

ATHLETIC COACHES' PROCEDURAL HANDBOOK



COACHES' PROCEDURAL HANDBOOK ACKNOWLEDGEMENT FORM GHC CODE OF ETHICAL CONDUCT

Granada Hills Charter shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent, contracted employee (e.g., athletic trainer), of

the school who provides supervisory and instructional services in interscholastic athletic programs and activities. Such persons providing service shall:

- Show respect for players, parents, other coaches, and staff.
- Respect the integrity and judgment of the game officials.
- Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
- Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury, a physician must be consulted, and a written release obtained.
- Provide proper supervision of student-athletes while under the coach's direction.
- Establish a program that does not allow any type of verbal or physical harassment amongst players or opponents.
- There shall never be any hazing activities among the team.
- Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
- Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e., equipment purchases, fundraising, program funding, eligibility, etc.
- Consistently require all players to adhere to the established rules and standards of the game.
- Properly instruct players in the safe use and care of equipment and uniforms.
- Ensure all uniforms/equipment are returned in good condition at the conclusion of each season.
- Not recruit student-athletes from other schools.
- Not to influence elementary and middle school students outside of your residential attendance area.
- Not exert undue influence on a student-athlete's decision to enroll in a particular athletic program at a public or private postsecondary educational institution.
- Not suggest, provide, or encourage any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

Examples of prohibited employee behaviors with students include, but are not limited to:

- Intentional embarrassment of students
- Sharing confidential information with students
- Accepting gifts or favors that might impair or appear to impair professional judgment
- Flirting and/or engaging in sexual relationships with students
- Discussing their personal life or personal matters inappropriately with students.
- Making personal telephone calls, writing personal notes, writing personal emails, writing a personal text or instant text messages or writing personal blog notices to students that are unrelated to school business.

- Referring students to web pages that portray inappropriate or unprofessional images or behavior.
- Meeting with a student off campus if the meeting is unrelated to school business.
- Sexually harassing a student.

If an employee is concerned about the appropriateness of a contact with a student, the employee is advised to confer with their supervisor for guidance. Employees who violate this policy may be subject to discipline.

I have read the GHC Coaches' Procedural Handbook and understand that this handbook represents the philosophy and rules of interscholastic athletics established by the Board of Education of Granada Hills Charter. My signature represents my agreement to abide by Code of Ethical Conduct as well as all of the requirements listed in the GHC Coaches' Procedural Handbook. I understand that GHC reserves the right to depart from and modify the policies stated in the Coaches' Procedural Handbook with any applicable collective bargaining agreement provisions and other legal requirements.

Date _____

Signature _____

Position/Title _____

Print Name _____

Please read this handbook, complete this page, make a copy for your files and return this page to the Athletic Director within one week of receipt.

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**SECTION I: ATHLETIC
ORGANIZATION AND
ADMINISTRATION**

JULIAN GOMEZ

**Administrative Director
Student Services**

CRISTINA GARCIA

**Athletic/Activities
Director**

TIM PARK

Facility Manager

**MAYRA
ALAPIZCO**

**Student Store
Manager**

Mission Statement

Granada Hills Charter (GHC) is committed to excellence in athletics as part of a larger commitment to success in education. The guiding principle behind GHC's participation in interscholastic athletics is our belief in its educational value for our students. Interscholastic Athletics promotes character traits of high value to personal development and success in later life; these include the drive to take one's talents to the highest level of performance, embracing the discipline needed to reach high standards, learning to work with others as a team in pursuit of a common goal, adherence to codes of fairness and respect, and creating a sense of community.

Our mission defines expectations both on and off the field. We will provide a positive, student centered environment, aiming for a level of performance that produces winning seasons and realistic opportunities to compete for team and individual championships. Most importantly, our mission requires that athletes be students first; that they benefit from GHC's educational programs, striving to develop academic skills, practical skills, and attitudes that enable them to be successful, lifelong learners and productive, responsible citizens in a diverse society. GHC's Athletics is also committed to the physical and emotional well-being of our student-athletes and to the social development of the whole person. We recognize that great demands are placed on students who participate in athletics, and we are committed to providing support to help them manage these demands. Student-athletes are also expected to adhere to a level of conduct that brings credit to themselves and the school; ultimately, they must uphold the 3Rs values of respecting oneself, respecting others, and respecting their school.

Non-Discrimination

GHC's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law including, but not limited to, fans or student-athletes taunting opposing athletes or fans with sexual or racial provocations, and the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females and that students are permitted to participate in athletic activities consistent with their gender identity.

GHC prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

Statement of Goals

The primary goals of the athletics program at GHC are as follows:

1. To provide an athletics program that meets the expressed needs, interest, and abilities of the students, consistent with available facilities, equipment, and quality staff.
2. To provide an athletics program which will satisfy both the competitive needs as well as recreational needs of the students.
3. To provide equal opportunity for all students.
4. To provide an athletics program which will promote physical well-being and desirable attitudes in leadership and sportsmanship for both the participants and spectators.
5. To provide an athletics program which is an integral part of the educational program.

Objectives for Participants

1. To develop knowledge and appreciation for the sport.
2. To develop proper conditioning for the sport.
3. To formulate desirable health habits.
4. To further develop basic sport skills.
5. To develop in skills and ability to the greatest possible capacity without sacrificing personal safety.
6. Exposure to a variety of social situations which enable development of sportsmanship, team cooperation, group loyalty, courtesy, and self-control.
7. To understand, appreciate and accept the risks of participation, and protect themselves against those risks to the greatest degree possible.
8. To stimulate a desire to uphold scholastic standards.
9. To represent the school and community in a wholesome manner.

Athletic Guidelines - Sportsmanship

Participation in the athletic program requires adherence to the highest standards of good sportsmanship. Aspects of good sportsmanship include ensuring fairness in competition and exhibiting respect for the people and institutions associated with athletic contests. In order to promote fairness in competition, the following 16 principles of State CIF promoted "Pursuing Victory with Honor" have been adopted by GHC. Coaches and athletes of GHC will be required to comply with the rules of each sport and to ensure that fairness in competition is not limited by their actions in any way.

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 is the duty of school boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors, and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."

3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical wellbeing 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; and 3) coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance

enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against undue influence of commercial interest. In addition, sports programs must be prudent, avoiding undue dependence on particular companies or sponsors.
16. The profession of coaching is a profession of 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.

Any coach who is unable to comply with these standards must understand their opportunity for employment may be suspended or terminated.

California Interscholastic Federation

The California Interscholastic Federation (CIF) was founded in Los Angeles in 1914 in order to standardize rules and team structures between schools. As a problem-solving organization, the CIF prides itself on providing equitable athletic competition for more than 1,500 schools across California. Since its inception, the CIF has grown to become the largest youth agency in the nation, serving more than 758,474 young student-athletes each year who participate in interscholastic athletics.

Granada Hills Charter is a member of the California Interscholastic Federation (CIF) Los Angeles City Section. The CIF Los Angeles City Section constitutes a section of the CIF, and as such, conducts its athletic programs in conformance with the general policies of the State. The rules and regulations contained within the section manual, the Gold Book, have evolved over a period of many years and have helped achieve, to a high degree, their original purpose as expressed by the 1931 Codification Committee which stated, "Uniformity of direction and control in our interscholastic activities will encourage and stimulate wholesome, worthwhile competition and develop a spirit of friendly relationship and cooperation between schools and leagues."

Failure to follow the spirit and intent of CIF rules and regulations may result in the following penal ties for our athletes and our school:

- Loss of student eligibility (e.g., game participation).
- Loss of team or individual playoff participation.
- Sanctions on coaches (e.g., retaking of coaching education course; loss of practice and/or game time).
- Sanctions on teams or school athletic programs (e.g., probation and/or suspension).
- Loss of tournaments or practice games.

