

# **Gunn High School Coaches Handbook**

## **2021 – 2022**

### *Athletic Dept. Philosophy*

The Athletic Department is an integral part of the total educational program of Gunn High School. Being involved in athletics provides the student with opportunities to learn skills, good sportsmanship, develop leadership skills and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. Gunn High School encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

Welcome to the Gunn Titans interscholastic athletic program and thank you for sharing your skills and experiences with our student-athletes. Your willingness to commit your time and skills to the coaching profession is much appreciated by parents, staff, administration and student-athletes alike.

The information in this manual is a compilation of many different items intended to assist you in your coaching duties. Though not inclusive of all school and district policies and directives, this manual is intended to serve as a resource guide to help you answer common questions and procedures. Thank you again for coaching at Paly. We want you to feel supported at all times. To that end, you are encouraged to communicate and work closely with the Athletic Director and Athletic Assistant.

### **EMPLOYMENT REQUIREMENTS**

*All coaches must complete the following paperwork at the Human Resources Office in the District Office located at 25 Churchill Avenue in Palo Alto:*

- Application
- I-9 (Employment Eligibility Verification) Oath W-4
- Affidavit to Receive Warrant
- Mandated Reporting Form
- Social Security Card
- Driver's License
- Valid CPR card and Valid First Aid Certificate
- TB Clearance
- Fingerprints (obtain forms in the HR office)

**REQUIRED TRAININGS** – (the following must be completed before paychecks will be

processed)

California Education Code now requires all athletic coaches to have certified training in the following three areas:

- Coaching techniques Certificate of Completion of a Principles of Coaching course
- Concussionsafetytraining
- Sudden Cardiac Arrest training
- Heat Illness

PAUSD also requires QPR training and Title IX: Please see the Athletic Director for information regarding the online class.

In addition, if you plan to drive a PAUSD Van then PAUSD requires

- Defensive Driving
- H6 print out

## **GUNN CONDUCT STANDARDS AND EXPECTATIONS** **FOR COACHES**

### **COACHING EXPECTATIONS**

- Show respect for players, officials, and other coaches.
- Respect the integrity and judgment of game officials.
- Establish and model fair play, sportsmanship, and proper conduct.
- **Know and understand the CIF and SCVAL By-Laws that pertain to your sport.**
- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Look, act, and sound like a professional educator.
- Inform the AD by the next day, whenever a coach or any player is ejected from a game.
- Establish player safety and welfare as the highest priority.
- Provide proper supervision of student at all times.
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- Do not engage in the recruitment of athletes from other schools

**Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the School.**

### **COACHES SHOULD NOT**

- Allow any student to participate in try-outs, practice, or games without proper athletic clearance.
- Allow students to participate without proper supervision.
- Allow him or herself to be alone with an athlete in a room with the door closed.
- Take an athlete home or to your residence.
- Allow hazing of athletes.
- Give your school keys to any student or parent.
- Allow confidential information concerning students to be made public.

### **PHYSICAL CONTACT**

Physical contact should be limited to what is necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian of said student) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player, it should be in a visibly public setting.

Some coaches are expressive – using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. PAUSD acknowledges there are appropriate times and places for showing such approval. However, there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety. During out of town competitions, a non-parent custodial adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and bathrooms at all times.

Suspicious behavior by an adult of a sexual nature or abuse of any kind must be reported to the Athletic Director, Head Coach, or any other school official immediately. Protecting our students and our coaches is everyone's concern.

## **LANGUAGE**

Please carefully consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. Remember that high schools are educational institutions first and foremost and that you are now part of a team of educators. The language and habits that your student-athletes observe will become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs. Coaches should not swear or use offensive language.

## **SPORTSMANSHIP**

As members of the Gunn High School athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

# **ATHLETIC DEPARTMENT INFORMATION, EXPECTATIONS, & POLICIES**

## **ELIGIBILITY**

### **ACADEMIC**

Student-athletes must be currently enrolled in at least 25 semester units and have passed in at least 20 semester units at the completion of the last regular grading period. In addition, student athletes must have at least a 2.0 GPA for all enrolled courses on a scale of 4.0 at the most recent grading period. Only official grading periods (semester and quarter grades) can be used for eligibility. There are no interim grade checks during a grading period to determine eligibility.

