drugs, alcohol and tobacco while performing their assigned coaching duties, or in the presence of students.
- The coaches have the responsibility to promote the entire interscholastic program of the school and direct their program in harmony with the total school program.
- The coaches have the responsibility to be thoroughly knowledgeable with CIFSS rules and policies, district policies, and individual sport rules. Coaches should follow the spirit of law and not seek to take an unfair advantage.
- The coaches have the responsibility to actively use their influence to enhance sportsmanship among participants, spectators, support groups, pep squads and

# BONITA COACHES CHECKLIST

	A	B	C
1	<b>PRE-COACHING PAPERWORK</b>	<b>COMPLETED</b>	<b>DATE SUBMITTED TO AD</b>
2	<b>COMPLETE COACHING PAPERWORK</b>		
3	FINGER PRINTS		
4	PHYSICAL		
5	INTERVIEW WITH ASST. PRINCIPAL		
6	INTERVIEW WITH DISTRICT H.R.		
7	NFHS/ CIF COACHING CLASS		
8	CONCUSSION CLASS		
9	CIF ETHICS FORM		
10	FIRST AID / CPR CARD		
11	CHILD ABUSE MANDATED REPORTER		
12	<b>HEAD COACHES ATTEND AUGUST COACHES MEETING</b>		
13	ATTEND SEASONAL COACHES MEETING		
14			
15	<b>PRE SEASON MEETING</b>	<b>COMPLETED</b>	<b>DATE SUBMITTED TO AD</b>
16	SUBMIT CALENDAR OF TRY-OUTS (PLANS), PRACTICES TO AD		
17	DOWNLOAD "HOME CAMPUS" APP TO SMARTPHONE		
18	CHECK ATHLETIC CLEARANCE FOR ALL ATHLETES		
19	IF ATHLETE DOES NOT APPEAR - THEY SHOULD NOT PRACTICE		
20	SUBMIT ROSTERS TO AD		
21	SCHEDULE A PRESEASON PARENT MEETING		
22	IDENTIFY WITH MIRANDA WHO WILL BE DISTRICT/BOOSTER PAID		
23	SUBMIT ORDERS WITH A QUOTE TO ASB, BOOSTERS OR AD'S		
24	SUBMIT FUNDRAISING FORMS TO AD'S AND ASB		
25			
26	<b>IN -SEASON</b>	<b>COMPLETED</b>	<b>DATE SUBMITTED TO AD</b>
27	ATTEND PRE-SEASON LEAGUE MEETING		
28	CHECK/MONITOR ATHLETIC ELIGIBILITY		
29	SUBMIT SCORES TO AD OR "PRESSBOX"		
30	CHECK WEEKLY BUS SCHEDULES + DEPARTURE TIMES W/MIRANDA		
31	UPDATE ROSTERS AS STUDENTS DROP FROM PROGRAM		
32	ATTEMPT TO ATTEND BOOSTER MEETINGS ON SECOND THURS.		
33	PAY BILLS THROUGH ASB AND BOOSTERS		
34			
35	<b>POST SEASON</b>	<b>COMPLETED</b>	<b>DATE SUBMITTED TO AD</b>
36	SUBMIT NAMES OF AWARDS TO AD		
37	SUBMIT BANQUET TIMES, PLACE, DATE, EXPENSES + GET APPROVAL		
38	COLLECT UNIFORMS AND SUBMIT INVENTORY TO AD		
39	SCHEDULES POST-SEASON MEETING WITH AD AND AP		
40	FIND OUT AND ATTEND SPORTS INFORMATION NIGHT		
41	SCHEDULE OFF-SEASON WORK-OUTS - FACILITIES REQUEST		
42	SUBMIT OFF-SEASON SCHEDULE TO AD		
43	SUBMIT SUMMER CAMP INFORMATION AND FLYERS TO AD		

administrators. Furthermore coaches and athletes should demonstrate good sportsmanship at the end of the game by shaking the hands of opponents.

**• ATHLETIC DIRECTOR DIVISION OF RESPONSIBILITY 2017-2018**

DARREN BAUMUNK	MICHELLE OKAYAMA
TRANSFERS	PHYSICALS
SCHEDULING	WEB / SOCIAL MEDIA
CERTIFICATES	SCHEDULING
<b>FALL SPORTS</b>	<b>FALL SPORTS</b>
FOOTBALL	CROSS COUNTRY
TENNIS - GIRLS	FIELD HOCKEY
VOLLEYBALL- GIRLS	WATER POLO - BOYS
<b>WINTER SPORTS</b>	<b>WINTER SPORTS</b>
BOYS BASKETBALL	BOYS SOCCER
GIRLS BASKETBALL	GIRLS SOCCER
WRESTLING	WATER POLO - GIRLS
<b>SPRING SPORTS</b>	<b>SPRING SPORTS</b>
BASEBALL	SOFTBALL
TRACK AND FIELD	SWIM
TENNIS - BOYS	GOLF



