



OXNARD UNION
HIGH SCHOOL DISTRICT

COACHES HANDBOOK



OUHSD COACHES HANDBOOK

Philosophy (3,4)

CIF (Bluebook and NFHS- links!)

Board Policies 6145.2,.3.4

Expectations

Conflict Resolution

Major Duties: Pre-Season, Season, End-of-Season

Safety - Physical and Mental Health

Finances / ASB Procedures

Rosters, Scheduling and Clearance

Transportation

Facilities / Equipment

Close of Season

PHILOSOPHY

Introduction

The purpose of this policy is to define and clarify the Athletic Policies and Procedures of the Oxnard Union High School District. The Oxnard Union High School District Board of Trustees believes that participation in interscholastic athletics provides the opportunity for developing lifetime skills, which will help students become well-rounded individuals. Our goal is to help student athletes develop their physical abilities, also aid in their intellectual, academic and disciplinary growth. We consider it a privilege to be a student-athlete in Oxnard Union High School District and expect our student athletes to be excellent representatives of our community.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. 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. (BP 5145.2)

Philosophy

The welfare of all students will be the guiding principle of the Athletic Program. The program, in conjunction with the CIF Six Pillars of character helps to build positive school climate and promote physical and social emotional well being of participating students. Athletic participation is a privilege to all students who voluntarily accepts the rules and regulations outlined and as such is not required by the District. Enforcement of the athletic code is the responsibility of the school, coaches, parents and athletes on a year-round basis. All athletic activities in the Oxnard Union High School District shall be closely coordinated with the general instructional program and with the other departments of the School District.

In addition the Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. (BP 5131) (BP 3516) (614BP 5.2-Athletic Competition).

Students Before Athletes

Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity

Primacy of Educational Goals:

- Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of 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.

RESPONSIBILITY:

- *Life Skills* — Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
- *Advocate Education* — Advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.

- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
- *Unhealthy Substances* — Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance enhancing drugs.
- *Eating Disorders* — Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Physician's Advice* — Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
- *Enforcing Rule* — Enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
- *Protect Athletes* — Put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
- *Access* — Help make your sport accessible to all diverse communities.
- *Improper Commercialism* — Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS:

- *Fair and Open* — Be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING:

- *Safe Competition* — Put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Caring Environment* — Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CIF

Coaches Should Per CIF:

- Be a role model to the program and its athletes.
- Establish a close sincere rapport with the athletes in your program.
- Give each athlete a feeling of self-worth.
- Have a well-organized program with well defined standards.
- Provide a well-supervised athletic program for as many students as possible, ensuring the well being of the student athlete.
- Emphasize positive motivation. Give praise and compliments to your athletes and remember to only criticize the play; not the player.
- Develop a winning program. Winning is not always the best measurement, but it is very important to the credibility of your program.
- Handle losing with maturity and class
- Provide a foundation promoting loyalty, school spirit, and ownership within the high school community.
- Be a proponent of the entire sporting community at your high school. Actively encourage your players to be multiple sport athletes.

Pursuing Victory with Honor CIF Expectations for Coaches:

- Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
- Make sure that their program enhances the academic, emotional, social, physical and ethical development of the student athletes.
- Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
- Enforce, with student-athletes, the district-approved codes of conduct for student athletes.
- Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
- Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

OUHSD BOARD POLICIES

Athletics:

CIF

6145.4

Sexual Harassment

Bullying

Sexual Harassment Board Policy

Derogatory Comments

- Jokes, slurs, graphic verbal commentary about an individual's body, and graphic verbal commentary of a sexual nature.

Physical Harassment

- Unwelcome or offensive touching, impeding or blocking movement.

Visual Harassment

- Derogatory or offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.

Unwelcome Sexual Advances

- Requests or demands for sexual favors.

A prompt and thorough investigation will be done if any student or coach is accused of sexual harassment. Law Enforcement may be brought in if deemed necessary.

Bullying Policy

- Bullying can be player to player, coach to player, or player to coach.
- Bullying can include cyber bullying.
- Do not humiliate a player.
- Do not demean a player.
- Do not use other players to bully players on a team.
- IF YOU WANT RESPECT – GIVE RESPECT.
- You are required to report all cases of bullying.