No student-athlete whose nineteenth birthday is attained prior to June 14th shall participate or practice on any team in the following school year.

If a student-athlete finds himself/herself academically ineligible, there is an Athletic Eligibility Waiver application available. Student-athletes may apply for the waiver one time in their high school career and freshmen are not eligible for the waiver. Please contact the Assistant Principal in charge of Athletics for more information.

### **RESIDENTIAL**

All transfer and foreign exchange students are **initially ineligible**. They must complete a separate Central Coast Section (CCS) transfer form to be eligible to participate. This applies to transfers of any kind (family move, inter-district transfer, living with relative, etc.) even if the student **DID NOT PLAY** a sport at their previous high school. If this applies to one of your athletes, contact the Athletic Director ASAP.

### **HEALTH ELIGIBILITY**

All athletes must have a valid physical.

### **TEAM FORMATION**

#### **UNDERCLASSMEN on VARSITY**

If you have an athlete whose grade or age would most likely place him/her on the FS/JV team (9<sup>th</sup> or 10<sup>th</sup> grade), but you think they are good enough to play varsity, the rule of thumb is that such an athlete should play at least 50% of the time for the varsity squad to justify their position on that roster. If they are not going to play about half time then they **LIKELY** should stay on the FS/JV team.

#### **THE ROLE OF F/S or JV TEAMS**

While winning is always important, the primary focus for F/S and JV teams is to develop the players skills through practice and competition. All FS and JV players should have equal opportunities to develop their skills before reaching the varsity level.

The varsity coach should have an active role in their FS/JV program. A successful program has to have cooperation between both teams. As a varsity coach you need to support your FS/JV coach and his/her athletes because they are your future.

#### **HANDLING CUTS**

Please approach this decision with respect toward the athletes who do not make the team. While there is no exact rule on how to do this, most coaches post the names of the athletes who make the team. If you are cutting less than 5 kids it would be best to talk to the athletes in person. It is important that you have documentation to support your decisions. The District Office will be giving a presentation on this topic. Also, invite athletes who do not make the team to meet with you to see what areas they need to improve. Telling an athlete, they did not make the team can be quite heartbreaking for that athlete and how you handle it can play a big part in the development of the student athlete.

### **RELEASE FROM/RETURN TO PHYSICAL ED CLASSES**

Only the P.E. teacher of record can excuse an athlete from her/his Physical Education class. The athlete will bring the "release from PE" form to the coach for the coach to sign. The athlete then turns the completed form into the teacher and the teacher will make the determination as to when the athlete will be excused from PE. The student must return to her/his PE class after the last competition or if she/he is released from or quits a team. If a JV/F-S player is called up to Varsity for CCS playoffs, the coach must notify the AD, who will inform the PE teacher.

### **MULTI-SPORT ATHLETES**

It is expected that each member of this coaching staff will support the entire athletic program and support athletes who must complete the prior season before starting the next season. Encouraging athletes to participate in one's sport should be done in a positive manner and no Gunn coach should discourage a student-athlete from participating in another sports team at Gunn.

### **SCHOOL ATTENDANCE**

It is expected that athletes will attend class on school days in order to participate in practice or competitions. If a student has a known cut on a competition day, then they will not be allowed to compete.

## **CONFLICTS WITH OTHER SCHOOL COMMITMENTS**

Although it is the expectation that athletes attend practice every day that they are at school, athletes may request to miss a practice or game in order to participate in another academic or extra-curricular **school activity** such as music performance. Athletes are expected to arrange this directly with their coaches and to inform them before missing the practice. Athletes must recognize that missed practices or games may result in reduced playing time in future competitions.

## **OFF SEASON WORKOUTS**

Off-season workouts are voluntary for the student athletes. Requiring students to participate turns them into practices and violates CCS rules. Coaches may explain the benefits of off-season workouts and suggest conditioning regimens. The choice of attendance is up to the student/athlete.

## **RECRUITING**

Recruiting is not allowed at any CIF school. We realize that coaches will have contact with students at the middle school level, at youth camps and in the community. Encouraging students to come to Gunn is not acceptable. Talking to students' parents or them about their future school placement is very easy to misinterpret and should be avoided. As a two high school district your words/intentions can be misinterpreted. This topic should be avoided at all times with young athletes and their parents.

