

2018-19 Athletics Department Handbook

Dear Student-Athletes and Parents,

Thank you for your interest in participating in the interscholastic athletics program at KIPP San Jose Collegiate. As a former athlete and current coach, it is my experience that students involved in sports benefit both on and off the field of play. I’m honored by the opportunity to work with our coaches, student-athletes, and community members to make this the best education-based athletics experience possible for our kids.

The KIPP San Jose Collegiate Athletics Program prides itself in providing an education-based sports program. The field of play is treated here like an extension of the classroom. Students will grow physically, mentally, and emotionally through their participation in sports here. While we will strive for excellence on and off the field, we will never do so at the expense of sportsmanship, responsibility, and character.

Athletics are a constantly growing and integral part of our school culture. With that, it is our expectation that our student-athletes have a positive influence on their peers and proudly represent KIPP San Jose Collegiate at all times. Our student-athletes will be expected to serve as role models not only on campus or at sporting contests, but in the community at school and in East San Jose as well.

We recognize that although our student-athletes are the individuals in the actual competitions, it takes a community of stakeholders to make any athletics program successful. Our mascot, the Wolfpack, exemplifies our philosophy that we are all better when we work together. The coaches and I look forward to working hand-in-hand with our families to ensure the best possible outcomes for your student-athletes.

Any successful athletic program includes rules that govern the spirit of participation and competition for the school. These rules need a broad basis of community understanding which is achieved through communication to the staff, parents, and student-athletes. We hope to accomplish our objectives through this document, the KIPP San Jose Collegiate High School Athletic Handbook. Please take the time to look through the following booklet and familiarize yourself with it. It is crucial that all stakeholders understand the philosophies, guidelines, policies, procedures, and expectations that we have for all members of our athletic program.

KIPP San Jose Collegiate strives to become one of the premier charter athletics programs in the Private School Athletics League and the Central Coast Section. As such, we will work hard to establish and uphold high standards for all participants in our program. This can only be achieved when students, coaches, parents, and the entire school community support our mission.

I look forward to working with you all for the benefit of our students.

Ryan McCormack

Athletic Director

Government and Economics Teacher

Coach – Boys and Girls Cross Country

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**Helpful Information**

|  |  |
| --- | --- |
| Address | KIPP San Jose Collegiate  1790 Educational Park Dr.  San Jose, CA 95133 |
| School Phone Number | 408-937-3752 |
| School Fax Number | 408-937-3755 |
| Athletics Director | Ryan McCormack  P: 805-304-7926  E: Ryan.McCormack@kippsanjose.org  Phone Hours: M-F 7AM-8PM; Sa 1-5 PM |
| Assistant Athletics Director | Christine Dela Rosa  P: 559-940-4049  E: Christine.DelaRosa@kippsanjose.org |
| Athletics Website | www.ksjcathletics.com |
| School Mascot | Wolfpack |
| School Colors | Violet, Black, Grey, and White |
| Principal | Thomas Ryan |
| Vice Principals | Elizabeth Barrett, Nicholas LaRocque, and Aundrey Page |
| League | Private Schools Athletic League |
| League Commissioner | Natalie Talbot-Ayers  E: nayers@almaheights.org |
| League Website | http://www.psalsports.org/ |
| CCS Commissioner | Duane Morgan  E: dmorgan@cifccs.org |
| CCS Website | http://www.cifccs.org/ |

|  |  |  |
| --- | --- | --- |
| **Sports Offered** | | |
| **Fall Sports** | **Winter Sports** | **Spring Sports** |
| Boys Cross Country | Boys Basketball | Boys Baseball |
| Girls Cross Country | Girls Basketball | Coed Golf |
| Girls Volleyball | Boys Soccer | Girls Softball |
|  | Girls Soccer | Boys Track & Field |
|  | Coed Sideline Cheer | Girls Track & Field |

**Athletics at KIPP San Jose Collegiate**

**Mission Statement**

The KSJC Athletics Department is committed to the success of our student-athletes, both on and off the field of play. We will provide a meaningful education-based athletics experience that encourages the development of leaders of strong character and creates opportunities for self-actualization at all levels.

**Code of Ethics for Student-Athletes**

1. Remember that academic performance is your primary responsibility.
2. Read, familiarize yourself with, and comply with policies outlined in the Athletics Handbook AND your coach’s specific set of team policies.
3. Treat advisors, faculty, coaches, and opponents with respect.
4. Respect officials and accept their decision without argument or gesture.
5. Attend all team events, unless excused by your coach.
6. Exercise self-control at all times, setting an example for others to follow.
7. Win without boasting, lose without excuse and never quit.
8. Always remember you represent KIPP San Jose Collegiate and the school community.
9. Return any equipment. Uniforms issued to a participant must be returned in the same condition at the end of the activity. Equipment that is lost, damaged, or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
10. Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician’s care, the participant must have written permission from the doctor before returning to the activity.
11. Attend classes the day of, and after, a competition.

**Code of Ethics for Spectators**

1. Attempts to understand and be informed of the rules.
2. Appreciates good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders and/or dance team.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer, or distract players; and avoids the use of profane and obnoxious language and behaviors.
5. Respects the judgement and strategy of the coach, and does not criticize players or the coach for loss of game. Refrains from coaching from the sidelines.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.
8. Respects officials and accepts their decision without gesture or argument
9. If the spectator is a parent or guardian, follow all guidelines set forth by the Parent-Coach Partnership document found on pages 19-21.

**Code of Ethics for Coaches**

1. The responsibility of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.
2. The coach must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the California Interscholastic Federation, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall support and enforce school rules for the prevention of drug, alcohol, and tobacco use and abuse, and under no circumstances shall authorize the use of these substances.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and the spirit of these rules at all times.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with spirit groups, booster clubs, and administrators.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players in unethical.
8. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
9. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
10. It is unethical for coaches to scout opponents by any other means than those adopted by CIF and PSAL.
11. It is the goal of the athletic department to meet the needs of students by introducing and eliminating activities based on the desires of the student body.

**Code of Ethics for Parents of Athletes**

1. Encourage your child and team – be enthusiastic – show school spirit.
2. Maintain a positive attitude whether your team is winning or losing.
3. Refrain from being insulting or showing bad sportsmanship during the competition. Any problems or concerns should be brought to the attention of the coach or the Athletic Director at another time.
4. Support the team with team sponsored events, such as fundraising initiatives, phone trees, etc.
5. Parents, as spectators, are expected to exhibit good sportsmanship at all times. (See the above Code of Ethics for Spectators). Spectators, including parents, who, in the judgment of the Principal, Athletic Director, and/or the site administrator, behave in ways that are inappropriate and in violation of the Code of Ethics guidelines for Spectators will be warned about the behavior and then will be asked to leave the competition immediately.
6. Respect the judgement and strategy of the coach.
7. Do not criticize players or coach for loss of a contest.

