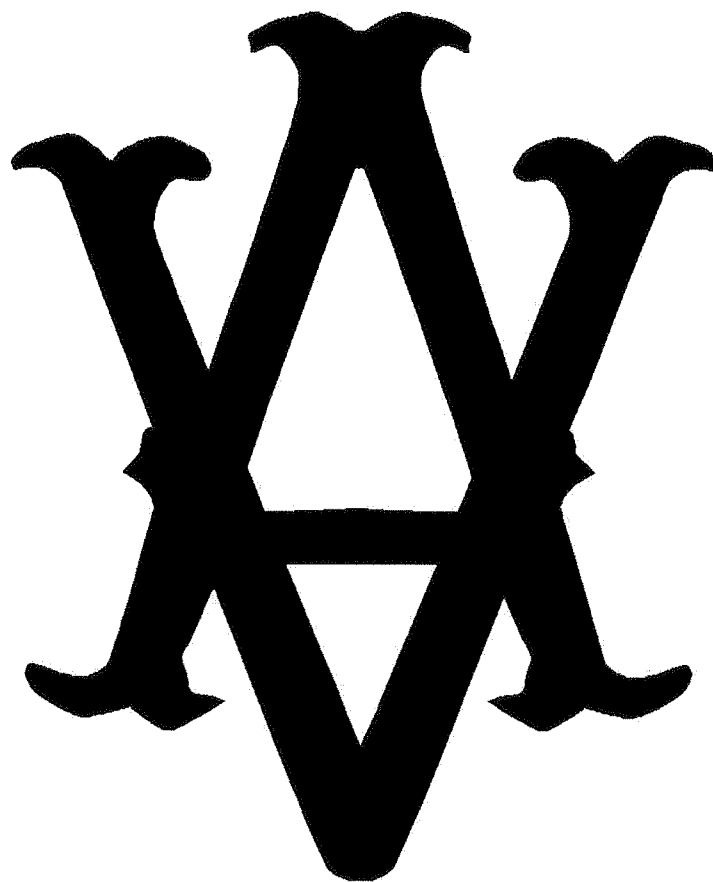


AMADOR VALLEY HIGH SCHOOL



"SCHOOL OF CHAMPIONS"

ATHLETICS DEPARTMENT
HANDBOOK

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AMADOR VALLEY HIGH SCHOOL ATHLETIC DEPARTMENT

PHILOSOPHY

Amador Valley High School's athletic program is an integral part of our school's educational program. We believe competition helps to develop life-long values and skills. We further believe athletic competition provides experiences that enhance boys' and girls' growth physically, mentally, and emotionally.

We believe the element of competition and winning is important, but is not the driving force of the program. We believe winning is an attitude and these experiences help prepare our students as we move into the 21st century.

We believe that participation in athletics, both as a player and as a student spectator, is an important part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, team, and the student body. In an athlete's play and conduct, the athlete represents all of these groups.

Interscholastic athletics is a voluntary program. Thus, competition in high school athletics is a privilege and not a right. The privilege may be revoked when the athlete fails or refuses to comply with the rules. Such experiences contribute to the knowledge, skill, and emotional patterns that an athlete develops, thereby making them a better person and citizen.

Under our athletic philosophy, students are encouraged to participate in as many sports as possible. No coach should use his/her personal bias or position to encourage a student not to participate in another sport; nor should a coach ever try to "sell" his/her sport at the expense of another.

WORKING TOGETHER TO MAKE A DIFFERENCE

- We believe students are our highest priority.
- We believe the dignity, worth, and self-esteem of participants should be paramount to all athletic activities.
- We believe that the most important result of competition is the development of life-long values and skills.
- We believe the athletic program is an integral part of the high school experience.
- We believe high school athletics should be fun and rewarding.
- We believe athletic programs are most beneficial when they are competitive.
- We believe winning is an attitude resulting from optimum preparation, concentrated effort, and a deep commitment to excel.
- We believe a well-designed athletic program promotes community and school pride.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe morale, satisfaction, and performance are enhanced when athletes work together as a team.
- We believe well-qualified coaches and program administrators are important components in a successful athletic program.
- We believe positive parent support and involvement enhance student growth and program quality.