The Section Commissioner may implement penalties on adults when the sole reason for a rule violation is the result of an error or violation committed by school athletic personnel. Violations by school personnel (e.g., principal, assistant principal, athletic director, and/or coach) will be considered a lack of administrative oversight; penalties may include, but are not limited to:

- Recommendation to the principal to implement the probation of a coach and/or athletic director.
- Restriction on coach's attendance at contests.
- Mandated retake of the Coaching Education Workshop or similar professional development course.
- Recommendation to the principal to implement a restriction on supplemental assignment pay (based on pre-determined levels consistent with the violation); penalty may be applicable to both the coach and the athletic director.
- Recommendation to the principal to dismiss the employee from their current position; penalty may be applicable to both coaches and athletic directors.

Mission

The CIF Los Angeles City Section is committed to providing quality support services in a respectful and gracious manner. We aim to enhance member schools' abilities to manage safe and fair interscholastic athletic programs. Our goal is to promote healthy, safe, and fair interscholastic competition and develop programs that will raise academic achievement in all student-athletes.

Vision

The CIF Los Angeles City Section recognizes that interscholastic athletic activities are an integral part of a student's educational experience. With this in mind, we will strive to:

- Provide exemplary athletic oversight through swift, fair, consistent and impartial regulatory rulings;
- Operate with openness that generates trust and with strict fiscal accountability;
- Provide impartial, responsive and inclusive leadership; and
- Honor our ultimate purpose, which is to foster lifelong values, good citizenship, ethics and a fair-play approach among student-athletes while promoting safe athletic environments.

The success of the educational athletic programs within the section is largely due to the efforts of dedicated coaches and administrators, and the cooperation of thousands of students. Moreover, the section is committed to working in partnership with the entire community to assure equitable competition, provide educational services and opportunities, and the leadership necessary to establish and maintain quality high school interscholastic athletic activities. Section coaches, administrators, staff, and various section constituents believe in the equal worth and dignity of all students; it is the Section's responsibility to establish a climate that:

- Fosters the partnership between academics and athletics in well-designed education based athletic programs;
- Promotes the value of high school athletics;
- Promotes an environment of dignity and respect;
- Promote opportunities of athletic participation for all students;
- Encourages collaboration with superintendents, the Board of Education, and member charter schools.

To this end, the CIF Los Angeles City Section shall:

- Provide an effective governance structure;
- Set and enforce policies that ensure quality, educational athletic programs; and
- Promote educational, training opportunities for personnel involved with athletic-related activities.
- Demonstrate the principles of Pursuing Victory with Honor.

SECTION II: QUALITIES DESIRED OF STAFF MEMBERS

Qualities of Athletics Staff Members

Administrators, coaches, and supporting staff should always be aware of the tremendous influence they have, good or bad, with players under their care. Through their own example, they must always be sure that the students who have played under them are finer and more decent persons for having done so.

The value of a win should never be placed above that of instilling the highest desirable ideals and character traits. The safety and welfare of players should always be uppermost in one's mind. Staff must remember that they are examples for all of the young people in the community which they represent, and that their actions and behavior bring credit to athletics at all times.

The role of the staff members is to educate students through participation in sports. In teaching a sport, they must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and a loser. Examples should be set for winning without boasting and for losing without bitterness. It is prudent to remember that they are on public display as representatives of their school. Opposing coaches and staff should be treated courteously and as guests of the school. The winning team should do all to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

Sports writers should not be used as a means of relieving ill-feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with respect and honesty. All coaches are responsible for their athletes before and after competitions, while athletes are representing GHC.

Duties and Responsibilities of the Athletic Director

The Athletic Director reports to and assists the Administrative Director of Student Services in the supervision of coaches, teams, athletes and others involved in the school's athletic programs. The Athletic Director oversees the athletic programs in conjunction with and in cooperation with other school activities, recognizing that it is an integral part of the total school program.

Primary Function

The Athletic Director serves as liaison between the coaching staff and the administration of the school by supervising the overall interscholastic athletic program of the high school, meeting all league commitments and abiding by all regulations of the school, the league, and the California Interscholastic Federation (CIF), Los Angeles City Section.

Immediate Subordinates

The Assistant Athletic Director, Head Coaches, Assistant Coaches, and team managers

Duties and Responsibilities

- Responsible for the processing of all eligibility paperwork for all teams.
- Attends weekly calendar meetings to ensure athletic events are scheduled correctly.
- Works closely with the Health Office concerning student eligibility.
- Manages the school's Athletics webpage and approves rosters, posts schedules, posts statistics, player and coaches' bios, and general team information.
- Manages Media Guides, Athletic Bulletin Boards, Sports Brochures, Video Highlights, and other Athletic Publications.
- Coordinates with the head coach of each sport in drawing up and approving team schedules.
- Posts athletic schedules on the GHC Athletics Website and appropriate school calendars.
- Monitors schedules for changes, notifies all appropriate offices, and adjusts the posted schedules accordingly.
- Coordinates with the head coaches to arrange for all bus and other transportation.
- Coordinates with student store manager to secure game officials and other necessary personnel for contests assigned.
- Coordinates with head coach and administrative staff to prepare and designate visiting team arrangements.
- Coordinates with the school nurse and head coaches to ensure that all athletic paper work - physical examinations, insurance documentation, emergency information, and related documents - are submitted in a timely and efficient manner.
- Works with the nurse to obtain the services of a team of doctor(s) or its legal substitute for football season.
- Responds to all California Interscholastic Federation (CIF) pertinent questionnaires and circulates all information to appropriate coaches.
- Submits requests for the sanctioning of all tournaments to the CIF; provides copies of all schedules to the CIF when needed.
- Provides a copy of CIF rules and regulations to all coaches.
- Coordinates with the head coach to ensure that team rosters are submitted.
- Regularly monitors walk-on coaches.
- Participates in the interview and selection of all coaches.

- Responsible for scheduling all required training for coaches; provides input for evaluation of coaches.
- Attends all league and sectional meetings.
- Coordinates with school and parent support organizations.

Duties and Responsibilities of Athletic Trainers and Coaches

1. Works under the strict supervision of the school nurse and athletic director.
2. Supervises the training room.
3. May train student-trainers and interns.
4. Reports all serious injuries to the school nurse and athletic director. The trainer should not consider himself a doctor by diagnosing and giving medical treatment.
5. Maintains a log of treatments and injuries.
6. The school nurse has the final word in determining whether a student is fit to return to practice after an injury based upon documentation from a doctor.
7. Handles taping, wrapping, massage, icing and whirlpools.
8. Be present at all home practices and contests and as many away events as assigned by the athletic director.
9. Notifies the school nurse of any abuse concerned with the health and welfare of the athlete.
10. Remembers that the health and welfare of the student must always come before the importance of a game.
11. Working with the head coach and school nurse, makes sure all first aid kits are fully stocked at all times.
12. Submits an inventory to the athletic director and recommends any needed supplies.
13. Recognizes, reports and makes recommendations about elimination of hazards.
14. Working with the school nurse and athletic director, educates coaches, students, and parents regarding risks and how to avoid them.

Conduct of the Coach

The conduct of the coach, in the view of spectators and players, is the single most important factor in crowd control. If he/she cannot exercise emotional control under stress, then he/she cannot expect it from the young students on the team or from the spectators in the stands.

1. EXPECTATIONS OF COACHES

A. Role Modeling

- 1) Because coaches' lives are open to public scrutiny, coaches should use good judgment in conducting their private and public lives.
- 2) Because impressionable youths many times imitate the actions of their coaches, these coaches should model exemplary behavior on and off the field, and encourage their athletes to do the same. This includes, but is not limited to the use of appropriate language at all times.
- 3) Coaches should instill in the athletes that they are all representing not only their school, but their families and community as well.

B. Professionalism

- 1) Coaches' behavior on and off the field should exemplify leadership, composure, discipline and integrity.
- 2) Coaches should allow every student a fair and equal opportunity to try out for the team without prejudice based on prior experiences.
- 3) Coaches should use caution and common sense in any physical contact with their athletes.
- 4) Coaches will not exert undue influence on athletes either to play one sport at the expense of another or to play on a club team.