**General Policies and Procedures**

**Commitment**

Students make a commitment to the team when they decide to try-out. It is important that students and families understand this commitment and the time that is needed to participate on the team. Therefore, it is understood that students who try-out for a team do so with the understanding that they will attend ALL team activities (practices, games, meetings), and do not have pre-existing commitments to other activities in the school or outside the school. If pre-existing commitments exist, they must be cleared by the coach of the specific team a student is trying out for.

**Sportsmanship**

Athletes, coaches, parents, and spectators are expected to abide by the KIPP San Jose Collegiate Sportsmanship Code of Ethics (pages 6-7).

**Citizenship**

All student-athletes are expected to display exemplary citizenship and behavior during their season of sport, on or off our campus. Every incident that involves poor citizenship will be treated as an individual case and judged on its own merit. The seriousness of the offense, the conditions under which it occurred, and the student’s past disciplinary record will be considered. Situations that involve administrative intervention in compliance with the KIPP San Jose Collegiate Team and Family Handbook may result in suspension and or termination from participation in athletic activities.

**Required Documentation for Participation**

Sports are a privilege, not a right. With that in mind, there are legal requirements that we as a school have to fulfill in order to have an Athletics Program available to our students. Form #1 must be completed in paper form as it requires a doctor’s stamp. Forms 2-10 can either be completed on paper or on www.AthleticClearance.com. Forms will be filled out at mandatory parent meetings and can be reviewed at www.KSJCAthletics.com. All student-athletes are required to have the following documents filled out and signed before participating in any athletic activity at KIPP San Jose Collegiate:

1. Doctor’s physical with official, unique doctor’s stamp and dated after July 1, 2018.
2. Complete Medical History Form
3. Signed Authorization to Treat a Minor
4. Signed Assumption of Risk Form
5. Signed KSJC Athletics Parent/Student Athletic Contract
6. Signed Concussion Information Sheet
7. Signed Heat Illness Information Sheet
8. Signed PED Policy
9. Signed Statement of Consent
10. Student Medical Insurance & Signed Assumption of Risk
11. Signed Sudden Cardiac Arrest

Once all of the require documents are filled out and a student is deemed to have met all eligibility requirements, the student will need to get a pass from the Athletic Director to give to their coach. Then, and only then, will a student be allowed to participate in team activities.

**Eligibility**

1. **Academic Eligibility**There are two sets of academic eligibility rules set forth by the CIF and KSJC:
   1. CIF Academic Eligibility – In order for a student to participate in athletics, the student must have an unweighted 2.0 GPA at the end of each grading period. For our school and our Local Education Agency (LEA), that grading period has been determined to be every quarter. If a student fails to meet the 2.0 GPA requirement, the student will not be allowed to participate in sports until they can re-establish academic eligibility after the following grading period. For example, if a student has below an unweighted 2.0 GPA after quarter 1, they would not be able to participate in sports during quarter 2 and would only be allowed to participate in quarter 3 if they finish quarter 2 with an unweighted 2.0 GPA or above. There are no exceptions to this rule.
   2. KSJC Academic Eligibility – If a student is deemed ineligible by CIF and CCS Rules, they must sit out practices as well for one month and reestablish their academic standing above a 2.0 GPA. Students will not be allowed to participate in contests until deemed eligible again by CIF and CCS.
   3. KSJC Intervention Policy – If a student-athlete is called into intervention by a teacher, he or she must attend that intervention if it conflicts with practice. If it conflicts with a game, the student-athlete may attend the game if he or she is passing the class. If he or she is failing the class, he or she must attend intervention.
2. **Age Eligibility**Per CIF Bylaws, a student whose 19th birthday is attained prior to June 15th, shall not participate or practice on any team in the following school year. A student, whose 19th birthday is on or before June14th, is ineligible. Each section may waive this provision so long as criteria for such a waive shall include, but not be limited to, the following:
   1. Such a waiver would not grant more than four years (eight semesters) of eligibility; AND
   2. Such a waiver would not grant more than four years of participations in any sport; AND
   3. That a hardship exists which, in the judgement of the Section, requires a waiver. Hardship is defined in CIF Bylaw 213; AND
   4. A decision to deny such a waiver by the Section Commissioner may be appealed only to the Section and in accordance with the provisions set forth in CIF Bylaw 101.
3. **8 Semesters Rules**A student-athlete who enters the 9th grade of any school following the completion of 8th grade in any school will be eligible for competition at the high school level for a maximum of 8 consecutive semesters. Therefore, if a student is retained, academically ineligible, or injured for a season, they may not play high school sports in their 5th year prior to graduation.
4. **Transfer Eligibility**All transfer students must be cleared for participation by the Central Coast Section. Depending on the type of transfer and reason for transferring, a mandatory sit-out period may be required of the student. Student-athletes that are transfers should see the Athletic Director right away to get paperwork filed.
5. **Medical Clearance and Other Required Documentation**It is state law that all student-athletes have proper medical clearance from a doctor. The only clearances accepted this year must have the doctor’s stamp unique to their facility. Medical clearances are good for one calendar year and reset on July 25th each year. Students must also carry current medical insurance in order to participate in athletics. Finally, all documents referenced in the prior section must be signed and turned in prior to participation in any athletics.
6. **Parent/Guardian Meetings**In order to communicate and ensure compliance with all laws, it is mandatory that parents/guardians attend one of the seasonal parent meetings with their student-athlete prior to the start of the season the student-athlete wishes to participate in. If for whatever reason the parent/guardian cannot meet at the required time, they will need to schedule a separate meeting with the Athletic Director before their student-athlete can participate.

**Quitting/Dismissal from a Team**

The commitment asked of Wolfpack student-athletes is of major importance. Consequently, the policy with regard to a student-athlete who quits a KIPP San Jose Collegiate athletic team before the end of its season is as follows: If a student-athlete is a member of a particular team and then quits that team, he/she may not try out for nor participate on any other school team until the completion of the season of the sport on the team which he/she has quit. This ruling applies to those individuals who are removed from a team because of academic or disciplinary reasons. The exception to this policy regards try-out periods. Students are allowed to try-out for a team and participate on a team for a trial period of five days. During this period, they may leave the team and try out for another if they so desire. After the five-day period, the exception to the stated policy is no longer applicable.