# **ADMINISTRATIVE RESPONSIBILITIES AND EXPECTATIONS**

## **HOME CAMPUS ONLINE SYSTEM**

This year we will be using a comprehensive on-line system for much of the administrative work. It is expected that coaches will use this system to complete a variety of tasks. In addition to accessing medical information and general athlete information, coaches will use the system to **enter rosters** and **game scores** as well as **check eligibility** and **injury information**. You will not need a special app; you will just log directly into the website. All coaches will be trained on using this system. You will also use the Home Campus system to confirm your schedules and access excuse/depart times and transportation details.

## **SCHEDULE**

Coaches are responsible for creating a schedule of pre-season/tournament games your team will play. Provide this information to the AD ASAP so officials and transportation (if needed) can be requested. Please read the SCVAL rules for your sport to find out the max number of contests. The AD will give you the league schedule as soon as it is available. It is your responsibility to make sure your schedule is correct on Home Campus and with the official scheduling website – ARBITER.

In the case of Cancellation/Rain outs, it is important to take quick action. Call/Text the AD ASAP once the rain out or change in schedule is known.

## **TRANSPORTATION**

Work with the AD/Asst. AD to create a transportation plan for away games. Funding is not available for all teams to secure busses for away games. Coaches will need to request that parents drive carpools to away games. **All parent drivers must have insurance forms on file with at the school office. Only paid coaches may drive a school van.** Work with the Transportation department and Athletic Asst. to pick up the keys.

The basic rule is that if the team is providing transportation in the form of a bus, van or carpool then all athletes need to use the provided transportation. A parent may drive their OWN student home after a game with the coach's permission. At no time should students ride with a student driver.

## **TRYOUTS**

Information about tryout dates/times should be given to the AD so it can be shared via the website, the InFocus show and school-wide e-mails In addition, all coaches are expected to hold a pre-season meeting for all interested athletes explaining the tryout schedule and any pre-season voluntary conditioning sessions All prospective athletes are given a **minimum of 5 days to try out for a team.**

Multi-sport athletes must finish the current sport's season before trying out for a new team. Athletes coming from another sport are given the same 5-day tryout once their season ends.

If a student-athlete quits or is dismissed from a team, he/she cannot try-out or participate in another sport until the original team's season is completed.

## **ROSTERS/ELIGIBILITY**

Populate your roster on Home Campus at each level. Double check to make sure it is correct. This is the roster that will be used for excuse times, the web site and other publications.

**Check for new students to Gunn High School – ANYTIME in the past 12 months!** Start by asking if they have EVER attended another high school and go from there. If you have a new student, they may not participate in competitions until they have clearance directly from the Athletic Director. Do not rely on information from the athlete or parent. Notify the AD immediately. The AD or Athletic assistant will let you know when the athlete is cleared to play in games. They may practice while waiting for residency clearance.

Discuss eligibility with your team. Students should be made to understand that if they participate without being eligible, the team could suffer by forfeiting the games that the student has played in and additional games as well. Academic Eligibility will be posted on Home Campus. The AD will send a reminder email for you to check your roster once Eligibility is posted but ultimately it is your responsibility to regularly check Home Campus.

## **PRACTICES**

Keep them reasonable in length and frequency. Remember that facilities must often be shared, so be sure to work with other coaches who need the same field or gym. Additional practices should not be scheduled as punishment for losing a contest. New CCS rules stipulate an 18 hour/week maximum contact that coaches can have with athletes. This includes contests (which are considered 3 hours), weight training, and team meetings (anything that is mandatory for athletes to attend). Coaches may not have double days two consecutive days; there must also be a 3-hour minimum between practices on double days. Morning practices should not start before 7 am.

## **LEAGUE MEETINGS/CCS PLAYOFFS**

Varsity head coaches are required to attend a pre-season and a post-season SCVAL league meeting. If you are unable to attend please send your assistant coach so a representative attends the meeting. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent the school on all-league teams. These meetings are where new policies are recommended and league alignments for the next year are suggested. Final decisions lie with the Board of Managers (School Asst. Principals).

It is the responsibility of the Varsity Head Coach to complete the necessary forms for entry into the CCS playoffs. The AD can help you if needed but the ultimate responsibility lies with the head coach. Please pay strict attention to meeting dates and deadlines.