C. Communication with Athletes

- 1) Coaches should provide team rules and expectations in writing to all athletes before the season. These rules should be consistent with CIF regulations and the content found in this athletic handbook.
- 2) Coaches should communicate in a positive manner even when correcting or criticizing an athlete.
- 3) Coaches should emphasize team loyalty and effort, stressing the value of each individual's contribution toward the success of the team.
- 4) Coaches should be consistent with all athletes following their written rules.

2. COMMUNICATION WITH PARENTS

A. Coaches should have a meeting prior to the season:

- 1) To inform parents, orally and in writing, of practice hours and the schedule of games and tournaments.
- 2) To discuss with parents the various roles they might play in assisting in their student's success.
- 3) Coaches should be open and available to discuss a student's progress with his/her parent upon scheduling an appointment.

3. CUTTING OF ATHLETES

It is important for the sake of not embarrassing student-athletes that the following procedures be reviewed with all of your assistant coaches each year. They need to be emphasized in your pre-season meeting.

- A. All athletes and parents must be notified at the beginning of tryouts that "cuts" may be made.
- B. Coaches should have criteria for "cuts" that are justifiable and explainable.
- C. All athletes should be given at least two practice sessions prior to any "cuts" being made.
- D. Athletes are never to be informed that they have been "cut" in a public manner, whether in front of other athletes or through posting of names. This can be extremely embarrassing. Coaches will post the names of those athletes that made the team. If an individual athlete wants a conference with the coach, they must arrange for that time with the coach. If a "cut" athlete comes to practice because they were not able to be contacted, the athlete must be allowed to complete the practice and then be contacted regarding the "cut" that evening. Sending an athlete home is, again, unnecessarily embarrassing and having him/her participate in one additional practice is of little consequence to eventual team dynamics. There may be exceptions to allowing an athlete to practice if the reason for the cut includes disciplinary issues.

4. TEACHING SKILLS AND CONDITIONING

- A. Coaches should be knowledgeable of and well trained in the teaching of high-performance training consistent the skills of the sport.
- B. Coaches should physically condition their athletes before each season and teach techniques that enhance an athlete's safety as well as that of an opponent.
- C. Coaches should stress the necessity of athletes to be in their best physical condition as a responsibility to themselves as well as to their team.

5. PRIORITIES OF LIFE

- A. Coaches should remember that athletics are only part of a student's life and must be kept in a realistic balance with the demands of academics and one's family.
- B. Coaches should teach the athletes to win with a sense of accomplishment and with humility and to lose without excuses. Victory with Honor.

6. CREATING A SUCCESSFUL ENVIRONMENT

- A. Coaches should prepare themselves as students of the game.
- B. Coaches should be positive and enthusiastic.
- C. Coaches should develop a program that will attract students to the sport.
- D. Coaches should make the sport competitively fun.

Complainants and witnesses under this policy will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in the filing of a complaint or the reporting of sexual harassment. GHC will investigate complaints promptly and provide a written report of the investigation and decision within thirty (30) days of receipt of the complaint unless that time is extended for good cause. All complaints of sexual harassment will be kept confidential and only those persons with a need to know of information or the identity of a complainant will receive such information. Individuals participating in a sexual harassment investigation will be advised that the matter is confidential and that retaliation in any form is prohibited.

Ten Risky Behaviors

By Robert J. Shoop (March 2006) Exploitation: Prevention and Protection; Educator's Guide to Controlling Sexual Harassment

1. Do not be alone with a student in your classroom, outside of the regular school day, without informing your supervising administrator. Do not be alone with a student behind a closed door. If your classroom door does not have a window, request that one be put in.
2. Do not purchase gifts for individual students. Do not send students non-school-related e-mail messages.
3. Do not make a habit of meeting students outside of school for a meal, a soft drink, or a cup of coffee. Regardless of the motivation, seldom is there justification for such regular contact.
4. Do not counsel your students in non-academic matters. Teachers, although well meaning, are not trained as counselors. Teachers must consider the potential risk in discussing

personal matters with students. If a teacher believes that a student is in some type of trouble, the student should be referred to the school's "student at risk" team.

5. Do not regularly transport students in your own vehicle or allow students to have access to your vehicle
6. Do not give students hall passes to come to your classroom on non-school-related business.
7. Do not allow students to engage you in conversations regarding their romantic or sexual activities. Don't discuss your personal problems with students.
8. Do not entertain students in your home unless it is a school-sponsored activity.
9. Do not make sexual comments, comments about their bodies or share sexually oriented material with students.
10. Do not put your hands on your student in a manner that a reasonable person could interpret as inappropriate. Don't brush against their bodies, touch their hair, and rub their necks, shoulders or backs. Don't tickle, wrestle, poke, pat, punch, or spank students.

The Selection of Coaches

1. The selection of the head coach of a program will be made as a result of a committee review of eligible candidates. At the discretion of the committee, this may involve an interview process. This committee will be made up of representatives of administration, athletic department staff, and a coach. The committee recommends their selection to the executive director.
2. All coaches, paid or unpaid, must be approved by the athletic director and the administrative director of student services. They must meet the "Requirements for Athletic Team Coaches" established by Granada Hills Charter.
3. Openings for head coaching positions for all sports teams require posting and/or advertising the opening, as well as accepting resumes and two letters of reference. The Athletic Committee will review resumes and schedule interviews.
4. The administrative director will make necessary background checks and recommend the new coach to the executive director for hire.
5. Head coaches may select their assistant coaches. They may select the head Frosh/Soph and JV coaches and allow them to participate in the selection of their assistant coaches.

Coaching Guidelines

1. Each coach is responsible for knowing and understanding the athletic policies.
2. Coaches are to demand that their squad members conduct themselves as ladies/gentlemen.
3. Coaches shall be aware of, supportive of, and a part of the **3R's** campaign.
4. Coaches are held responsible for the conduct of squad members during practice, at games, in the locker rooms, and on trips.
5. Coaches should cooperate with fellow staff members, supporting each other in an ethical manner.
6. Coaches should be punctual for all practice sessions and contests and are to be dressed appropriately.
7. All coaching activities are to be organized and supervised by the staff so as to ensure student safety. No horseplay or hazing is to be tolerated at any time (**See3R's**).
8. All coaches are to submit a budget proposal to the student store manager at the conclusion of each season (no later than May of the school year), including all major purchases of team clothing and equipment.

9. Each coach is responsible to instruct the team concerning athletic policies.
10. A coach will not permit:
 - A. A student to practice or participate on a team against administrative approval.
 - B. Athletes to use non-school transportation to and from athletic contests without prior approval from the administration, and without proper documentation.
11. Profanity is not to be used by coaches and/or team members.
12. The coach will assume the responsibility of caring for and reporting injuries. Reports are to be filed with the nurse.
13. Each coach is responsible for supervising the locker rooms at the beginning and end of practices. At no time is the locker room to be left unsupervised.
14. Each coach will present an updated team roster to the athletic director.
15. Coaches' philosophies and procedures should follow the spirit as well as the letter of the school, league, and CIF regulations.
16. Coaches shall be compensated at a rate to be determined by GHC.
17. Varsity head coaches shall have the overall responsibility of all teams of that sport in respect to philosophy, systems, equipment, and placement of assistant coaches and players.
18. The coach is expected to use good judgment in all activities.
19. Each coach is responsible to see that squad members take proper care of equipment and facilities.
20. Each coach has the obligation to respect every sport and to encourage students toward full participation. At no time should any student be encouraged to forego one sport in favor of another except at his/her own discretion.
21. The athletic director will present a roster of cleared athletes to coach for reference. Any updates will result in a new roster. Coach is expected to refer to the eligibility roster.
22. Thoroughly explain eligibility requirements to all squad members. It is also imperative that all coaches review team rules and the consequences for violations with all team members prior to the beginning of the season. If a violation occurs, make sure to discuss it with the athlete. Do not assume he/she knows the procedures and consequences.
23. Always be aware of the tremendous influence a coach has on young people.
24. A coach's job is to teach and lead people.
25. Understand that in order to conduct a successful interscholastic athletic program, it is necessary to have the service of qualified game officials. Unfortunately, there are simply not enough highly qualified officials available to handle all the important games played at peak periods. On some games there will be officials who have limited experience in handling important games where tense situations develop. Harassment by coaches or players will not help this situation. If a coach is dissatisfied with an official's performance, he/she should not seek out the official after the game. In most cases, a rating card is provided whereby the official's work can be evaluated. If the official's work was particularly poor, the coach should send his criticism in writing to the athletic director. This procedure may eliminate confrontations between coaches and officials which could lead to a serious problem.
26. Keep substitutes on the bench and do not permit any member of the squad to engage in unsportsmanlike conduct.
27. Set an example of good sportsmanship for players and spectators.
28. Never publicly criticize other coaches or officials.
29. Control his/her emotions and eliminate any show of outraged discontent over an official's call.
30. Contact officials for interpretations only during periods allowed by the rules.
31. There will be at least one coach with the team at all times.
32. Discipline will be the same for all – *substitute or starter*.