If the student-athlete is removed from a team because of academic or disciplinary reasons, he/she may not participate in the next season of sport, prior to a meeting between the student-athlete, a parent or guardian, a member of the school Administrative Team and the Athletic Director. This meeting will be held to discuss the issues that prevented the student-athlete from participating. It will be the judgment of the Athletic Director and School Administration to determine when the student-athlete may return to full participation.

**Multi-Sport Athletes**

It is the goal of the KSJC Athletic Department to develop as many multi-sport athletes as possible. All KSJC coaches believe that the student-athletes gain valuable educational experiences and, in fact, become stronger, more competitive athletes by playing a variety of sports under the guidance of a variety of coaches, competing in a variety of situations, and by overcoming a variety of obstacles. The development of specialized one-sport athletes is counter-productive to the athletic principles of KIPP San Jose Collegiate.

**Dual Sport Athletes**

All student-athletes who are participating simultaneously on two school teams in the same season must complete, and have on file in the Athletic Director’s office, a KSJC Dual Sport Participation Contract. The purpose of this contract is to ensure that:

1. All adults working with the young athlete are fully aware of the amount of time and effort he/she is spending on athletics.
2. The two-sport participation is physically sound and safe for the student-athlete.
3. The two-sport participation fits into the student-athlete’s life in a manner that is educationally and socially sound.
4. Any scheduling conflicts between the two teams are resolved as far in advance as possible.

This contract must be signed by the head coaches of both teams, the student-athlete’s parent, and submitted to the Athletic Director for final approval. In addition, the student-athlete must submit practice and competition schedules for both teams, as well as a written plan agreed upon by both coaches for resolving any conflicts.

Finally, no club athlete may compete for KIPP San Jose Collegiate simultaneously with his/her club sport. The only exception to this is soccer, where competition for their club soccer teams typically extend through Thanksgiving week. That student-athlete cannot compete in a school soccer competition until the last competition for the club team.

**Attendance at School**

Students must be in attendance at all of their classes on any given day in order to participate in any extra-curricular activity on the same day, including athletic practices and games. This includes their Physical Education classes. If a student-athlete receives permission from the appropriate staff member to excuse an absence (ex. A doctor’s appointment), then they still may participate.

**Missed Class Time**

All student-athletes must inform their teachers of any planned class absence due to athletics a minimum of one day in advance of their absence. Students are required to obtain and complete any missed work from the teacher.

**Travel to Games**

KSJC athletic teams typically travel by school vans. Parents who volunteer to drive must provide a copy of their driver’s license and insurance to the school.

Whether traveling in the Bay Area or out of the state/country, KSJC student-athletes are expect to:

1. Conduct themselves as representatives of KSJC in a manner that will reflect positively on themselves, their families, their team, and KSJC.
2. Follow all school rules just as if they were on campus.
3. Realize that every choice they make has an effect on themselves, their team, the KSJC Athletic Department, and KSJC. Every choice a player makes while traveling should be one that helps his/her team play at a championship level.
4. Enjoy their teammates and the trip while maintaining a competitive focus.

Student-athletes must take school-provided transportation to all athletic events. Students may drive themselves and family members only if they provide proof of insurance and have a note signed by the parents/guardians of all family members involved. Students may get picked up from sporting events by parents/guardians. Students will not be allowed to go with anyone other than a parent/guardian or walk home from a game unless the coach has talked to the parent/guardian.

**Hazing**

Wolfpack student-athletes shall not participate in hazing rituals for teams. Activities that produce mental or physical discomfort, embarrassment, harassment, or ridicule have absolutely no place in KSJC’s program. Any student who encounters hazing should inform either his/her parent, guardian, coach, teacher, advisor, administrator, or the Athletic Director immediately. Team sponsored hazing can result in the cancellation of that sport from the program in serious instances.

**Appeals**

Appeals of a suspension or expulsion from participation in athletic activities may be through the school principal. There are no appeals if you are discovered using, selling, distributing, or being in possession of illegal drugs, alcohol, tobacco products, and steroids while on or off campus or in a school or non-school activity.

**Practice & Contest Times**

Typically, practices are conducted Monday-Friday, with some Saturday practices. Varsity practices typically run two hours long, and JV practices run 1.5-2 hours long. Contests are held weekday afternoons and evenings, as well as on some Saturdays. Some sports may require student participation for practice and/or contests during school vacations (see policies below). Additionally, student-athletes are expected to keep all conflicts with their practice times to an absolute minimum. Athletes are expected to schedule appointments (on and off campus), seek help from teachers, and participate in other extra-curricular events either before or after practice, but not during. Any athletes who miss or are late to practice for any reasons, excused or unexcused, may miss playing time at the discretion of the head coach.

**Practices & Contests During School Vacations**It is a general athletic department rule that coaches will determine their team’s necessity for practice during school vacations and advise the Athletic Director in the scheduling of out of conference varsity competitions during these times. Student-athletes are expected to attend all practices and/or compete in any team scheduled even taking place during school break. It is the responsibility of each KSJC student-athlete to ascertain the head coaches’ school vacation participation expectations *before* trying out for a sport. Team schedules are available for viewing on the school’s athletic website, usually a few weeks before the season.

**Practices, Work Outs, and Contests During Summer Vacation**

Certain KSJC teams may offer activities during summer vacations. This may include practices, tournaments, games, camps, or pick-up games. Although Wolfpack coaches are allowed to strongly encourage participation in these events, we recognize and encourage student-athletes to vacation with their families during the summer. Please keep open lines of communication with your coaches during this time and communicate vacations in advance.

**Playing Time**At KIPP San Jose Collegiate, our goal for all sub-varsity teams is have each member of the team play every game, provided they have been attending practices and games and are fulfilling all team obligations. At the varsity level there is a greater emphasis placed on competitiveness, and as such there is no guaranteed playing time.

It is very difficult to accept that your child is not playing as much as you hoped he or she would. Please understand that coaches are professionals, and they make judgment decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team, not just your son or daughter. Keep in mind that what happens at team practices often has a huge impact on playing time in games.

**Team Captains**

Traditionally, each team will designate between one and three players as a team captain. Coaches have the discretion as to how to select team captains. Some coaches will allow the team members to vote for a captain, other coaches will choose the captains themselves, or a combination of each. Team captains can help their team’s experience be a great one through thoughtful leadership. Team captains are expected to be a model student-athlete at all times: during the school day, at games and practices, and after school hours. Being a captain is a privilege, and captains need to take their leadership role seriously. If they don’t their team will suffer, and the team captain may have their leadership role taken away from them. Each year, student-athletes who are identified as potential team leaders may be asked to attend Captain’s Council workshops throughout the year.