## **UNIFORMS, EQUIPMENT**

Coaches must take responsibility for the uniforms and equipment that are issued to a team. The school budget does not allow us to purchase uniforms every year or even every other year. Most teams are on a 4 – 5-year rotation. The coach will need to:

- Give list of names, sizes, and/or numbers to the Athletic Assistant prior to the date to be issue.
- Indicate what level team the athlete will be participating.
- Ensure all team members are there at the assigned time.

**SOCIAL MEDIA GUIDELINES** - The following are important reminders and guidelines for coaches regarding the use of social media and/or technology.

All social media posts should be treated as public information. As a coach, you are not granted the same liberties in social media usage as other adults. Although privacy settings are available on many social media sites, it is difficult to guarantee that sites are fully private. Always begin with the assumption that anything you say can be read by anyone, anywhere, at any time, and once it is “out there” it cannot be taken back.

Always be cautious when posting and be aware that inappropriate conduct reflects on yourself and the school. Do not post anything that is defamatory, discriminatory, threatening or obscene. A good guide is to consider if you would say such a thing directly to a person or group and consider how they might react before you post. Be polite at all times and always pause before posting.

- DO NOT “friend” students.
- When using text or social media messages, message your entire team at the same time. Set up a Remind or GROUPME text with your team
- All texts and communications need to be appropriate and related to team activities and functions.
- DO NOT use your personal social media sites to negatively comment on a student, a team, a school, a colleague, or any other connection to a school.
- Treat every text and every message – whether personal or job related – as if you were in the classroom or at practice. If you wouldn’t say it in the classroom, don’t post it on social media.

## **DO NOT ALLOW HAZING OF ATHLETES**

As coach of the team, you are responsible for the safety of all your athletes. As a coach you are responsible if your athletes are involved in “hazing” activities. We are past the point where this type of behavior could be considered “team building”. If one of your athletes commits hazing to another athlete, regardless of the circumstances, it is wrong and needs to be dealt with. Any hazing incident must be reported to the AD.

## **TEAM AWARDS**

The Sports Boosters will order the End of Season awards this year. Each team (level) will be able to give 3 team awards (can be a trophy or a plaque). 1<sup>st</sup> team all-league recipients will get plaques. Special individual CCS award winners will also receive plaques. If you would like the Boosters to pay for these awards, then they MUST be ordered through the Booster Award Rep and must be placed 1 WEEK in advance. Please make note of these requirements when planning your end of the season event.

The Athletic Office will provide you with Block G’s, sport insignias and Championship Certificates for your end of season event. Please contact the Athletic Asst. to coordinate pick up.

## **COMMUNICATION EXPECTATIONS**

- Check your team mailbox at LEAST once a week and distribute mail as needed to athletes.
- Check your e-mail at least once a day and respond promptly.
- Report scores to the local papers:
  - PA Weekly: enter scores at <http://www.paloaltoonline.com/sports/>

- Rick Eymer is the new contact person at the Palo Alto Weekly. Email him directly for athlete of the week nominations and other non-game score info. reymer@embarcaderopublishing.com
- Mercury News (408) 920-5354
- Enter scores on Home Campus.
- Set up some sort of group text with your team (Team Snap, GroupMe, Remind 101)
- Update Team Website (can be a parent or the Athletic Asst. can help)
- Use Home Campus to send e-mails to the parents as needed.

## **PARENT INFORMATION NIGHT**

At the start of each season, the Athletic Director will hold an information session for parents to review policies of the Gunn Athletic Program, including philosophy, sportsmanship and funding. It is expected that coaches will hold their **team meeting** in conjunction with this event. The dates for the meetings will be posted on the website and communicated through the coaches.

### **TEAM MEETING with PARENTS**

Organization and a thoughtful agenda are the best ways to run effective parent and team meetings. The following is information you should cover at your team meeting:

- Your coaching philosophy.
- Team rules.
- Schedule
- Have a sign-up sheet for the various off the field tasks your team will need (your team parent can help with this)
- Carpools
- End of season Banquet
- Media liaison
- Game Day Jobs
- Assign a sports booster's liaison
- Any other information you feel your parents need to know that will make your job easier.
- Go over/distribute/collect the driving form
- Share your contact info

### **TEAM MEETING with ATHLETES**

It is required that the head coach of each sport meets with his/her student-athletes and discuss the following:

- team rules
- transportation
- check residency (ask again if ever attended a different high school)
- Explain policy of having to be in school on a game day.