32. Winning is important and fun, but it is not everything! Ethics, fair play, sportsmanship, and discipline also count. Victory with Honor and Athletes First, winning second.
33. An assistant coach is expected to be loyal to the head coach at all times, especially in front of the players or in the public eye. Any conflicts among the staff should be discussed in private.
34. Coaching is not your only job. Care of equipment and facilities are also part of your responsibility.
35. Know how to recognize actual or potential hazards related to facilities, equipment, and students. Implement effective measures to reduce the risk of injury from such hazards. Report all hazards immediately to the athletic director, the administrative director of student services, and/or the chief operations officer.
36. Have an emergency plan and know how to implement it.
37. Be aware of what constitutes “reasonable care” as it is related to negligence.
38. Support all academic programs on campus, classroom and campus behavior, and follow up with any athlete in danger of failing or on disciplinary probation.
39. Work with college placement personnel to assist individual athletes with the transition to post high school opportunities.

LEGAL RESPONSIBILITIES OF THE COACH

The following documents and certifications are required:

	Varsity Coach	JV/Frosh/Assistant Coach	Volunteer
Sign Coaches' Handbook	✓	✓	✓
LiveScan Fingerprints	✓	✓	✓
ASCC DOJ Clearance	✓	✓	✓
TB Test	✓	✓	✓

<i>No adult may work in any capacity with students without all of the above complete.</i>			
Payroll Paperwork	✓	✓	
Coaching Principles Course	✓	✓	
First Aid/CPR Certification	✓	✓	
Concussion in Sports Course	✓	✓	
Heat Illness Prevention Course	✓	✓	
Sudden Cardiac Arrest Course	✓	✓	
Pre-Season All-Coaches Meeting	✓	✓	
Post-Season Evaluation with AD	✓		
Post-Season Evaluation with Head Coach		✓	
Attend Post-Season Awards Night	✓	✓	

Head Coach Responsibilities

1. All head varsity coaches shall carefully supervise all of their respective teams, including lower level teams.
2. All head varsity coaches are responsible for informing their staff at all levels of the current rules and regulations.
3. All head coaches will assist the athletic director in:
 - A. Scheduling;
 - B. Transportation;
 - C. Awards;
 - D. CIF and league advisory meetings; and/or
 - E. Care, maintenance, and preparation of athletic facilities for practice and games.
4. All head coaches are responsible for:
 - A. Inventory of equipment;
 - B. Issuing and receiving equipment;
 - C. Submitting equipment needs to the athletic director;
 - D. Care and maintenance of equipment;
 - E. Care and prevention of injuries; and

- F. Development of non-league schedules.
- 5. All head coaches will submit the following to the athletic director at least two (2) weeks prior to the first day of practice:
 - A. Completed eligibility packets;
 - B. Team rosters; and
 - C. Coaching contact list.
- 6. Recruit student managers and instruct them of their duties.
- 7. Organize, oversee, and conduct all practice sessions. Cooperate with other coaches whenever facilities must be shared.
- 8. Confirm clearance on all athletes in their program.
- 9. See that all players and team personnel have an appropriate way home after the squad has returned from a road trip.
- 10. See that all squad members understand training rules set up by the league, school, and team.
- 11. Report all training rule violations to the athletic director and/or administrative director of student services.
- 12. Instruct squad members on proper use and care of equipment.
- 13. Develop, implement, and supervise procedures that ensure that the locker rooms are properly supervised at all times.
- 14. Make sure that injuries are cared for in a professional manner including the notification of the school nurse and players' parents.
- 15. Work out details of out-of-town trips with the athletic director.
- 16. Keep team statistics necessary for school records and communicate them to the athletic director in a timely manner.
- 17. Rate officials when required.
- 18. Develop criteria for earning awards in his/her sport and notify players of these criteria.
- 19. Make sure squad is well groomed and represents the school properly on road trips.
- 20. Complete and return any required forms to the athletic director.
- 21. Properly securing doors, turning off lights, heaters, and air conditioners during hours/days when no custodial staff is on duty.
- 22. Keep the Athletic Director informed.
- 23. Assure that no athlete participates without having completed proper clearance procedures by the Athletic Director.
- 24. Assures that an athlete is properly cleared with the nurse after an illness or injury.

Assistant Coach Responsibilities

Assistant coaches are assigned by the head coach, with the approval of the athletic director. Fingerprints, TB Test, and paperwork must be cleared by the Human Resources department before coaching begins.

- 1. Carries out the program planned by the head coach, to be whatever assistance is required, and to perform delegated duties set forth by the head coach.
- 2. Follows all school policies.
- 3. Assists in preparing facilities.
- 4. Helps issue equipment, check in equipment, and take inventory.
- 5. Assists in supervision.
- 6. When an assistant coach is in charge of the team, the responsibilities of the head coach will then apply to him/her.
- 7. Remains loyal to head coach and program.

Coach's Guide to Completing Paperwork for Eligibility

1. Eligibility packets are available for download on the GHC Athletics webpage. Instructions for submission and processing are listed there as well.
2. Each athlete must complete all of the forms included in the packet. An athletic clearance packet and current physical exams are required for ALL students trying out for a sport.
3. The athlete and parent will complete each page with ALL signatures, stamps, etc. and return by email all completed packets to the appropriate email address.
4. The eligibility packet includes:
 - A. CIF Athlete Eligibility Information Sheet
 - B. Photocopy of Health Insurance Card
 - C. Emergency Card
 - D. Physical Exam Form
 - 1) Completed by both parents and the athlete's Physician/MD
 - 2) The back of the form is to be completed PRIOR to the physical by the parent and the student. Identifying information on the top and a signature and date of both parent and student are required on this page (pre-participation history).
 - 3) The front is to be completed only by a licensed MD or DO. Chiropractors are not accepted. The physician must complete the entire top section as well as the systems part and check whether cleared or not. The physician must sign the physical and a stamp of the office/clinic is required.
 - 4) If any signatures, dates, and/or information are missing, return the packet to the student to have them complete it correctly.
 - E. Concussion Sheet
 - F. Sudden Cardiac Arrest Form
 - G. Media Release Form
 - H. 3Rs Form
 - I. Report Card (*New Students*)

The HEAD COACH will be updated on athletes' eligibility statuses via a living spreadsheet on Google Drive that is updated weekly. Athletes turning in late or partial paperwork will wait to practice until clearance is granted by the athletic director. Athletes will NOT be cleared the same day paperwork is submitted.

The athletic director and the school nurse will try to clear your athletes within one week of receiving their paperwork. The information in the Google Drive folders shared with you are not to be shared with students/parents as there is CONFIDENTIAL medical information included. This information is for all of the coaches of that sport to be aware of in case the athlete needs medical attention. Coaches are responsible for knowing and reminding athletes of their expiring physicals during the season.