**Equipment**

Each KSJC athletic season also carries special requirements of proper dress and equipment. Some sports may require special equipment such as rackets, gloves, cleats, shoes, etc. It is the responsibility of each student-athlete to ascertain what these special requirements may be before trying out for a sport. Each student is expected to arrive at each first day of practice properly dressed, equipped, and informed.

In addition, students will be issued with certain team uniform and equipment items. It is the student’s responsibility to return those items in the same condition they were issued, with the exception of normal wear and tear. Failure to do so will result in the student being charged for the item and diplomas being held. Purchasing jerseys as seniors is also not an option as the uniforms need to be retained for the teams the following year.

**Early Dismissals**

Given the difficulty in sharing facilities, many of KSJC athletic contests are scheduled during class time, particularly when discussing travel time to away games. At these times it is the responsibility of the student-athlete to inform his/her teacher of the planned class absence as far in advance as possible but not less than one day prior to the event.

Student-athletes schedule to leave class early because of athletics will be dismissed only at the precise time of the announcement and not before.

**KIPP San Jose Collegiate Athletic Awards**

1. **Varsity Letters**Varsity athletes may earn a KSJC athletic letter. A student-athlete will receive one letter after successfully completing their first season on a varsity team.
2. **Individual Awards**At the end of each season, each varsity, junior varsity, and frosh/soph team will recognize at least two of its athletes. Generally, these awards fall under the category of Most Valuable Player and Most Improved Player. However, coaches are given the final discretion as to the awards they wish to present.
3. **Team Banners**Varsity teams that win league championships are recognized by having the championship year placed on the team’s banner on the school’s outside wall. Additional banners are hung when teams receive them for finishing 1st or 2nd place in CCS playoffs (or finalist designation) or qualification for, 1st or 2nd (or finalist designation) in a state championship.
4. **Athletic Department Year-End Awards**
   1. Alpha Award – Presented to a Senior School varsity male and female student-athlete who are outstanding both in the classroom and on the field of play. Students must have a minimum GPA of a 3.5 to qualify.
   2. The Neal Finch Athletic Excellence Award – Presented to the male and female athlete of the year as determined by a committee of 2 senior coaches and the athletic director at the end of the year.
   3. Omega Award – Presented to a community member (staff, parent, student, alum, or volunteer) that has gone above and beyond for the KSJC Athletics Program.

**Wolfpack Student Athletic Leadership Team (W-SALT)**

This is a leadership council that works to promote athletics, cultivate leadership, and provide service to our campus and surrounding east San Jose community. Coaches from each team will nominate one representative for each school year. Please check our website for more information.

**Playing in College/NCAA Eligibility**

All students who hope to compete athletically at the collegiate level must register with the NCAA Eligibility Center at www.eligibilitycenter.org. It is each student-athlete’s responsibility to:

1. Register with the NCAA at the beginning of his/her junior year.
2. Contact their College Counselor to request their transcript be forwarded to the NCAA.
3. Familiarize themselves with the information found in the *NCAA Guide for the College Bound Student-Athlete*. Please contact the Athletic Director for a copy.
4. Alert the College Counseling office, their head coach, and the Athletic Director of their intention to play in college.

**Senior Nights**

During one of the last two regular season home contests, teams will hold Senior Nights to honor their senior student-athletes in one of their final games. Details will be determined by each varsity head coach and communicated to parents ahead of time.

**Pack Nights**

Pack Nights are games that are highly publicized for each varsity sports team on days where teachers do not assign homework to promote attendance at the designated game that night. Each sport (with the exception of Cross Country and Golf) will be given a Pack Night, which will roughly happen once per month.

**Senior Capstone Opportunities**

As part of their Senior Seminar class, students are required to complete a senior capstone project. Opportunities offered through the Athletic Department are as follows:

1. Athletic Department Interns – 5 students who work year round with the Athletic Director on various projects benefitting the school athletics program.
2. Athletic Department Photographer – Student responsible for taken high resolution photos for the Athletic Department records and promotional materials.
3. Team Managers – 1-3 students per team who serve as statisticians and aide the head coaches in setting up for home games. There will be team managers for the following sports:
   1. Girls Volleyball
   2. Cross Country
   3. Boys Varsity Basketball
   4. Boys JV Basketball
   5. Girls Varsity Basketball
   6. Girls JV Basketball
   7. Boys Soccer
   8. Girls Soccer
   9. Baseball
   10. Softball
   11. Golf

Please see the Athletic Director if you are interested.

**Team Parents**

Team parents can do much to enhance each KSJC athletic team by providing team lunches, snacks at games, fostering communication between the team’s coaches and parents, working in different capacities at KSJC athletic events, and organizing end of the year parties. Please contact the head coach of your team if interested.

**Team Fundraising**

Coaches, athletes, and parents of KSJC student-athletes are encourage to propose, organize, and carry out team fundraising. Some ways athletic teams may raise funds for their program could be but are not limited to hosting events, food sales, and apparel sales. All fundraising events must first be cleared with the Athletic Director and be in accordance with all KIPP Bay Area Schools fundraising policies.

**Team Shirts, Jackets, etc.**

All team t-shirts, sweatshirts, sweatpants, or any other team apparel containing the school’s name and/or logo worn by student-athletes at school or off campus must be approved by the Athletic Director, whether it has been purchased by the school or donated by a student or parent. The Athletic Department will work with each team so as to minimize the amount of money that families are spending on each season’s worth of items.

**Injuries, Safety, and Health**

Sore muscles, bumps, and bruises are a part of athletics. It is important that al KSJC student-athletes and their parents understand the difference between HURT and HURTING.

Coaches are all trained and certified in basic first aid, CPR, and AED use. They, however, are not doctors and shall not ever make a diagnosis on any injury. Strong communication between parents and coaches is crucial to ensure the health and well-being of student-athletes. Should a student-athlete be injured to the extent that they need to visit a physician, the head coach should be notified as soon as possible. The student-athlete will not be allowed to participate again, in a practice or game, without a written note of medical clearance from a doctor. This will ensure that the student-athletes do not put themselves at risk by returning to activity too soon.