## **HEALTH AND SAFETY**

Coaches have access to the medical information for all players via Home Campus. A set of printed emergency cards can also be available.

### **TRAINERS**

Gagan Cheema – Full Time Head Trainer

The hours will be posted on the training room door, but a trainer will be present at almost every home contest. It is very important that you have the cell phone number the trainer and that they have your cell phone. Please take



care of this during the first week of practice. Justine will be setting up a method of communication for injury management and will communicate the procedure directly with you.

### **INJURY**

If an accident or injury occurs, notify the **athletic trainer immediately** and, if possible, have the athletic trainer assess the athlete's injury. Please also call the parent of the athlete to inform them of the injury; do this as soon as possible. If the injury is serious, the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. ***If an athlete misses practice at the request of a physician, the athlete should have a note of clearance from the physician before returning to practice.***

### **MEDICAL KIT**

Each team will be issued a medical kit that should travel with the team to all away contests. In addition, teams need to bring an AED to away games unless they know an AED is available and a trainer is on site

### **SAFETY**

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Athletic Director of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if any of us are found negligent in our assignments.

## **SPORTSMANSHIP & CONDUCT**

Your power to determine who plays gives you the ability to influence your players for the good. Insist on proper conduct and insist on good sportsmanship. Student misbehavior at any time should not be tolerated. Be sure you inform the parents and the AD about any major or persistent misconduct. Consult the AD as needed for advice, support and direction. Violations of sportsmanship, such as bad temper, dirty play, or talking back to an official may result in the athlete's removal from the game.

You influence athletes most by your own conduct. Speak up when you feel the rules are not being followed. However, avoid recrimination and be very careful about protests. You and your students are representing the school. Think about how your players might describe your conduct at the dinner table that evening. Model good sportsmanship and respect for all athletes, officials, and fans.

CIF/Central Coast Section defines sportsmanship as a person who can take a defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the High School.

## **SPORTS BOOSTERS**

Gunn Sports Boosters supports the athletic programs at Gunn High School. Everyone is encouraged to attend Booster monthly meetings to share comments/suggestions/ideas. Information about time and location for these meetings will be posted on our Website. In order to facilitate communication between the different teams and the Sports Boosters, it is requested that each team have a Team Parent who will represent their team at the Boosters meetings.

### **FUNDRAISING**

If an individual team decides they want raise funds for uniforms or other purposes, be sure to discuss it with the

AD. We partner closely with the Sports Boosters and we want to make sure that the groups are working in conjunction with one another and not in competition. The Sports Boosters will also provide ways for individual teams to do team fundraising.

## **PARTICIPATION DONATIONS**

### **Gunn Athletic Donations 2021-2022**

The Palo Alto Unified School District only pays for coaches' stipends. Budget cuts and state regulations in recent years have eliminated all additional funding for high school sports. On average, the cost per athlete per sport is close to \$250. This amount includes:

- League fees
- Tournament fees
- Referees
- Busing
- Medical supplies
- Equipment needed to compete for all of our sports
- Awards

**Your donation of \$250 per athlete is the sole source of income to cover these expenses.** (The district sets this amount.) Donations from student athletes cover about 85% of total program expenses' the rest is provided through fundraising. Without this money the athletic program can't continue, and will cease, as has already happened in some districts in California.

If the participation donation is a financial burden for your family, please consider giving what you can. Every contribution helps. Please make checks out to Gunn Athletics, with your athlete's name and sport in the memo line. Payment can also be made at AthleticClearance.com or at the Titans Webstore at [https://gunn-titans-store.myschoolcentral.com/asbworks/\(S\(0vbo3lt1qufeqiolc5pwjfc5\)\)/apps/webstore/pages/Product.aspx?org=6029&pid=34875](https://gunn-titans-store.myschoolcentral.com/asbworks/(S(0vbo3lt1qufeqiolc5pwjfc5))/apps/webstore/pages/Product.aspx?org=6029&pid=34875)

. The Tax ID number for giving is 94-2168440.