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## **RESPONSIBILITIES OF ATHLETIC DIRECTORS**

- Direct the supervision of students in the interscholastic athletics programs.
- Supervise athletic contests as assigned.
- Assist in the selection and evaluation of coaches and make recommendations to the Principal and Assistant Principal.
- Conduct roster checks and updates of rosters. Communicate with staff (teachers) the status of teams and student athletes.
- Provide coaches with appropriate student clearance paper-work.
- Schedule and supervise school sponsored sports.
- Maintain accurate records of all sport physicals.
- Assist the Athletic Secretary in the maintenance of records pertaining to the Athletic Department
- Coordinate custodian and “grounds man” duties in relation to athletic events and facilities with the Assistant Principal.
- Supervise all aspects of the preparation for athletic events including:
  - Scheduling dates, times and officials.
  - Preparing athletic contracts for the Principal’s approval.
  - Payment of officials
  - Coordination of use of facilities for contests and practice.
  - Arrange for contest equipment.
  - Coordinate the activities of personnel involved in timing or scoring.
  - Make recommendations pertaining to spectator control.
  - Coordinate the assignment of game medical personnel.
  - Arrange the set up and use of clocks and scoreboards.
  - Coordinate the scheduling and use of athletic dressing rooms.
  - Schedule athletic transportation.
  - Coordinate field preparation.



- Schedule athletic transportation.
- Coordinate the supervision of locker room facilities and provide for the security of athletes' belongings.
- Verification of eligibility of all athletes.
- Coordinate the ordering of athletic equipment and supplies.
- Coordinate and supervise the program of awards to athletes.
- Represent the school at Athletic Booster Club, Coaches and League meetings.
- Assist in the supervision of the league Scholar Athlete Banquet (e.g. Palomares Five)
- Communicate scores of athletic contests to league secretaries as needed.
- Attend athletic events and practices to help in the evaluation process of coaches.
- Attend athletic events and see that athletes and coaches represent the school in an appropriate manner and that events start on time.
- Assist in the scheduling of First Aid and CPR training sessions.
- Responsible for the operation of athletic department websites.
- Responsible for post season player's satisfaction surveys (if given).
- Responsible for post season player's satisfaction surveys.
- Responsible for Senior Night celebrations for each sport.



## **RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

- Provide District level support and coordination for inter-scholastic athletics.

- Meet with and assure the coaches are properly cleared for employment.
- Certify to the Governing Board on an annual basis that all coaches possess certification of coaches training (NFHS), Concussion Certification, and all other training required by law and CIF rules.
- Investigate and resolve complaints regarding athletics that are appealed to the District level.
- Assure the District athletic programs are coordinated district-wide and that there is open and continued communication among the programs.



## **RESPONSIBILITIES OF THE ASSISTANT PRINCIPAL SUPERVISING ATHLETICS**



**Eric Podley**

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- Coordinate the interview of candidates for varsity coaching positions and recommend candidates to the Principal.
- Interview candidates recommended for assistant and lower division coaching positions by the varsity head coach and recommend employment to the Principal and the Assistant Superintendent of Human Services.
- Insure adherence to CIF and League rules.
- Schedule and facilitate coaches' meetings.
- Coordinate, supervise and evaluate all coaching staffs and Athletic Directors.
- Prepare, maintain, distribute, and insure adherence to the school Athletic Code.
- Approve the expenditure of school athletic funds.
- Approve all athletic fundraisers and the communication of such fundraisers. (New 2014 - to insure compliance with ACLU lawsuit guidelines)
- Approve the scheduling and use of school athletic facilities.
- Supervise the Athletic Trainers and student managers.
- Coordinate supervision and security at all athletic events.
- Review and approve all athletic accident reports.
- Direct the implementation of air pollution episode procedures as necessary.
- Direct the implementation of heat policy guidelines and procedures as necessary.
- Coordinate and supervise the inventory of all athletic equipment and uniforms and make recommendations for replacement, repair or cleaning.
- Coordinate the supervision of locker room facilities and provide for security of athletic equipment.
- Communicate with the Athletic Booster Club.
- Coordinate timely and ongoing communication of the athletic program with the Principal.
- Listen to parent after they have a complaint and have talked with the Head Coach and the Athletic Director about their concerns.

## **RESPONSIBILITIES OF THE PRINCIPAL**



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- Represent Bonita High School at league meetings.
- Represent Bonita High School at Foothill-Citrus Area meetings.
- Communicate with the District office regarding any emerging issues related to athletics and athletic facilities.
- Hear any parent or student appeals regarding athletics that are not resolved after meeting with Athletic Director and Assistant Principal.
- Insure adherence to CIF and League rules.