**Concussion Awareness**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally functions. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. If your child reports any symptoms of a concussion or if you notice the symptoms yourself, seek medical attention right away. Symptoms include:

* Headaches or “pressure in head”
* Nausea or vomiting
* Neck pain
* Balance problems or dizziness
* Blurred, double, or fuzzy visions
* Sensitivity to light or noise
* Feeling sluggish or slowed down
* Feeling foggy or groggy
* Drowsiness
* Change in sleep patterns
* Amnesia
* “Don’t feel right”
* Fatigue or low energy
* Sadness
* Nervousness or anxiety
* Irritability
* More emotional
* Confusion
* Concentration or memory problems
* Repeating the same question/comment/behavior

Please see the attached Return to Play and Return to Learn protocols issued by CIF at the end of the handbook that KSJC will be in accordance with.

**Sudden Cardiac Arrest and Heat Illness Awareness**

At the end of this handbook, please see the attached information provided by CIF on issues with Sudden Cardiac Arrest and Heat Illness.

**PED/Alcohol/Drug/Tobacco Policy**

It is the responsibility of KIPP San Jose Collegiate to protect the health and safety of students in its charge. Therefore, the school has adopted the following rules regarding students possessing, using, selling, or suspected of being under the influence of prohibited controlled substances (alcohol, drug, performance enhancing dietary supplements (PEDS), or steroids). Students suspected of selling or providing controlled substances will be disciplined under the Student Disciple Code.

Students participating in activities representing the school and/or of a competitive/performing nature will sign a written contract agreeing not to use, possess or be under the influence of any controlled substance of any kind at any time, including evenings, weekends, and holidays, on and off school campuses, during the entire term of the activities.

Representative/competitive/performing activities include student government leaders, athletics, cheerleaders, music, drama, dance, or any other group representing KIPP San Jose Collegiate. In addition to consequences determined by the administration of KIPP San Jose Collegiate, student-athletes will receive the following consequences for violating the school’s drug policy:

1. **First Violation:**

Four weeks ineligibility from all activities (practice may continue)

Return to competition after four weeks AND clearance from the school counselor

Law enforcement notified

1. **Second Violation:**

Six weeks ineligibility from all activities (practice may continue)

Return to competition after four weeks AND clearance from the school counselor

Law enforcement notified

1. **Third and Subsequent Violations:**

Removal from all co-curricular activities

Law enforcement notified

**Cyberimage Issues**

Student/athletes represent KSJC all year, not just during the sports season. As a result, KSJC encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of public web sites such as Facebook, Instagram, Snapchat, Kick, YouTube, and any such other sites. Any identifiable image, photo, video, or posted on-line conversation discovered which implicates a student-athlete to have been in violation of the PED, Alcohol, and Drug policy, the Athletic Code of Ethics, or the KSJC Team & Family Handbook may be investigated and action taken by the administration, including loss of athletic eligibility. For the specific social media policy, please refer to that section below.

**Adding a Sport**

At KSJC, we understand that we do not offer a full sports program similar to larger, traditional schools. We strive to offer as much as we possibly can while operating within our budget and facility constraints. If interested in adding a sport that is not offered, interested parents or students must first set up a meeting with the Athletic Director, there must be a high demand for the sport, and the sport has to be feasible with existing budgets and facility constraints. In addition, the sport must exist as a club for at least one year, potentially two years at the discretion of the Athletic Director, to show that sustained interest in that sport is there. All final decisions are reserved for the Athletic Director and the School Administration and they reserve the right to act contrary to this policy if the right conditions exist.

**Special Event Scheduling**

All special events scheduled for after school must be approved by the Principal and the Athletic Director.  This is to avoid conflicts with sporting events so that all students are able to participate in after school functions as much as possible, and to honor commitments made in scheduling the year prior.

In the event that a special event conflicts with an athletics match and that event is for a class grade, the class event takes priority unless the coach and teacher can work out an alternative assignment.  This portion of the policy DOES NOT include opportunities for extra credit/excellence points.  Students should attend all athletics functions over extra credit opportunities.

**Social Media Policy (Credit to Chris Fore and Eight Laces Consulting)**

1. Assume nothing is private, ever.  If you are putting your thoughts on the internet, there is no “invasion of policy.”
2. **Remember that your audience is vast, and unknowable.**  You have no idea who will ever see what you write on the internet.  Anyone from your best friend on the team, to your head coach, to your biggest rival, to your teachers can see what you post.   Keep in mind that what you say can be seen by the world.  Your microphone to the world is right at your fingertips.  Be wise.
3. It is against California Interscholastic Federation rules to engage and influence any non-KSJC student for the purpose of enrolling at KSJC for athletics.  Do not use social media for this purpose.  Refer anyone asking about our Athletic teams or department to the Athletic Director of Director of Admissions.
4. Do not discuss injuries, either yours or that of any of your teammates.
5. Never post pictures from the locker room, practice or game without the permission of the Athletic Director or Head Coach.
6. Complaining about your coaches or teammates will NOT solve anything.  Talk to them directly to solve problems to make yourself and your team better.
7. Do not talk about your opponents in a negative fashion.  Stay away from trash talking your past, present or future opponents.
8. Your tweets and post can be permanent.  They are a permanent record.  You can’t take back what you put out on the internet for everyone to see.
9. If you retweet something, you agree with it and promote it.  Keep this in mind.
10. Play with your pads and your skills, not your mouth and your fingers on the keyboard

Student-athletes who violate the KIPP San Jose Collegiate Athletic Department Social Media Policy may result in disciplinary action – including temporary or permanent suspension from the team – as determined by the Athletic Director and Head Coach. Remember, participation in Athletics is a privilege, not a right, so you will be held to a high standard.

*Chris Fore is a veteran Head Football Coach and Athletic Director from Southern California. He consults coaches and programs nationwide through his business* [*Eight Laces Consulting*](http://www.eightlaces.org)*.*

**Transgender Student Athlete Policy (CAsafeschools.org)**

**Purpose:** California law and District policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student’s social integration and minimizing stigmatization of the student.

**Definitions:** The definitions provided here are not intended to label students but rather to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

* “Gender identity” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.
* “Transgender” describes people whose gender identity is different from their gender assigned at birth.
* “Gender expression” refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.
* “Gender nonconforming” describes people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous.

***Guidance***:

**Privacy:** All persons, including students, have a right to privacy. This includes the right to keep private one’s transgender status or gender nonconforming presentation at school. Information about a student’s transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student’s transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student’s legal name and the pronoun corresponding to the student’s gender assigned at birth unless the student, parent, or guardian has specified otherwise.

**Official Records:** The District is required to maintain a mandatory permanent pupil record (“official record”) that includes a student’s legal name and legal gender. However, the District is not required to use a student’s legal name and gender on other school records or documents. The District will change a student’s official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student’s legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

**Names/Pronouns:** A student has the right to be addressed by a name and pronoun that corresponds to the student’s gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student’s gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student’s gender identity) is a violation of this policy.