Any athlete who is NOT cleared may not practice or play after 3:19 each day. They may not go to matches, games, etc. as a team member or on the bus the school provides. If academically ineligible, they may not be with the team AT ALL. If they are ineligible because of missing paperwork/an expired physical, they may sit and observe in street clothes ONLY. Failure to comply with this rule may result in forfeiture of games/matches/meets as per CIF policy/regulations.

Athletic Team Financials and Budgets

Account Descriptions

ASB Budgets:

Associated Student Body funds are available for students in programs for the current year. Items that the students use and the school keep, such as, but not limited to, equipment bags, balls and first aid supplies, can be purchased using these funds. Tournament fees are paid from these funds as well. The head coach of each athletic team is responsible for managing this budget on an annual basis.

Trust Accounts (Fundraisers, Snack Shacks and Banquets):

Teams are expected to fundraise; however, they should not conflict with the school's educational program. All fundraisers and events, including snack bars and banquets, must be approved by the administrative director of student services and calendared in the activities office in advance.

- Students participate and make contributions to fundraising events voluntarily. They cannot be required to participate in all events; however, they should choose several fundraisers to support. Students cannot be excluded from an activity funded by ASB because they did not participate. In addition, fundraising proceeds cannot be attributed to specific students based on what they raised. The funds are raised to benefit the entire team, not individual students.
- Fundraised money can be used for team trips, banquets, awards and/or special team-related items not covered by the ASB budget.
- Money raised or collected for banquets, spirit packs, snack bars, etc. must be deposited with the student store in that program's account. Students must pay funds directly to the student store, not to a coach.
- All funds collected must be turned in to the student store and a check request submitted for any reimbursements. NEVER use funds collected to pay for items directly.
- Fundraising to pay coaches beyond their stipend is prohibited. Any additional payments must be cleared through the GHC human resources office. Assistant and volunteer coaches must be processed with the human resources manager. All payments are made through GHC (not ASB).

Contracts

All contracts, including those for banquets, MUST be signed by the administrative director of student services. Contracts that do not have the appropriate signature are null and void and the requestor may be subject to financial liability.

Donations

Requesting donations and letters to the community must be approved by the administrative director of student services.

Inventory

As part of the budget process, inventory is taken by the Head Coach of all items belonging to the program. This will allow for tracking and replacement demands on lost, damaged and/or outdated

items. Students will be held accountable for lost or damaged items. Coaches will turn in a debt list to the Student Store for collection.

Purchase Order/Check Request Policy

- All expenditures must be made with a student store check and/or purchase order request. All requests are turned in to the student store first to verify that funds are available and paperwork is complete.
- For reimbursements, original, itemized receipts with the vendor information must be attached and submitted within thirty (30) days. Restaurant receipts must include a detailed description of the food ordered. Receipts for reimbursement will only be honored for calendared fundraisers and events.
- The school credit card may be used for large purchases. This limits the use of personal credit cards as prior approval is necessary for all expenditures.
- Allow three (3) to five (5) business days to process a check or purchase order request.

Snack Bars

- Calendar all dates with the activities office at least two (2) weeks before the first event.
- Assign a parent representative. Provide contact information (name and phone number) of the parent to the student store. The parent representative working the snack bar/stand must be a cleared volunteer of the school; no exceptions.
- The coach and/ or the parent volunteer must pick up a cash box from the student store before each game. A change fund will be provided, if requested.
- The cash box must be turned in at the end of the event to the Student Store, the Administrative Director of Student Services, the athletic director, or a campus aide.
- Receipts must be turned in for reimbursement within thirty (30) days and a check request must be completed by the coach (cash cannot be taken out of the proceeds for reimbursement). A check will be issued/mailed within five (5) business days.

Student Payments

- The California Constitution provides for a free school system. Since 1874, the California Supreme Court has interpreted this to mean that this entitles students to be educated at the public's expense. Title 5, California Code of Regulations, Section 350, specifically states that "A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law."
- The State Board of Education has reiterated that no fees are to be charged except where specifically authorized by law. This understanding is based on the authority in Article IX, Section 5 of the California Constitution. The Attorney General has also made it clear in many of their opinions that school districts cannot levy fees as a condition for participation in any class, whether elective or compulsory. Such unallowable fees include security deposits for locks, lockers, books, class apparatus, musical instruments, uniforms or other equipment. Clearly, students may not be charged fees for participation in either curricular or extra-curricular activities.

- Students may voluntarily purchase team apparel such as shorts, shirts, hats, warm-ups or socks, or donate to the team. All participating athletes must be given equal access to all items. Options must be made available through donations or fundraising. Students cannot be required to pay.
- Students must pay funds directly to the Student Store, not to a coach.
- The school does not loan money to teams or students.
- The Student Store is open year-round.

Summer Camps/Leagues

A request for a permit/lease must be submitted. Accordingly, all out of season activities, including conditioning, during after school hours/on the weekend (Saturday's) must be requested through an outside organization with its own tax ID and insurance policy that meets the GHC facility usage requirements. Pricing for using the facilities may fall under two categories, depending on which type of organization is leasing the facility. The categories are direct costs incurred to the school while the facility is being used or commercial usage costs. Contact the Safety and Events Manager for scheduling and permit/leasing information.

Team Apparel/Uniforms:

Uniforms, t-shirts, shorts, hats, etc. must have the design approval of the Administrative Director of Student Services BEFORE they are ordered. Designs must include one of the approved GHC logos; see the Athletic Director for details.

PLEASE REFER TO THE ASB HANDBOOK FOR FURTHER DETAILS.

Weight Room Policy

The Athletic Director schedules team use and supervise general weight room activities. Pre-season teams receive priority; teams in season will receive consideration last.

- Prior to participation, all athletes must undergo an orientation on common risks involved in strength training, on the proper execution of various exercises, and on the possible consequences if proper technique is not employed.
- If an athlete has an injury, he/she will assist the strength and conditioning staff during the training session.
- Athletes are required to use collars once there is any weight on the bar.
- Athletes should move weights from racks to the bar only. They should never set plates on the floor or lean them against equipment.
- Athletes should return dumbbells to the rack in proper order. They should not drop or throw weights or dumbbells.
- Athletes should show respect for equipment and facilities at all times; spitting in and/or defacing property is not tolerated.
- The weight room requires concentration. Horseplay, loud/offensive language, and/or temper outbursts are not permitted.
- Anyone in the training facility should wear proper attire, particularly t-shirts and athletic shoes.
 - No jeans or mid-riff shirts are allowed.

- Shoes must be tied at all times.
- Shirts must always be tucked in.
- Athletes should utilize spotters when necessary.
- Immediately report any facility-related injury or facility/equipment irregularity to the strength and conditioning staff.
- Tobacco, food, chewing gum, glass bottles, cans, alcohol, drugs, firearms, and/or other school banned items/substances are not allowed; plastic water bottles are acceptable.
- In order for athletes to be able to hear instructions, the use of personal headphones is prohibited.
- No dropping of weights outside of the platform.
- Minimize chalk and powder on the floor.
- No jewelry (necklaces, bracelets, rings, earrings, and/or watches).

Failure to comply with these rules may result in the loss of weight room privileges.

Website/Social Media Policy

As an organization with a commitment to quality of education and the safety of our students, the standards for appropriate online communication at Granada Hills Charter are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the current school standards be met by our students and faculty at all times.

Posts to GHC sponsored sites, such as its website or social media pages, are welcome and encouraged. To promote a respectful environment within these forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, or inflammatory.

GHC respects the right of Coaches to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the School's reputation, its employees, or its students and their families.

Moreover, all official Granada Hills Charter webpages and social networking sites should be maintained by the Webmaster and Director of Communications. Coaches and/or teams are not authorized to create their own, GHC related sites unless approved by both the Webmaster and Administrative Director of Student Services. Any online content that would like to be shared must be filtered through the Athletic Director/Communications Department.