THE AMADOR WAY...CODE OF CONDUCT

INTERSCHOLASTIC STUDENT ATHLETES

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This code applies to all student athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

Be worthy of trust in all I do.

- Integrity: live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- Honesty: live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- Reliability: fulfill commitments; do what I say I will do; be on time to practices and games.
- Loyalty: be loyal to my school and team; put the team above personal glory.

RESPECT

- Respect: treat all people with respect all the time and require the same of other student athletes.
- Class: live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre and post game rituals.
- Disrespectful Conduct: don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Respect Officials: treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

- Importance of Education: be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- Role Modeling: Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administrator.
- Self Control: exercise self control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
- Healthy Lifestyle: safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
- Integrity of the Game: protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

- Be fair: live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

- Concern for Others: demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
- Teammates: help promote the well being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

- Play by the Rules: maintain a thorough knowledge of and abide by all applicable game and competition rules.
- Spirit of Rules: honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

CLEARING UP THE NCAA CLEARINGHOUSE

- **What is the NCAA Clearinghouse?**
The Clearinghouse is a central repository for information for high school curricula that the NCAA maintains to conduct evaluations on incoming freshman. The operation evaluates the record of high school graduates records in light of current NCAA initials-eligibility requirements.
- **Why should I apply?**
A prospective student-athlete needs to apply and receive a 'final' certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student athlete does not need to apply if he or she will attend a junior college, NAIA or NCAA Division III institution.
- **When should I apply?**
If a student athlete will be attending a Division I or II institution he or she may apply anytime after making the decision. The Clearinghouse will normally make a 'preliminary' decision (one which reflects course work taken prior to high school graduation) only during the senior year. The Clearinghouse will issue a 'final' certification only upon receipt of a transcript proving high school graduation.
- **Where do I get the necessary forms?**
The registration materials have been mailed to all U.S high schools free of charge. Most often the forms are maintained in the school Counseling Office. A student may also write directly to the Clearinghouse to have the materials mailed to their homes.
- **Will this help me be recruited?**
The Clearinghouse is not a recruiting agent. The Clearinghouse establishes a prospect's initial eligibility and forwards this information to only those colleges requesting information.
- **Can I be recruited if I have not registered?**
Yes, the decision the Clearinghouse reaches does not directly impact a college's ability to proceed with the recruiting process. The Clearinghouse decision affects a student athlete's ability to practice, competes and receive athletically based financial aid while a freshman at an NCAA Division I or II school.
- **Where can I find the certification guidelines ?**
The current standards are contained in the registration materials normally available through the high schools. You may also wish to consult the athletic department of the college or university you may wish to attend. Many times the athletic department will have a compliance coordinator who will be a very good resource.
- **Where can I call for more information?**
The Clearinghouse has a service unit open from 8:30 AM to 4:30 PM (Central Time) at (319) 337-1492.

CONDUCT OF COACHES

All Amador Valley High School coaches are required to discuss the CIF Code of Conduct contract with their athletes at the start of each season. Both coaches and athletes will be required to sign the contract. We believe and support the CIF standard of **"Pursuing victory with honor."**

Athletics at the high school level is an educational endeavor. Athletes learn lessons that serve them their entire lives. Among these are sportsmanship, perseverance, teamwork, and appropriate responses to winning and losing.

Athletic coaches in the Pleasanton Unified School District are expected to reflect a positive attitude in all their approaches and interactions with officials and opponents. There will never be justification for physical or verbal abuse of an athlete. Coaches are expected to always treat every athlete with dignity and respect.

In the Pleasanton Unified School District, swearing and the use of obscenities are always inappropriate, whether at practice or during an event.