**Gender-Segregated Activities:** To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

**Student Information Systems:** The District has modified its student information system to prevent disclosure of confidential information and ensure that school personnel use a student’s preferred name and pronouns consistent with the student’s gender identity. Instructions for using that system are attached to this policy.

**Restroom Accessibility:** Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

**Locker Room Accessibility:** The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student’s social integration and equal opportunity to participate in physical education classes and sports, ensuring the student’s safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor’s office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student’s ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student’s gender identity.

**Physical Education Classes & Intramural Sports**: Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Interscholastic Competitive Sports Teams Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

**Dress Codes** Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students’ clothing or appearance on the basis of gender.

**Discrimination/Harassment:** It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person’s actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints. (See the “Related Resources” and the “Assistance” sections of this policy for further information regarding the filing of discrimination or harassment complaints.)

**Transferring a Student to Another School (Opportunity Transfers):** In general, schools should aim to keep transgender and gender nonconforming students at the original school site. Opportunity transfers should not be a school’s first response to harassment and should be considered only when necessary for the protection or personal welfare of the transferred student, or when requested by the student or the student’s parent. The student or the student’s parent or guardian must consent to any such transfer.

**Pregnant and Parenting Student-Athletes**

In accordance with Title IX and ESUHSD policies, KSJC is committed to providing our pregnant or parenting students the right to attend their current school and to participate in any program or activity for which they would otherwise qualify in an environment free of discrimination or harassment. Their participation in any school or program specifically designed for pregnant or parenting students must be complete voluntary on the part of the student. Pregnant students may consult with their doctor for further information.

Coaches and Athletics Staff will work with parenting and pregnant students to make any necessary accommodations to allow for their participation.

**Parent/Coach Partnership**

In accordance with the rules, policies, and philosophies of KSJC, the Private Schools Athletic League (PSAL), the Central Coast Section (CCS), and California Interscholastic Federation (CIF), KIPP San Jose Collegiate presents the following information and policies around parent participation in any Wolfpack Athletics Programs.

**The Parent’s Role**

Parents can play an essential role in helping our student-athletes learn the values of winning and losing. Below are some suggested topics parents can discuss with student-athletes in these situations.

Help your child learn the values of winning by:

* Offering congratulations for winning, and identifying and discussing the efforts made by individuals and the team.
* Recognizing the improvement and growth of both individuals and the team.
* Emphasizing competitiveness, doing one’s best, and effort.

Help your child learn from losing experiences by:

* Crediting the other team and crediting the play of their opponent.
* Focusing on improvement by individuals and the team.
* Discussing what was successful.
* Accepting the loss, setting individual goals, and moving forward.

**Parent/Coach Pre-Season Meetings**

At the beginning of each season, once rosters are set, there will be a meeting for all parents to meet with the coaching staff for their team that season. Parents are expected to attend these seasonal meetings. At these meetings, coaches will discuss team rules, team expectations, scheduling, team gear, etc. Parents can also discuss, plan, and organize things such as Team Parents, setting up snack schedules, the post-season team party, working at home contest, etc.

**Parent/Student Communication with Coaches**

When parents/students have concerns regarding a coach or his/her program it is imperative that the parent/student follow the steps of resolution listed below:

1. The student-athlete approaches the coach before or after practice and requests a meeting.
2. If resolution is not reached, the student-athlete should then set up a meeting with the Athletic Director.
3. If resolution is not reached, the parent should contact the coach to arrange for a meeting via e-mail, phone, or after practice has ended.
4. In the rare instance that there is still no resolution to the issue, the parent should contact the Athletic Director and arrange for a meeting with the student-athlete, the parent, the coach, and the Athletic Director.
5. Other Administrators are involved only to discuss the Athletic-Director’s handling of the situation.

*Remember: Parents should never contact the coach about their child’s issue or concern until after their child has met with his/her coach first. We want to encourage our students to advocate for themselves, much like they will need to do in outside of school or in college. Most situations can be resolved through this initial meeting. In addition, no meeting should be set without a 24 hour period of a game or contest in order to respect the team’s preparation for that event.*

**Make an Appointment**

Productive communication can be made when parents make an appointment to speak with the coach at a time other than scheduled practice and/or contest time. Parents are **never** to approach a coach during or just before/after a practice or a contest to discuss an issue of concern.

**Issues of Concern**

Parents are encouraged to discuss with their child’s coach:

* The treatment of the student-athlete
* Ways to help their child improve
* Concerns over the student-athlete’s behavior
* The coach’s philosophy
* The coach’s expectations of the student-athlete and the team
* Team philosophy and rules
* Team discipline
* Scheduling
* College participation

Parents **are not** to discuss with the coach:

* Placement on teams (varsity, junior varsity, frosh/soph)
* Playing time
* Strategies used by the coach during contests
* Other student-athletes

**Parent Conduct**

The importance of parents behaving as model spectators cannot be overstated. Parents who support KIPP San Jose Collegiate’s Sportsmanship Code provide a role model for other parents and students alike. Parents who harass officials, make comments to others regarding the judgment decisions made by coaches, or who coach from the sidelines/stands are counterproductive and destroy the values of good sportsmanship and negatively impact the games themselves. The Athletic Director reserves the right to remove such parents from school contests either hosted by KIPP San Jose Collegiate or those we participate in on other campuses.

**Parent Coaching During Contests**

KIPP San Jose Collegiate coaches are professions who endeavor to provide an opportunity for the school’s student-athletes to experience meaningful growth, accomplishment, and success through the development of sound habits of mind, heart, and work that will allow each student-athlete to realize his/her fullest potential through participation in competitive sports. As they coach during contests, they do so while teaching lessons in sportsmanship, teamwork, goal setting, competition, overcoming adversity, and winning & losing while maintaining proper behavior. Parents are to respect the position and mission of the coach and should **never** coach student-athletes (their child or others) from the sidelines or the stands during contests.

**Team Gifts for Coaches**

Teams that wish to reward their coaches with gifts should do so with taste and common sense. Extravagant costs and one-upmanship should be avoided. Framed photos or other mementos of the season are often the gifts most prized by coaches. Since coaches are sporting people, gift certificates to local sporting goods stores are also appropriate. Team Parents are often charged with coordinating the giving of the end-of-season gifts to coaches.

**Athletic Programs for 2018-19**

KIPP San Jose Collegiate sponsors teams at the varsity and junior varsity levels when athlete participation enables us to. Try-outs are typically held to determine which level of team a student-athlete is ready for. Junior varsity teams, when offered, are available to students in 9th, 10th, or 11th grade. Varsity teams are open to students in all grade levels. At the high levels of competition, a greater level of commitment and skill is required of the student-athlete.