Coaching & Communication in the 21st Century (Using Social Media with your Athletes)

The use of text messaging and social media platforms (i.e., Twitter, Facebook, Snapchat, Instagram, etc.) to communicate with student athletes is increasingly popular, but we need to be aware of the boundaries and limitations that should be respected. If you choose to use social media to connect with your players, please keep the following guidelines in mind:

- Keep your coach hat on at all times. If you wouldn't say it to a student in front of their parents, don't say it online or in a text. You should never use text messages or social media platforms to discuss personal topics that do not relate to your team.
- Setup a professional page that is only used for communicating with your team. Do not 'Friend' anyone except for team members and parents or, consider creating/maintaining a Team Page (in compliance with school guidelines) so that athletes can't access your personal site.
- Keep your conversations professional and on task when emailing, texting or communicating through social media. Announcing that practice is cancelled is appropriate. Commenting on a great effort can be motivational. Scolding a player, or commenting on their family picnic photos is off- base. Always maintain the same personal boundaries that you implement for in-person conversations.
- Keep your social media, text messaging interactions, and webpage 'G-rated'. Party photos, photos with alcohol, shots of you wearing questionable attire, etc. might be fun when you are communicating with your adult friends, but those things should not be visible to your school-aged players. Inappropriate language and/or derogatory comments are also prohibited.
- Your team page should only relate to your team and nothing should be on that page that you would not proudly display to school administration and personnel.
- Be aware of your privacy settings for personal social media sites. If you post personal information or photos, you should consider 'locking down' your site so that only 'friends' can view it. Be selective with who you 'friend' – don't friend players, students or parents.

Both the school and CIF have social media policies. Always refer to those before participating in any social media communications with student-athletes and/or parents/guardians.

SECTION III: RISK MANAGEMENT (PREVENTION) AND EMERGENCY CARE

Risk Management

GENERAL INFORMATION

Everyone must be concerned about the safety and welfare of the athlete at all times, constantly reviewing supervision, methods, and all related factors that contribute to reasonable coaching procedures. It is to be remembered that we are working with the parents' most prized possession, their son or daughter. His/her well-being must be our first thought, not that of the game or score.

Being reasonably prudent is a defense to legal action. A reasonably prudent and careful coach:

1. Knows the health status of the players.
2. Performs services in those fields in which he/she is fully qualified.
3. Follows the proper procedures in case of injury.
4. Makes certain that players wear protective equipment that is properly sized and fitted.

5. Analyzes coaching methods and procedures, assuring safety of the players in all drills and competition.

PREVENTION

Fourteen Duties

1. Plan
2. Supervise
3. Assess readiness
4. Insure proper conditions
5. Proper equipment
6. Proper instruction
7. Match participants
8. Proper conditioning
9. Warn of inherent risks.
10. Proper insurance
11. Proper emergency care
12. Emergency response plan
13. Proper transportation
14. Supervise coaches

SEASON PLAN (SUGGESTION)

There should be a risk management plan before entering each season. The following is an example of a daily workout plan; all items that are potentially going to be covered should be written down in a similar format and kept for three years. By keeping these workout plans, this will help you to evaluate not only a specific day’s workout, but the week, month, and season.

Day: _____ Week of: _____

List the skill that will be addressed:

Break it down in a time sequential order:

- 2:45-3:00 Announcements and what are the expectations for the day, other remarks
- 3:00-3:20 Stretching
- 3:21-3:30 Cardio-vascular endurance conditioning
- 3:30-3:35 Water break
- 3:36-3:40 Divide into three groups that will rotate after given amount of time
- 3:40-4:25 Three groups:
 1. Cage work, working on quick hand drill
 2. Fielding work, getting the ball in the center of the body
 3. Bunting, for a hit, for a sack, hit/run along with some base running
- 4:25-4:30 Water break
- 4:30-4:45 Around the world drill with two balls

4:45-4:50 Water break
4:50-5:00 Etc.

Evaluation of the day's activities _____

Anything that should be re-emphasized? _____

MATCHING OF ATHLETES:

Make sure that you are matching athletes with the same abilities and be very careful about practicing against the opposite sex. Similarly, in wrestling for example, you would not put a light-weight against a heavy-weight to practice a skill for that day.

INVENTORY OF EQUIPMENT:

Make sure that all equipment is in good and proper working order; for example, with golf clubs, make sure the heads are on tight; football helmets and pads are cleaned and ready for the next season, etc. Destroy all defective equipment in the proper manner so that no person(s) can secure a discarded item. Make sure that you keep the receipt of anything that you have done to the equipment for health and safety reasons, such as reconditioning.

KEEP UP WITH THE NEW TECHNIQUES OR ADVANCES:

Attend clinics, workshops, order books, magazines, talk to other coaches; keep a record of this in your personal file. Keep CPR and First Aid current and give a copy of your card to the Athletic Director. Give a copy of the results of your ASAP test to your Athletic Director.

PAPERWORK:

Make sure that you are carrying emergency cards for all those associated with the team. Make sure that you are aware of any athlete that has special needs in terms of medication or other items, and that you have everything you need on hand and are traveling with those items.

EMERGENCIES:

Know the limitations of a trainer. Never move down a player on the court or field with possible head, neck or back injuries; **call the paramedics**. Make sure the parent(s) are notified and follow up with a call the next day.

PERSONAL TIME:

Coaching can be consuming. Just as the biggest thing that is overlooked with athletes these days is rest, the coach needs to take time for his/her personal life and rest also. Avoid burn-out!

Emergency Care

EMERGENCY CARE PROCEDURE

1. Necessary obvious care should be given immediately. *Do not move a student until the condition has been carefully evaluated.* Send for a trainer, head coach, or individual designated in charge of injuries to make a decision whether a student may be moved or if an ambulance or paramedics are to be called. When there is any doubt that the nature of the injury requires a doctor's care, don't hesitate to call for the paramedics and an ambulance.
2. Parents are to be notified first unless the case is a dire emergency. The head coach is responsible for having parents' home/work phone numbers of all squad members. These can be found on the emergency contact cards.
3. Transportation may be by the parent, unless an ambulance is necessary.
4. The trainer, head, coach, or individual coach designated in charge of injuries decides if an ambulance/paramedics is necessary. Unless the case is a dire emergency, a parent should be consulted before calling an ambulance. However, if there is any doubt for the welfare of the student, call for the paramedics (911).
5. When an athletic squad travels out of town for a scheduled contest, the coach in charge should familiarize himself/herself with local emergency procedures immediately upon arrival.

Paramedics/Ambulance should immediately be called for any of the following:

1. Severe bleeding.
2. Choking or stopping of breath.
3. Unconsciousness.
4. Back, neck, or leg fractures.
5. Concussion or skull fracture.
6. Severe fracture, such as multiple breaks or compound type.
7. Severe injury to eye.

EMERGENCY DATA CARD

These cards will be available for the Trainer and/or the Athletic Director. The head coach will keep them on his/her person (in the first aid kit) throughout the season. When an athlete is no longer a member of the team, the card is to be returned to the Trainer and/or the Athletic Director.

ACCIDENTS AND INJURIES

Report all accidents and injuries by completing the District accident report form and returning it to the Nurse within 24 hours. Also see the Trainer.

SERIOUS INJURY OR ILLNESS

In the event of a possible serious injury or illness, each coach should have a thought out and developed procedure that will be followed. The parents should be aware of this procedure from the preseason meeting with the coaching staff.