EXPECTATIONS FOR EXCELLENCE

To be successful, all coaches shall:

- Become thoroughly knowledgeable in his/her sport and should be continually trying to improve by reading, attending clinics, and keeping an open- toward changes in teaching and coaching techniques. minded approach
- Treat all the athletes as individuals with separate needs and desires.
- Be firmly committed to doing the job of coaching in the most positive and dignified manner possible.
- Set a good example in appearance, behavior, and language. Any discourteous or unethical conduct by any coach will not be tolerated.
- Follow the school rules CIF and NCS to the letter. Be loyal to them and expect your athletes to do the same. The rules are there to protect the athlete and the coach.

HEAD COACH...PROGRAM RESPONSIBILITIES

- Supervises overall program, including all lower level teams and coaches. Submits to the Athletic Director a proposed list of assistant coaches for approval before the start of the season. Makes sure that the School District has approved all coaches on his/her staff.
- Directs the assignments and duties of assistant coaches working in the sport.
- Provides for the general upkeep and protection of equipment in the program.
- Reports to the Athletic Director at least once every two weeks while the sport is in season with regard to the development of the program.
- Conducts a complete inventory of the equipment used in the sport at the end of the season and works directly with the Athletic Director in issuing and collecting all equipment and uniforms for his/her sport. Sees that all uniforms and equipment have been returned at the end of the season and issues bills to students who have lost or damaged any uniforms or equipment.
- Prepares and submits a budget for the sport no later than April 1 for the following year.
- Strives to build good sportsmanship and to develop good public relations in the school and community.
- Develops criteria for earning awards in season of sport. Notifies the Athletic Director and players of the criteria. Submits a list of all award winners no later than one week following the completion of the season.
- Issues lockers to all athletes to be used in the team room.
- Supervises the locker room, weight room, gym, or any facility their teams are using. (This may be assigned to the assistant coach).
- Reports scores to both the Athletic Director and local newspapers after each contest.
- Alerts the Athletic Director or School Administrator in charge of athletics of any new athlete to the school in grades 10-12.
- Reports any dangerous equipment or field conditions to the Athletic Director.
- Supports any and all discussions by Administration and Athletic Director.
- Supports all activities of the Amador Valley Booster Club.
- Submits all requests to the Amador Valley Booster Club through the Athletic Director by the required date.
- Alerts the Athletic Director of any student who has been ejected from a contest, report any major injury or any "unusual" circumstances that have occurred at practice or in a contest. This should be done on the day of the occurrence.

- Submits all required forms (schedules, budgets, etc.) on or before the due date as requested by the Athletic Director.

PERSONAL RESPONSIBILITIES

- Assures that the assistant(s) know the CIF Blue Book rules, Amador Valley High School's athletic coach's handbook, and all school rules and regulations. **Makes sure that the Administration, Athletic Director, and the Pleasanton Unified School District have cleared anyone involved in their program before they are allowed to work within the program.**
- Assures that each athlete turning out has had a physical exam, has completed the insurance and parent permission card, and has cleared any debts for missing uniforms and equipment. **Makes sure that only those students who have been cleared by the Student Activities Office may practice.**
- Provide for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
- Supervises the actions and conduct of the team whenever they are under the coach's jurisdiction.
- Supervises athletes on all bus trips. This includes traveling on a bus or van both to and from contests.
- Sees that the members of the team are dressed appropriately while representing the high school at the athletic events.
- Clears with the Athletic Director the departure times for trips that involve loss of class time, and sees that the faculty is given adequate and appropriate notice.
- Explains all PUSD, CIF, NCS and high school athletic policies to all members of the team and has all athletes complete and sign the athletic code form.
- **Prepares a schedule for the following year no later than May 1, listing any dates that the coach will need full day sub coverage.** Clears any changes to the schedule with the Athletic Director.
- Meets regularly with his/her coaching staff.
- Provides the Athletic Director with an evaluation of each staff member under his/her jurisdiction at the end of the season.

ASSISTANT COACH...PROGRAM RESPONSIBILITIES

- Have knowledge and understanding of CIF rules, high school athletic policies, and all school rules and regulations.
- Exercises proper control over equipment and materials under the coach's jurisdiction.
- Strives to build good sportsmanship and to develop good public relations in the school and community.
- Supervises the shower room and locker room at the beginning and end of each practice and game.
- Submits a list of all award winners no later than one week following the completion of the season.