**Interscholastic Athletic Offerings for 2018-19 School Year:**

|  |  |  |
| --- | --- | --- |
| **Sports Offered** | | |
| **Fall Sports (Aug-Nov)** | **Winter Sports (Nov-Feb)** | **Spring Sports (Feb-May)** |
| Boys Cross Country | Boys Basketball | Baseball |
| Girls Cross Country | Girls Basketball | Golf (COED) |
| Girls Volleyball | Boys Soccer | Softball |
|  | Girls Soccer | Boys Track & Field |
|  | Sideline Cheer (COED) | Girls Track & Field |

|  |  |  |  |
| --- | --- | --- | --- |
| **KIPP San Jose College Varsity Head Coaches (subject to change)** | | | |
| **Sport** | **Coach** | **Phone** | **E-mail** |
| Cross Country | Ryan McCormack | 805-304-7926 | Ryan.mccormack@kippsanjose.org |
| Girls Volleyball | Jack Monagle | 401-837-2532 | Jack.monagle@kippsanjose.org |
| Boys Basketball | Sunny Singh | 408-509-0177 | Sunnyjordan@gmail.com |
| Girls Basketball | Christine Dela Rosa | 559-940-4049 | Christine.delarosa@kippsanjose.org |
| Boys Soccer | Luis Ruvalcaba | 408-460-3999 | Ruva.luis2014@gmail.com |
| Girls Soccer | Gustavo Arambula | 213-304-2128 | Gustavo.arambula@kippsanjose.org |
| Sideline Cheer (COED) | Ashley Tactac | 408-834-0288 | Ashley.tactac@kippsanjose.org |
| Baseball | Osvaldo Reza | 323-810-3921 | Osvaldo.reza@kippsanjose.org |
| Golf (COED) | Kenny Thomas | 408-893-1860 | Kenny.thomas@kippsanjose.org |
| Softball | Bre Lockett | 408-472-9937 | Bre.lockett@kippsanjose.org |
| Track & Field (COED) | Jack Monagle (Asst.) | 401-837-2532 | Jack.monagle@kippsanjose.org |

**KSJC Athletic Membership 2018-19**

KIPP San Jose Collegiate is a member of the California Interscholastic Federation (CIF), the body that oversees all interscholastic athletics at the high school level in the state of California. The CIF is divided into 10 sections throughout the state. We are a member of the Private Schools Athletic League (PSAL) within the Central Coast Section (CCS) of CIF. Our golf team is currently independent of all leagues. We play at the Division 5 level for most sports, based on our enrollment size. For some sports, we play at the Division 2, 3, or 4 level. Our top finishing teams in league move on to compete in a sectional playoff. When possible, we play full non-conference schedules against competitive teams in the North California Region.

|  |
| --- |
| **PSAL Membership** |
| Cristo Rey San Jose  Design Tech |
| Downtown College Prep  Downtown College Prep Alum Rock |
| Jewish Community |
| Kehillah Jewish |
| Latino College Preparatory Academy |
| Liberty Baptist |
| Mid-Peninsula |
| Mountain View Academy |
| North Valley Baptist |
| Nueva School  Pacific Bay Christian |
| San Francisco Christian |
| Summit Preparatory  Summit Shasta |
| Thomas More |
| University Preparatory Academy |

**Coaching at KSJC**

**Required Certifications, Training, and Documentation**

The California Interscholastic Federation, Private School Athletics League, West Bay Athletic League, and KIPP San Jose Collegiate require the following certifications, training, and documentation before the first day of coaching your respective sport:

1. Current First Aid/CPR/AED Certification
2. TB Test Clearance
3. DOJ Clearance and Fingerprinting
4. Mandated Reporter Training (done during teacher summer PD weeks)
5. Sexual Harassment Training (online through KBAS)
6. Completion of the following courses on NFHSLearn.com
   1. Fundamentals of Coaching
   2. Concussion
   3. Sudden Cardiac Arrest
   4. Heat Illness

No coaches will be allowed to coach without all of the following documents completed two weeks prior to the start of the first day of tryouts.

**Off-Campus Coaches**

KSJC is proud to say that all coaches currently employed with the school are directly involved on our campus community, either as staff members, alumni, or parents. There may be a need to hire off-campus coaches from time to time in the future. If that is the case, off-campus coaches need to understand that their responsibilities extend beyond practice and contest time as they have to maintain a positive presence in the campus community to ensure the academic and social progress of their players. They must be responsive to communication from the Athletic Director in order to ensure the quality of their program. All off-campus coaches are required to attend 2 non-athletic events (rallies, Holidays in the Quad, Graduation, etc.) in order to show their commitment to the greater campus community.

**Hiring Process**

All newly hired coaches starting June 1, 2016 shall go through an interview process, even if they are the only interested candidate at the time and/or are employed as a staff member at KSJC. In order to ensure the safety and quality of programming for our student-athletes, all interested parties for positions in the Athletic Department must be screened by the Athletic Director, and when possible the head coach of that varsity or junior varsity program. The only exception that will be made is if that coach is already coaching another sport at KSJC. They will not need to interview unless another candidate expresses interest. The hiring process will be as follows:

|  |  |  |
| --- | --- | --- |
| Hiring **Process** | | |
| Action Step | Details | Timeline |
| 1. Application Screen (resume and cover letter) | Application Review by athletic personnel | 2 days |
| * 2. Schedule and conduct in-person interview   a. KSJC athletic staff coordinates in-person interview | * 1. In Person interview/Requested/Scheduled/ * Complete   2. Student panel meet and greet (past players get to meet prospective head coach)  Half of business day | 14 days to schedule and conduct |
| * 3. Final Reference Check   a. School calls primary reference | Reference Check | 3 days to conduct reference check and send offer request |
| * 4. Offer Extended   School makes verbal offer; athletic staff sends official offer | Offer/Extended | Up to 1 day to send offer |
| 5. Candidate Decides on Offer | Hired – Need to complete background checks etc. | 3 days to respond |
| Goal: under 3 weeks | | |

**Job Description and Responsibilities**

Below is the basic job description of a head coach at KSJC. Please note that this is not the job description for all coaches as each individual sport has its own set of unique responsibilities.