1. Access to a phone in the immediate area:
 - A. Calling the school Nurse;
 - B. Calling for the paramedics; and/or
 - C. Calling the parent/guardian.
2. When transporting the athlete to the doctor or hospital is necessary, keep the following in mind: Who will accompany the athlete? What will be done with the remainder of the squad if you are the only coach?
3. Coaches need to know and understand basic first aid procedures for treating common athletic injuries such as sprains, dislocations, and fractures. It is important that we all be able to recognize the onset of heat illness, heat exhaustion, and heat stroke. Please remember that athletes need plenty of water/fluids and rest when working hard in the heat, especially at the start of a season.
4. Coaches are not Doctors or Pharmacists. Please do not prescribe any medication or provide athletes with your own "tried and true" remedies. When in doubt as to the severity of an injury, refer the athlete to the school Nurse.
5. Following an injury, and even if the athlete does not immediately go to a Doctor, it is the responsibility of the head coach of any level team to contact the parent/guardian and complete an accident report form. These forms may be secured from and returned to the school Nurse or Athletic Director(s).

POST INJURY CLEARANCE RELEASE

If the injury or illness requires the care of a doctor, a written release from the Doctor and parent/guardian is required for the student to return to practices and games. This documentation goes to the Health Office and the school Nurse (alone) clears the athlete.

FIRST AID SUPPLIES

Requests for First Aid kits and supplies should be made before your team begins official practice. If you need it, just ask for it. If it is not on hand, it will be ordered. Tape is very expensive, so please don't waste it.

HEAT GUIDELINES

Temperature	For Outdoor Activities
95 degrees to 100 degrees w/ less than 50% humidity	<ul style="list-style-type: none"> • Monitor closely; allow to stop activity if needed. • Water breaks at 10 minute intervals. • Cool zones are available. • Provide available shade.
100 degrees to 105 degrees with less than 50% humidity	<ul style="list-style-type: none"> • Limit duration of activity to 10 minute intervals. • Modify intensity of activity - no running (walk/jog OK). • Frequent water breaks every 10 minutes. • Allow students to stop activity if having any problem(s), with no penalty • Cool zones available; hydrate artificial turf when necessary. • Provide available shade.
105 degrees or greater	STOP ALL OUTSIDE ACTIVITY
Air quality unhealthy	STOP ALL OUTSIDE ACTIVITY

***Your good judgment is critical in ensuring student safety.
When in doubt, sit it out!***

SECTION IV: MISCELLANEOUS

CONCLUSION OF SEASON

Prior to the last contest, the coach should indicate to the squad members the procedures that will be followed for checking in equipment. Athletes who will be participating in a sport in the next season must understand that they must return all equipment and uniforms before reporting for

practice of their new sport, or before being cleared for graduation. Let's really make an effort to help fellow staff in this respect.

If you are a coach in back-to-back sports, please remember that your responsibility for a sport does not end until all equipment and uniforms are accounted for (either returned or fined) as well as sending a list to the Athletic Director.

EQUIPMENT CARE

Proper care of equipment will guarantee its normal, useful life expectancy. Every member of the coaching staff should be disturbed when items are made useless through carelessness or deliberate destruction. *It is the responsibility of the entire staff to keep all equipment picked up, cleaned, and locked up in proper storage areas.* This will benefit every sport by providing more money from the athletic budget for new equipment and not for unnecessary replacement items.

EQUIPMENT ISSUE

An athlete must be cleared from a sport before being issued equipment for another sport. Students are responsible for their gear and will be charged for anything lost, damaged, or stolen. Make sure that they turn their gear at the end of the season. Be particularly alert to get equipment from an athlete who quits mid-season.

ICE MACHINES

Our ice machines are off limits to athletes. The ice is to be used for first aid, practices/games, and concessions. If you need ice for your team, please have a coach, your manager, or the trainer get your team an ice jug and fill it. This is primarily for health reasons.

KEYS AND SECURITY

The Administrative Director over Security/Attendance/Dean's Office, is in charge of key access and security and will issue only those keys necessary to the head coach and assistant coaches. All coaches are responsible for the security of the facilities which they are using. *Please do not loan your keys.*

LATE RETURN

For athletic events in which students return late from an out-of-town trip, each student will be expected to attend all scheduled classes the following day. It is the responsibility of the head coach to see that all players and team personnel have a way home. Please do not leave the school until ALL team personnel have left.

LOCKER ROOM

Please supervise your particular group as much as possible while in the locker room, both before and after practice and games. This will eliminate the majority of horseplay and cut down on locker damage and thefts. Supervision and safety are every coach's responsibility. The coach should not leave the gym area until all of his/her team members have departed. Stress to your groups not to bring valuables into the locker room. When you leave, make sure the locker room is closed and doors are locked. All locker rooms will be locked at 3:35p.m. Remember the 3Rs!

STAFF LOCKERS AND VALUABLES

For your own protection, please lock up all of your valuables and lock your lockers in the coaches' dressing area.

PRACTICE DAYS AND TIMES

Start and end on time. You are not improving your program by jeopardizing your relationship with parents and administrators by consistently going beyond the time you have set. Families and players have a right to know when to expect a practice to be concluded. Communication in advance of a late practice will help in maintaining rapport with parents.

STUDENT-ATHLETE, PARENT/GUARDIAN, COACH COMMUNICATION PROTOCOL

The protocol when resolving an issue between a student-athlete and coach is as follows:

- **First Step** → Student-athlete will make an appointment and meet with the coach
- **Second Step** → Student-athlete and parent/guardian will make an appointment and meet with the coach
- **Third Step** → Student-athlete and parent/guardian will make an appointment to meet with the coach and athletic director
- **Final Step** → Student-athlete and parent/guardian will make an appointment to meet with the coach, athletic director, and administrator in charge of athletics

PUBLIC RELATIONS

The parents and general public enjoy reading about the students at GHC. It is each coach's responsibility to get the proper information to the Athletic Director; win or lose. Full cooperation with all representatives of the news media is vital if good press is to be expected. This includes providing pre-season and post-game publicity, providing facilities for representatives of the news media during athletic events, and providing all post-game publicity.

- Pre-season publicity, including game schedules, player rosters, rosters of coaches, and copies of new rules, should be provided to the Athletic Director.
- Pre-game publicity should include the name of the opponent, the records of both schools, and the names of the coaches and players.
- Post-game publicity should be complete, including scores and other statistical information.

RESCHEDULING GAMES AND TIME CHANGES

Any rescheduling of games resulting from weather postponements, etc., will be done by the coach, through the Athletic Director. Under no circumstances will any coach be permitted to change the starting time of a game or meet unless approved by the Athletic Director. All changes must be communicated to the Athletics Office.

RULES MEETINGS

Coaches must attend the appropriate rules meetings of their sport sponsored by the Local and State Associations, or send a representative in their absence. This includes the Mandatory Pre and Post Coaches Meeting with the supervising Athletic Director and Administrative Director of Student Services.

SPECIALIZATION

One of the most controversial topics in high school athletics today is *specialization*. One side of this issue believes that a young athlete should specialize and be allowed to practice a specific sport the year round, without restriction. The other side believes that multiple sports are best for student athletes at the high school level. It is our philosophy to let the student make up his/her mind, but we encourage students to experience multiple activities.

SUPERVISION OF ATHLETES

Each coach is responsible and liable for providing athletes with a practice and playing environment free of hazards. As almost anything can be construed as hazardous, it is important that a coach provide continuous supervision of squad members. Athletes left unsupervised who injure themselves, or others, are the liability of the coach, the Athletic Director, and the school. Coaches are never to leave the athletic area until all squad personnel have departed. The custodians are not expected to supervise your team. It is also the coach's duty to make certain after returning from a road trip that score keepers or statisticians are not left to fend for themselves. Make certain that they have transportation home and wait until they have been picked up.

TEAM ROSTERS

Each coach will give the Athletic Director a team roster and will immediately inform him/her of any changes.

ATHLETIC TRAINING ROOM

No students are allowed in the training room unless they are being treated, etc.