PERSONAL RESPONSIBILITIES

- Assures that each athlete trying out for the team under his/her jurisdiction has had a physical exam, has completed the insurance and parent permission card, and has cleared any debts for missing uniforms or equipment.
- Supervises the actions and conduct of the team whenever they are under the coaches' jurisdiction.
- Supervises the conduct of the team directly under the coaches' supervision on all bus trips and at all athletic contests. This includes traveling on the school bus both to and from contests.
- Assists in return, storage, and inventory of school equipment, recommending athletes for awards, recommending facility maintenance and improvements, recommending equipment to be purchased, recommending schedule improvements and making reports as requested by the head coach and Athletic Director. All this should be done at the end of the season.

NON-CERTIFICATED COACHES

In addition to the regulations and guidelines specified in the District's Handbook for Athletic Coaches, the non-certificated coach must meet each of the conditions and qualifications listed below:

- Meets each requirement mandated by Title V, California Administrative Code Regulations for Athletic Coaches
- Complete *Employment Application* for coaching position and submits it to Human Resources prior to interviewing for a position.
- Complete the *Coaching Contract* and submit to the Athletic Director.
- Complete the following documents and submits them to Human Resources prior to beginning coaching responsibilities:
 - W-4 form
 - Employment Eligibility Verification (Form I-9)
 - Emergency Information Sheet
 - Designation of Beneficiary
 - Pre-Employment Health Information
 - EEOC Compliance Form
 - Oath of Allegiance
 - Receipt of Child Abuse Reporting Requirements
- Provides evidence of freedom from tuberculosis by a certificate dated within six days of first employment. This certification must be renewed at least every four years thereafter (The District Human Resources department will provide a reference to a medical center where the test will be made without charge).
- Be fingerprinted. Fingerprints are forwarded to the California Department of Justice.
- The term of employment contract applies only to the CIF defined season of sport.

CONDUCT OF ATHLETES

Athletes often perform publicly so their behavior is subject to scrutiny. Athletes should set a good example in appearance, behavior, and language. Any discourteous or unethical conduct by any Amador Valley High School athlete will not be tolerated.

With this in mind, there are some behaviors that are particularly offensive and are subject to the following consequences:

Unsportsmanlike Conduct

If an athlete is ejected from a game for any reason, (unsportsmanlike conduct, fighting, etc.), the athlete shall be prohibited from participating in the next contest. A second ejection in a season will disqualify the athlete for the remainder of the season. All athletes and coaches will be required to read and sign the NCS Ejection Policy Form before the start of the season. The players form is in the Athletic package. Coaches will be given the form to read, sign and return to the Athletic Director. Coaches and players will also be required to read and sign the CIF Code of Conduct contract at the start of each season. We support the CIF policy of "Pursuing victory with honor."

Drugs and/or Alcohol

Possession or use of drugs and/or, in and/or out of season, on school time or at a school event, or based on verifiable information outside of school, shall result in immediate removal of the athlete from participation in all athletic contests for no less than ten school days. A second offense shall result in immediate removal from the team for the remainder of the season, up to one calendar year with an appeal process available to the student at the end of the season.

Interaction with Officials

If an athlete physically assaults an official, the athlete shall be banned from interscholastic athletics for the remainder of the student's eligibility (CIF Blue Book Section 522). Coaches need to lead by example in their conduct towards officials.

If, in the judgment of the Superintendent or designee, a specific case merits review, the Administrator in charge of athletics or designee may convene a panel consisting of two out of season head coaches and the Athletic Director.

ELIGIBILITY

Coaches must closely monitor the eligibility of team members. The Athletic Director should be contacted regarding any recent change of schools or any athlete new to the school.

Eligibility requirements originate from two sources:

- CIF eligibility requirement, including residency
- Pleasanton Unified School District eligibility requirements.
 - The student must be **residing** with the parent/guardian within the boundaries of the school attendance area. If not, the student must be granted a 2603 waiver of ineligibility.

For information concerning the CIF eligibility requirements, consult the CIF Handbook.