The Gunn Athletics Program is a successful and important part of the Gunn experience. Participation increases each year and last year over 55% of Gunn students participated in the sports program. Through the hard work and dedication of our coaches and athletes, Gunn athletes compete in the Central Coast Section and CIF State tournaments each year as well as other prestigious sporting events. These students, your children and their friends, need your support. Please turn in checks to your coach, team parent, or the main office.

## **CONFLICT RESOLUTION POLICY**

When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student athletes and parents to recognize that coaching strategy and playing time are not appropriate subjects for complaint. In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

- **First step:** Student Athlete contacts coach – The student athlete should present the conflict/issue to the

coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.

- **Second Step:** Parent contacts coach – If needed, a parent may contact the coach directly – but not just before, during or just after a practice or game. A parent should email or call the coach to set up an appropriate time to discuss the issue.
- **Third Step:** Contacting the Athletic Director – If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. The AD will respond to student athletes and parents in a timely manner as to the disposition of their concerns.
- **Fourth Step:** Contacting the Assistant Principal (AP) of Athletics – If there is still not a satisfactory resolution, the student or parent may contact the AP of Athletics. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

**Retribution/Retaliation:** Retribution/Retaliation is prohibited in the California Education Code. Students and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at Gunn High School.

**SUMMER IS DEFINED** as beginning the first Saturday in June and ending on the Monday of the 4<sup>th</sup> week of the NFHS Calendar.

**During the period from the end of summer and the beginning of the first practice date for fall sports (Dead Period)** coaches and/or CCS member schools may NOT conduct any activity that involves skill development for any of the school's individual student-athletes or group of student-athletes specific to the sport *for any sport* season, in which such student- athlete may be trying out or participating. Prohibited activities during this period of time include but are not limited to private lessons, individual instruction, camps, clinics, open gyms, open fields, open facilities, sport specific conditioning activities including activities that use equipment specific to the sport (example: balls, nets, blocking dummies, rebounders etc.)

This prohibition does not include general conditioning. Any single conditioning session held during this period of time may not be more than 1.5 hours in length for any single student athlete. Conditioning sessions during this period of time may not be implicitly or explicitly required by the coach or anyone else associated with the school or the program.

## **CIF/CCS PRACTICE INFO**

**PRACTICE DEFINITION** - Interscholastic practice during the school year is defined as:

- Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athletes skill proficiency in a sport AND/OR
- Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, **weight training-(during the season)**, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
- Any other coach-directed or supervised school team or individual activity or instruction for a specific sport

AND/OR

- Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.

### **PRACTICE LENGTH and LIMITATIONS**

- Any single practice session shall be no longer than 3 hours in length and no more than four hours of practice are allowed on a single day; and no more than 18 hours of practice time per week.
- In the sport of golf only, a team is allowed a maximum of two (2) days per week of 18-hole practice rounds (each day of 18-hole practice counts as one four (4) hour practice session.)
- Any competition day for any sport would count as three (3) hours toward the allowable weekly and daily practice hours no matter the length of the contest(s). No practice may be held following the conclusion of any contest.
- There shall be a minimum of three (3) hours between any two practice sessions in a single day.
- Double Day practices shall not be held on consecutive days.
- No sport shall have more than 54 hours of practice time before the contest start date established by the CCS.

Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal.

**These limitations shall not supersede any School/District/Section policies that may be more restrictive.**

### **OFF SEASON OPTIONAL INDIVIDUAL/GROUP SKILL DEVELOPMENT**

During specific periods of time during the school year which are outside of their regular season of sport as defined above, a CCS member school may allow a coach of their high school team to work with athletes, who are in their high school on an individual or small group basis, for the purpose of individual skill development, as long as all of the following conditions are met:

- Any such skill development session shall not be implicitly or explicitly required
- Any such skill development session shall not be conducted on Sunday
- Any such skill development single session shall be no longer than 1 hour in duration
- Any such skill development single session shall include no more than 4 student-athletes
- No student-athlete shall participate in more than 2 skill development sessions during a one-week period (7 calendar days);
- Any such skill development session(s) shall be conducted for a maximum of 8 weeks during the school year and only during one of the following three time periods:
- A sport coach must designate with his/her school administration and athletic director's approval, which 8 week period they choose to conduct any such skill development sessions for their sport.