TRANSPORTATION

One bus will be furnished to transport visiting athletic teams and offsite practice locations on each date athletic contests are scheduled by the Athletics Department. No buses are provided for tournaments scheduled by school personnel. Schools are encouraged, and in some cases, will be required, to send more than one team on the same bus if both sports' teams are traveling to the same opponent's site, or to "shuttle" different teams when possible. *Spectators and/or non-participating athletes that are not members of the team are not authorized to ride the team bus.*

When a bus is furnished to transport athletic teams to contests, only those participants traveling by bus will be eligible to compete. Students assigned to bus travel must return by bus. Travel by private auto is not permitted unless specifically approved in writing by the Athletic Director and/or Administrative Director of Student Services. Requests must be received at least 48 hours in advance of the contest date. This notification may need to be made available to the opposing school, if requested. If there are any students that have been approved to take private transportation, the team coach or other supervisory personnel from the sending school must arrive at the playing site at the same time and/or prior to the student athletes. If a student does not travel by the bus provided and has not received prior permission in writing nor completed the appropriate

paperwork, and subsequently participates in the contest, the student shall be considered an ineligible athlete; forfeiture rules will apply.

The rule above may be waived during the season, as well as in CIF playoffs and championships, if the need for private transportation is the result of involvement in college entrance tests, or when used to decrease the number of buses used at the school. No pupil shall be permitted to leave a bus between home and school except for non-recurring emergencies. Such activities as regular Scout meetings, music lessons, etc. are not sufficient reasons for exceptions to this rule. Any exceptions shall be approved in writing by the Athletic Director and/or Administrative Director of Student Services.

EVALUATION FORMS

- *Non-Varsity Head and Assistant Coach Evaluation Form*
- *Head Coach Professional Performance Assessment/Evaluation*

NON-VARSITY HEAD AND ASSISTANT COACH EVALUATION FORM

Coach: _____

Date: _____

Sport: _____

Level: _____

KEY [1-Effective, 2- Needs Improvement, 3-Unsatisfactory]

		1	2	3
1.	Supportive of head coach	_____	_____	_____
2.	Cares for equipment	_____	_____	_____
3.	Exhibits knowledge of sport	_____	_____	_____
4.	Uses sound coaching methods/teaching ability	_____	_____	_____
5.	Motivates players through positive coaching and instruction	_____	_____	_____
6.	Develops rapport between coach and players	_____	_____	_____
7.	Displays enthusiasm in coaching	_____	_____	_____
8.	Maintains discipline and provides proper instruction	_____	_____	_____
9.	Develops rapport with coaching staff	_____	_____	_____
10.	Accepts duties assigned by head coach	_____	_____	_____
11.	Uses good judgment, proper language, and behavior at all times	_____	_____	_____
12.	Dependable	_____	_____	_____
13.	Follows wishes of head coach as to how program is to be run: teaching, drills, offenses, defenses, etc.	_____	_____	_____
14.	Stresses appropriate conditioning, fitness and injury avoidance	_____	_____	_____
15.	Maintains acceptable ethical standards for coach and students	_____	_____	_____
16.	Keep things in perspective:			
a.	Promotes all sports in the athletic program	_____	_____	_____
b.	Is cooperative in sharing facilities	_____	_____	_____
c.	Recognizes the role of athletics in the development of lifelong values	_____	_____	_____
d.	Students' physical and emotional well-being comes before winning	_____	_____	_____

The signature of the coach below does not necessarily indicate agreement with the above evaluation, but indicates they have read it. The coach may attach a memo within 5 days explaining their disagreement regarding any aspect of the evaluation.

Signature: _____
Non-Varsity Head/Assistant Coach

Date: _____

Signature: _____
Varsity Head Coach

Date: _____

Signature: _____
Athletic Director

Date: _____

Head Coach Professional Performance Assessment/Evaluation

Rating Scale: 1 = Satisfactory 2 = Area for Growth 3 = Unsatisfactory 4 = Not Applicable

Coaches Name:

Sport:

Year:

ADMINISTRATIVE RESPONSIBILITIES				
Cooperates with Athletic Director regarding preseason paperwork prior to first practice.	1	2	3	4
Cooperates with requests for information from the Athletics/Activities office on time.	1	2	3	4
Abides by all school, the League, CIF, and NFHS policies/guidelines.	1	2	3	4
Works closely with the student store with all fundraising and budgetary protocols. Manages Team budget effectively according to school protocols.	1	2	3	4
Maintains and updates team and individual records.	1	2	3	4
Is competent in the administration of equipment, including purchasing, issue, collection, inventory, storage, and budget.	1	2	3	4
Prepares a detailed inventory of team equipment and updates it after each season.	1	2	3	4
Distributes and reviews individual and team expectations and handbooks to athletes, parents, and athletic director.	1	2	3	4
Is cooperative in sharing facilities.	1	2	3	4
Recognizes the role of athletics in the development of lifelong values.	1	2	3	4
Monitors all athletes' eligibility points (grades, detentions).	1	2	3	4
Follows up with parent concerns – effective use of phone and email.	1	2	3	4
Updates scores and rosters to attendance office, web master and Max Preps (Media Outlets).	1	2	3	4
Maintains current First Aid card and CPR certification.	1	2	3	4
Provides proper supervision at all times including locker rooms, playing venues, game venues (home and away), and seeing that all athletes have left the campus after a night venue.	1	2	3	4
Effective management of all coaching staff including processing school paperwork, coaches' class, school ID, and athletic handbook.	1	2	3	4
PERSONAL AND PROFESSIONAL ATTRIBUTES				
Communicates effectively with athletes and parents.	1	2	3	4
Establishes and maintains good rapport with faculty, administration, and coaching staff.	1	2	3	4
Fosters school spirit by promoting and supporting extracurricular school activities.	1	2	3	4
Maintains cooperative relations with the media regarding team information, statistics, and interviews.	1	2	3	4
Keeps commitments and is punctual.	1	2	3	4
Supports team as well as individual accomplishments.	1	2	3	4
Cooperates with the athletic trainer in regards to athletes' physical well-being.	1	2	3	4
Provides an atmosphere of cooperation by being receptive to suggestions and giving credit to those responsible for success.	1	2	3	4
Demonstrates loyalty to the program and school.	1	2	3	4

COACHING PERFORMANCE				
Conducts self in a professional and sportsmanlike manner at all times.	1	2	3	4
Teaches the fundamental philosophy, skills, and knowledge essential to the sport.	1	2	3	4

Develops a well-organized practice schedule with specific objectives for each practice.	1	2	3	4
Maintains effective individual and team discipline at practice and in games.	1	2	3	4
Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.	1	2	3	4
Learns new strategies and trends in the sport by attending clinics and reading coaching publications.	1	2	3	4
Exhibits reasonable and prudent conduct in providing a safe environment for the athletes. Makes sure safety procedures are taught and followed in all areas. Provides prompt care for any reported or observable injury and/or unusual condition of the athlete.	1	2	3	4
Works effectively with all assistants in delegating authority while remaining accountable for such delegation.	1	2	3	4
Students' physical, emotional and academic well-being comes before winning.	1	2	3	4
Emphasizes the value of competitive athletics, teaches self-discipline and decision-making skills, and stresses the importance of being a positive representative of the school.	1	2	3	4
Always puts safety first during practice related to proper hydration.	1	2	3	4
Is aware of and supports proper hygiene as relates to Myrsa Virus.	1	2	3	4
Follows proper safety protocols regarding injuries (occurrence) and rehabilitation (cleared to play).	1	2	3	4
Promotes the concept of individual excellence in the classroom and in the sport.	1	2	3	4
Stresses conditioning, physical fitness and teaches injury avoidance during the season, pre-season, and post season.	1	2	3	4
Promotes the importance of teamwork and insists on good sportsmanship.	1	2	3	4

RECOMMENDATIONS/COMMENTS:

The signature of each coach below does not necessarily indicate agreement with the above evaluation, but indicates he/she has read it. The coach may attach a memo within 5 days explaining his/her disagreement regarding any aspect of the evaluation.

Signature of Coach

Date

Administrative Director

Date

Athletic Director

Date