- The student must have passed a minimum of **20 units during the previous grading period.**
- The student must have **at least a 2.0 GPA.**
- Before a student can participate in a sport, he/she must have clearance from the Student Activities Office stating the student athlete has had a physical, health insurance, parent consent form, and has signed the athletic code.
- **No student is to be allowed to practice or tryout for a team without the coach receiving this Clearance Form from Student Activities.**

Notes:

- The most frequent reason for teams forfeiting games is due to participation of ineligible players.
- To be eligible, a student must be living with his/her parent/guardian, in a residence, within the boundaries of your high school district.
- A student who **falsifies his/her address** in any way and does not meet the residence requirements will penalize the whole team. If this occurs, **EVERY GAME** in which the student participates **MUST BE FORFEITED.**
- If a student, whose residence in town has not changed, is eligible in another school the previous year, the student may not be eligible (refer to Rule 213).
- A student who has attended **more than 8 semesters** of school, grades 9-12, is ineligible.
- Once a student has established residence, eligibility in a school, regardless of where his/her parents move or with whom he/she is residing, he/she is always eligible at that school.
- A student who is **19 years old** before September 1 is ineligible.

- A student who has attended a private school, special school, or continuation school may or may not be eligible.
- A student who competes on any outside team in the same sport during the season will be ineligible.
- A student who has **competed on any high school team** other than your high school team the preceding year should double check eligibility to be sure.
- At the beginning of each season, each coach from every level will submit a complete list of all team members to the Athletic Director.
- Athletes with a GPA between 1.75 and 1.99 and no more than one F may apply for academic probation once during the school year. An athlete becomes eligible and ineligible **at the moment grades are posted**.

POLICIES AND PROCEDURES

Coaching Assignments

The Principal makes coaching assignments on a year-to-year basis. The Athletic Director advises the Principal on the selection of coaches.

Policies, Rules, & Regulations

Each Coach is responsible for knowing and understanding the athletic policies, rules, and regulations. Coaches' philosophies and procedures should follow the spirits as well as the letter of the school, District, league, NCS and CIF regulations.

Supervision of Squad Members

Coaches are to set the expectation that their squad members conduct themselves as ladies and/or gentlemen at all times. Each coach is responsible for each student under his/her **supervision** at all times.

Coaches are held responsible for the conduct of squad members during practice, games, and on trips. His/her concern should be for the physical well being of each student and the preparation of each student for competition so that he/she may play with **safety** and meet the demands of the sport.

Cooperation with Other Coaches

Cooperation is an essential part of the school athletic program. Coaches should cooperate with other coaches of their sports in the school. They should support **each other in an ethical manner**.

Overall Team Responsibility

Varsity head coaches, in cooperation with the Athletic Director, have overall responsibility of all teams of that sport in respect to systems, equipment, and placement of players from one squad to another.

Squad Responsibility

Individual coaches shall be in charge of their squad in directing practice sessions and contests. Coaches are expected to maintain good discipline and cooperative team effort. The coach is expected to use good judgment in all activities.

Equipment Responsibility

Each coach is charged with the responsibility of seeing squad members take proper care of issued equipment, (including its return at the close of each season) and of facilities at home or away.

Encourage Full Participation

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.

Respect Officials

Coaches are expected to respect and support officials at all times.

Public Support

Public criticism of other coaches or officials is inappropriate.

Private Expression of Concern

An assistant coach needs to support the head coach at all times as far as players and parents are concerned. **Discuss any disagreements in private.**

Non-Certificated Coach and Volunteer Approval

All non-certificated coaches and volunteers must have the approval of the Principal, Athletic Director, and be cleared by the Pleasanton Unified School District. **No coach is to work with our athletes until they have been cleared by the school district.**

Athletic Policies: Instructing & Reporting

Each coach is responsible to instruct the team concerning athletic policies. Each coach will report infractions to the Athletic Director and to the Administrator in charge of Athletics as soon as possible.

A coach will *not* permit:

- A student to practice or participate on a team against administrative approval.
- Athletes to use non-school approved transportation to and from athletic contests. Any exceptions must have prior approval of the Athletic Director.
- Students must attend a minimum of four classes in order to participate in practice or a game.
- The Administrator in charge of Athletics or the Athletic Director may allow exceptions.