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### **NON-SCHOOL OR OUTSIDE COMPETITION RULE**

#### **CIF RULE 600**

According to CIF rules, a student athlete on a high school team becomes ineligible if the student competes in a contest on an "outside" team in the same sport during the student's high school season of sport. See dates for the "season of sport" above. Individual sport athletes like swimming and wrestling may compete in the same sport but **MUST** enter the outside competition in "unattached status".

### **CCS SECTION A 11 OUTSIDE COMPETITION**

A student may not join a school Varsity team after the first league contest of that team if the student has competed on an outside team or in outside competition in the same sport during the school/league season of that sport except as provided for in CCS Bylaw ARTICLE VI. A newly enrolled student or one who could not participate due to illness or injury may join the team if he/she does not compete on an outside team subsequent to his/her enrollment or recovery from such illness or injury

## **SCVAL WINTER ATHLETE RULE**

All Winter Athletes must have stopped participation in contests for a team outside of the school, in the same sport, by the Monday following Thanksgiving, if the player is to participate on the high school team. The only exception to this rule is for athlete who has received signed permission from the principal to participate on designated Olympic Development Program (ODP) team during their season of sport. This form must be provided by the athlete and signed off by the principal, 30 days prior to participation on the ODP team.

## **PLAYER EJECTION POLICY**

### **PLAYERS EJECTED FROM CONTESTS – PLEASE NOTIFY THE AD ANYTIME A PLAYER/COACH IS EJECTED FROM A CONTEST**

In all contests prior to CCS Playoffs, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, with such disqualification taking effect at the team's next contest. If the contest from which the player was ejected is the last contest of the year for that team, the above-stated disqualification would carry over to that team's first (1st) regularly scheduled league contest the following year.

It is the responsibility of the coach to make sure that any ineligible athlete and/or coach is not allowed to continue to participate following an ejection.

Water Polo has more stringent rules and Water Polo Coaches should familiarize themselves with those rules. Other sports, also, have more stringent SCVAL rules. It is up to the coach to be familiar with all SCVAL rules.

## **FOURTEEN LEGAL DUTIES OF A COACH**

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS and NIAAA

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.

6. **Duty to Instruct Properly** – Practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

## **COACHING EVALUATIONS**

In addition to the CCS standards, our district has adopted our own set of standards and expectations. The Athletic Director and Assistant Principal of Athletics will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism.

This evaluation will be based upon expectations outlined in this handbook as well as the job description and student athlete survey results. The form we will use is included below:

**Rating Scale 1 – Satisfactory      2 – Area for Growth      3 – N/A**

### **Section I Administration**

1. Is competent in the administration of equipment, including: ordering, distributing, collecting and completing inventory.	1	2	3
2. Attends all appropriate school, league and CCS meetings.	1	2	3
3. Communication with asst. and F-S or JV coaches	1	2	3
5. Maintains teams records and updates scores on website.	1	2	3
6. Communicates, responds and submits all reports, forms, and information as requested by the Athletic Director/Asst AD in a timely manner.	1	2	3
7. Reports scores to the media and nominates athletes for awards when appropriate.	1	2	3

8. Communication with athletes and parents regarding practice/game schedules and other events.	1	2	3
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**Section II: Skills/Coaching Techniques**

9. Displays leadership skills, attitudes, and motivational techniques that produce positive efforts by participants.	1	2	3
10. Develops well organized practice/game plans that utilize his/her staff and team to their maximum potential.	1	2	3
11. Is knowledgeable in matters pertaining to the sport. Is innovative in using new coaching techniques and ideas in addition to sound, proven methods of coaching.	1	2	3
12. Coach provides positive and corrective feedback to athletes during competitions when able.	1	2	3
13. Coach maintains discipline and works to increase team morale, cooperation, and teamwork	1	2	3
14. Coach models good sportsmanship and uses appropriate language	1	2	3
15. provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort	1	2	3
16. High expectations for all associated with the program.	1	2	3

**2021-22 COACHES' HANDBOOK**  
**ACKNOWLEDGEMENT FORM**

Please sign and turn in to your Athletic Director prior to the start of your season of sport.

I have read the Gunn Coaches' Handbook and understand the contents. I will adhere to the policies described.

I know that if I have any questions, my school's Athletic Director is available to answer questions.

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Print Name

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Signature

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