*Head Coach Job Description*

***Qualifications:***

* *Possesses and maintains a moral character that’s in congruence with the expectations of KIPP Bay Area Schools*
* *Possesses all qualifications and criteria established by KIPP Bay Area Schools for coaches, supervisors, and directors of student activity programs*
* *Possesses a good knowledge of the sport assigned, including but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities*
* *Possesses a good ability to communicate with parents and students*
* *Possesses the ability to address situations dealing with blood, bodily fluids, and tissue*

***Goals and Performance Responsibilities:***

*Manage and supervise the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team from grades 9 through 12*

* *Assign duties and responsibilities to assistant coaches (with the approval of the Athletic Director)*
* *Coordinate the issuance, care, and inventory of equipment, supplies (medical as well as others), and uniforms*
* *Assist the Athletic Director in purchasing equipment, supplies, and uniforms for the particular sport as necessary*
* *Supervise students at all times from the time practice or the activity starts until the designated activity ends*
* *Ensure the proper completion of physical examinations and all forms relating to the to the examinations and emergency medical authorization before a student participates in any tryout, practice, scrimmage, or game*
* *Submit the following forms to the Athletic Director prior to the start of the season*
  + *Team Roster*
  + *All other forms required by the Athletic Director*
* *Update Google Spreadsheets with equipment information of your specific team*
* *Coordinate the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion) and the collection of fees for lost equipment and uniforms by athletes*
* *Complete all required NFHS and First Aid/CPR certifications required by the PSAL and CIF*
* *Attend seasonal informational meeting regarding your sport*
* *Enforce all academic requirements set forth by CIF, PSAL, and KSJC*
* *Show respect for officials, the press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers*
* *Be a leader among young student-athletes as an athletic coach and/or teacher*
* *Be responsible for the security of all facilities used by the team and coaching staff when custodians are not on duty*
* *Update MaxPreps team page within 24-48 hours of any game with stats and game results*
* *Update CIF Home Campus page within 24-48 hours of any game with stats and game results*
* *Report the score to the Athletic Director immediately following any contest via text or email*
* *Arrange transportation as needed for all away contests*
* *Alert all teachers of necessary early outs for students and coverage requests on the Sunday prior to the work week*
* *Facilitate team fundraising for a specific amount of money each year (Will not exceed $2,000 as a team)*
* *Perform any other duties or responsibilities related to the coaching position as needed or directed by the Principal and/or Athletic Director*

*Establish an environment in which athletes can gain self-esteem and develop a positive self-image:*

* *Be responsible for awards presentations made during annual awards programs and incorporate the total coaching staff*
* *Plan a Senior Night at the last home contest of each year*
* *Be responsible for set up of all Pack Night and Senior Night audio and/or other equipment*
* *Demonstrate an interest in the classroom efforts of athletes*
* *Provide leadership that promotes positive attitudes and good sportsmanship*
* *Work with athletes in a fair, understanding, tolerant, sympathetic, and patient manner*
* *Promote school and community interest in the sport by:*
  + *Holding a pre-season parent meeting*
  + *Maintaining a pleasant, workable relationship with league officials, tournament officials, and news media*
  + *Preparing public address announcements for in-school reading*
  + *Encouraging team members to attend other games, dances, school plays, etc.*
* *Notify all members of the team of all policies, procedures, and training rules as they pertain to the team*
* *Be responsible for the conduct of student-athletes and other involved students at all times (practices, games, bus rides, other schools, etc.)*

*Establish winning teams within the bounds of good sportsmanship:*

* *Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to the rules of training and conduct*
* *Promote the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete*

*Optional:*

* *Either set the schedule for non-conference games apart from the Athletic Director or in coordination with the Athletic Director*

***Term of Employment***

*The length of the contract shall be determined by the length of the athletic season as established by the state high school athletic association, the administration, and KIPP Bay Area Schools. Your employment as a coach is at will, and you may be dismissed at any time.*

*The job description listed is meant as a guideline, and in absence of specific direction, I understand I must make reasonable decisions and must act on those decisions to ensure that board goals are met.*

*I’m aware of the expectation of my position. I understand I must maintain the qualifications requirements and will be evaluated directly in accordance with the performance responsibilities as stated herein.*

**Evaluations**

As part of creating a successful athletics program, all coaches for KSJC must strive to improve their practice from year to year. Evaluations for coaches will be conducted at the end of each season by both the AD, assistant coaches, and the players themselves. Evaluations of head coaches will be conducted by the Athletic Director. Head coaches will conduct their own evaluations of their assistant coaches. Players will be given surveys by the Athletic Director at the end of the season to evaluate coaches. Coaches will also have the ability to evaluate the Athletic Director through a survey at the end of each season as well. The Athletic Director will use information from all parties to make necessary changes in the Athletics Department to improve the quality of programming for student-athletes.

**Support**

The Athletic Director will conduct Athletic One-on-Ones (AO3s) once every two weeks. The purpose of these meetings will be to provide support and feedback, stay up to date on needs of each program, and confirm upcoming dates, contests, resources, and travel necessities.

**Communication**

The key to a successful Athletics Department is communication amongst all parties. All coaches are required to respond to email, phone, or text communication within 24 hours, sometimes faster if necessary. The Athletic Director will follow the same guidelines as well. The phone hours for the Athletic Director are as follows:

* Monday – Friday: 7:00 AM – 7:00 PM
* Saturday: OFF
* Sunday: 3:00 PM – 7:00 PM
* Game Days (Monday-Saturday): Available via phone one hour prior to contest and following the contest’s conclusion

**Fundamentals of Good Sportsmanship**

Below are some key components of what it means to exhibit proper sportsmanship at athletic contests:

* Show respect for the opponent at all times. When opponents visit our school, they should be treated as guests, greeted cordially on arriving, given appropriate accommodations, and accorded the tolerance, honesty, and generosity which all human beings deserve. When visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.
* Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their jobs and who can be expected to do them to the best of their abilities. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
* Know, understand, and uphold the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
* Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship means proper behavior by all involved in the game.
* Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponents’ good performance is demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

**CIF Pursuing Victory with Honor Program**

This program was put together by the California Interscholastic Federation, the governing body for high school athletics in the State of California.

**16 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 schools 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, school administrators, principals, school athletic leadership, 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 pressures 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.
    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 PED 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 relationship should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions 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.

**Modifications to this Handbook**

The Athletic Director and School Administration reserves the right to make additions or edits to this handbook in writing to students and parents at any time during the 2018-19 school year.

*This handbook was adapted in whole or in part from the KIPP King Athletics Handbook 2015-16, Colchester High School Student/Parent Athletic Handbook 2015-16, Stillwater Central School District Athlete Code of Conduct, and the Valley Christian Dublin Athlete Code of Conduct as well as materials from the California Interscholastic Federation.*