Injuries

The coach will assume the responsibility of **caring for and reporting athletic injuries**. Reports are to be filed with the Athletic Director **within 24 hours** of any serious injury.

Purchasing

The Athletic Director must approve the purchase of any team clothing or equipment.

Locker Room Supervision

Each coach is responsible for supervising the locker room at the beginning and end of practices. **At no time is the locker room to be left unsupervised.**

Team Roster

Each coach will present to the Athletic Director a **Team Eligibility Roster by the end of the second week of practice** and immediately inform him of any changes. It must include the student's name, grade, and identification number.

Numerical Roster

Each coach will present to the Athletic Director a **Team Roster with uniform numbers** as soon as team members and uniforms numbers are assigned. Coaches should make these numerical rosters available to parents and for handout at games.

Eligibility

Head coaches should thoroughly explain eligibility requirements, including residency, to all squad members. It is also imperative that all coaches, in all sports, 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.

Issuance of Stipends

Stipends will be issued after satisfactory completion of the end-of-season check out procedure. This includes return of keys to the Principals' Secretary, uniform and equipment inventories, and season results report turned in to the Athletic Director. **Bills for Uncleared Materials must be turned in to the Student Activities Office for any missing uniforms and equipment.**

CPR and First Aid

CPR and First Aid certificates are required of all coaches. Classes will be offered free to all coaches one week before the start of each season. CPR must be renewed every 2 years and First Aid every four years.

ORGANIZING PRACTICES

KEYS

Prior to the season, the Athletic Director will assist you in checking out needed keys. The keys checked out to you are meant to meet only your official needs. Misuse of these keys can jeopardize the security and liability of the school and your job. **Therefore, do not loan or make your keys accessible to others.**

California Penal Code 469: Unauthorized making, duplication, use, or possession of keys. *Any person who knowingly makes, duplicates, causes to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, and state agency, board, or commission, a county, city, or any public school community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*

PLANNING FOR THE SEASON

It is essential that each coach have a well-structured plan for his/her season of responsibilities. If a coach does not have a clear understanding of what tasks must be completed prior to an athletic contest, problems develop, thus placing an unnecessary burden on others.

In preparing for the year, consider the following:

- Equipment and Uniform needs
- Contest set-up needs and procedures
- Supervision
- Number of aides needed to help run the event(s)
- Payment for official(s)
- Tournament entry fees
- Transportation
- Athletic eligibility
- Banquets (Athletic Director will give you direction)
 - Place date on calendar as soon as possible
 - Allow two weeks for awards
 - Allow two weeks to print banquet programs
- Check-out procedure and form

FINANCES

Budgets are developed in cooperation with the Athletic Director during the spring of each year. When the budget is developed, dollar amount allocations are made to meet specific needs of each sport. **Only the Athletic Director** can initiate expenditures for operations, equipment, and tournaments. Then school administration must give approval. Note: Neither Associated Student Body nor the school will accept responsibility to meet payments if this procedure is not followed.

Any needs of a particular athletic program must be communicated to the Athletic Director with the understanding that the Athletic Director will initiate and the administration approve the expenditures. It takes two or three days before a check can be cleared. There is no substitute for advanced planning. A coach cannot expect (on short notice of less than two or three days) to have approval for payment and the payment for a specific service or item both on hand at the time needed.

WORK ORDERS

All routine work orders require administrative approval at the site level. Coaches are to submit any needed work order through the Athletic Director. Any changes to facilities or grounds require District approval. Booster Clubs or Teams are never permitted to proceed in the modification of grounds or facilities without appropriate approval.

TOURNAMENTS

Many athletic programs are either involved in tournaments or sponsor tournaments during the year. If a team is to participate in a tournament, the coach has three tasks:

- Entry fees must be requested well in advance of the tournament.
 - Bus or van transportation must be arranged well in advance.
 - Field trip forms, if necessary, must be signed by teachers and turned into the Attendance Office two days prior to the day(s) of missed school.
- Any overnight trips must be submitted to the Vice-Principal to be reviewed and approved by the District and School Board in May of the previous school year.**

In most tournaments the coach knows only the time of the first game. If the team wins the first game in a tournament, then preparation for the second and subsequent games become short notices problems. In such instances,

immediate contact must be made with the Athletic Director so transportation and other plans can be completed.

TEAM MEETINGS

- Beginning of Season-Review (with parents and students)
 - Sport rules
 - School rule (include athletic code)
 - District rules and policies
 - CIF rules
 - Care of equipment
 - Team rules and consequences
 - Applicable fees and expenses
 - Selection of team procedure
 - Practice and game schedules
- End of Season
 - Banquet (time, place, cost, dress, etc.)
 - Equipment check in and charges
 - Election, if desired, for captain, most improved, etc.
 - Don't forget managers and statistics in your program or letter winner's list
 - Check out form turned into Athletic Director

TEAM EQUIPMENT

For most sports there are two types of equipment; uniforms and general team equipment.

Uniforms are checked out to individual team members who have qualified under the eligibility requirements and who have been identified as a team member by the coach. Although the uniform is the responsibility of the student, it is the coach's responsibility to issue the appropriate charges when equipment is lost, stolen, or damaged. Student Uncleared Bill forms are available in the Student Activities Office and must be filled out by the coach, a copy must issued to the student and turned into the Student Activities Office.

A season can be quickly ruined by the loss of important equipment. Since equipment left about the campus and not securely stored can be stolen or vandalized, team equipment must be monitored closely by the coach. At the end of the season, equipment in need of repair should be brought to the attention of the Athletic Director. Since repairs often take some time to complete, the coach should attend to repairs as soon as it is prudent.

TRANSPORTATION

Transportation requests are to be submitted to the Athletic Director well in advance of the start of your season. In most cases, teams will travel by charter bus to away contests. District vans can be used for some teams, but will need to be scheduled also through the Athletic Director. The Athletic Director will need time to process your transportation requests and calculate the total transportation cost to your team. Transportation costs will be paid by the Athletic Booster funds or individual parents depending upon the amount of money raised by your teams.

SECURITY

It is the responsibility of every coach to closely monitor the security of school facilities. It is incumbent upon a coach to ensure all facilities are secured after use, all equipment is returned to its proper storage facility, and the storage facility is locked.

NEGLIGENCE

Liability implies responsibility and it is practically synonymous with supervision. Every teacher or coach is constantly liable for the results of his/her actions while performing his/her duties. A teacher or a coach is bound by the law to exercise care which a "person of ordinary prudence would exercise under comparable circumstances."

Certain elements are necessary for a successful suit based on negligence. Negligence may be found for ignorance, forgetfulness or where a person did not act in accord with the judgment of a reasonable prudent person in the same position. No allowances are made for mental or temperamental differences.

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 year round without restriction. The other side believes in dividing the time up so that everyone has an opportunity to play many sports.

While the actual practice obviously lies somewhere between the two positions, the general position of the Pleasanton Unified School District is much closer to the latter stance.

To better cope with the problem of specialization, the following rules will be enforced:

- There will be no deviation from practice starting dates as stated by the State, Section, or League rules.
- The sport completing its season will take precedence where there is overlap.
- **NO coach is to discourage any athlete from participation in another sport.**

THE AMADOR WAY

I pledge to fulfill my Role in our Community of Character by acting with

RESPONSIBILITY

- Doing what I am supposed to do
- Always doing my best
- Being accountable for my actions

COMPASSION

- Being kind to myself, others, and the environment
- Helping others in need
- Being forgiving

SELF-DISCIPLINE

- Practicing self-control
- Setting goals and working towards them
- Striving for personal improvement

HONESTY

- Telling the truth
- No cheating or stealing
- Being trustworthy

RESPECT

- Using good manners, not bad language
- Being considerate: honoring the feelings of others
- Dealing peacefully with anger, insults, and disagreements

INTEGRITY

- Being reliable: doing what I say I'll do
- Having the courage to do the right thing
- Building a good reputation