EXPECTATIONS

Athletic Director /Major Duties and Responsibilities:

- Promote Athletic Program
- Game Management
- Coaches' Paperwork
- Prepare Annual Budget
- Coordinate Coaches' Meeting/Attend CIF and League Meetings
- Support and Follow District Policy and Procedures
- Supervise and Evaluate Head Coaches
- Prepare Requisitions for Safety Equipment
- Assist in Scheduling
- Maintain Facilities
- Ensure Student Eligibility
- Communicate CIF/League rule changes
- Assist the Assistant Principal in hiring process
- Arrange for medical coverage at football games
- Arrange for physical exams
- Coordinate ticket sellers
- Maintain athletic records
- Verify officials, coordinate security
- Monitor rosters for all sports
- Maintain communication with newspapers
- Act as a liaison between administration and staff
- Monitor and supervise athletic funds
- Act as a mediator between coaches, teachers, and parents
- Maintain and monitor Title IX compliance
- Provide emergency forms to coaches before practice begins.
- Oversee athletic transportation

All Head Coaches will assist the Athletic Director:

- Placement of coaches/volunteers (confirming all required certifications are met)
- Budgeting
- Scheduling
- Transportation
- Awards
- CIF and League meetings
- Care, maintenance, and preparation of athletic facilities for practice and games.
- Updating Athletic Director with coaching list – when adding or deleting coaches/volunteers into the program
- Evaluation of their program

Assistant Principal – Athletics Major Responsibilities

- Assist in evaluation of Head Coaches
- Follow-up on discipline issues, appeals and formal complaints
- Act as a Liaison to Principal for Athletics
- Oversee organization of major athletic events
- Ensure proper administrative supervision of athletic events
- Check all athletic accounts

All Head Coaches are responsible for:

- Keeping inventory of equipment
- Issuing and receiving equipment
- Submitting equipment needs to the Athletic Director
- Care and maintenance of equipment
- Care and prevention of injuries
- Confirming that “only” district cleared coaches/volunteers are out on the coaching field/court/pool side/grounds
- Updating team rosters regularly and when needed
- Instructing and evaluating all assistant coaches of their responsibilities
- Settling differences of opinion among assistant coaches at staff meetings
- Double checking new equipment and notifying the Athletic Director of any problems.
- Recruiting student managers and instructing them of their duties
- Being responsible to the Athletic Director, Assistant Principal and Principal for the total conduct of the sport
- Promoting a positive attitude toward your sport and the entire athletic program
- Reporting injuries and/or conflicts that occur at an athletic event
- Carefully supervising all of the respective teams, including lower level teams.
- Comply with district policies and procedures regarding the hiring/use of all paid and volunteer walk-on assistant coaches
- Know and follow district board policies and administrative regulations regarding transportation of student athletes and students to and from district sponsored athletic events.

EXPECTATIONS of the COACH
Coaches Expectations and Responsibilities

Coaches' Responsibilities:

- Ensure Eligibility.
- Athletes are expected to follow all school rules and regulations.
- OUHSD's eligibility rule demands that all athletes must have a 2.00 GPA (on a 4 point scale) at the end of the grading quarter. If the student is below a 2.00 GPA, he/she will not be allowed to compete until the next quarter grading period.
- The student must be passing 20 credits in each grading period. The student must also be making successful progress towards meeting graduation requirements.

Practice and Game Days:

- Organize and conduct all practice sessions. Cooperate with other coaches when facilities must be shared.
- See that all players and team personnel have a way home after the squad has returned from a road trip.
- Instruct squad members on proper use and care of equipment.
- See to it that the locker rooms are properly supervised at all times.
- Make sure that injuries are cared for in a professional manner including the notification of the player's parents.
- Work out details of out-of-town trips with the Athletic Director.
- Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose.
- Keep such statistics as are necessary for school records.
- Properly secure doors, turn off lights, heaters and air conditioners during hours/days.
- Keep the Athletic Director informed. Attend all coaches meetings. Communicate with other coaches when they have any concerns.
- Assure that all student-athletes are cleared completely, including Athletic Clearance and any necessary CIF-SS transfer paperwork, through the Athletic Office prior to tryout/practice/competition.

League/Ventura County/CIF Meetings:

- Varsity head coaches are required to attend a pre-season and a post-season league meeting. If you are unable to attend, please send your assistant coach so a representative may attend the meeting.
- Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent your school on all-league teams.

Prepare an accident report on any injury under the following circumstances:

- Athletes need medical attention during activity, shortly after activity or in day(s) following activity.
- An athlete who is injured and cannot or does not return to activity while it is in progress even though no medical treatment is provided. This may be pursuant to athletes, coaches or parent's decisions.
- Athletes are unable to practice or play in subsequent activities on the following day(s) due to previously sustained injury that did not require reporting under situations above. This may also be the case where no medical treatment is provided.

**Accident reports should be filed by the coach or athletic trainer at the school site with a copy sent to the District Office within 24 hours. Assure no athlete returns to activity following injury or illness without appropriate medical clearance from athlete's medical treatment provider.*

Coaches Leading by Example:

- Be responsible for keys. Please do not give them to managers or athletes. Walk-on coaches are to turn their keys in at the end of their season to the Athletic Director. NEVER make copies of keys.
- Confirm medical release forms are completed for each athlete and are carried to all athletic events and practices. Bring a first aid kit when necessary to away competitions.
- Maintain department budget for your sport.
- Know fundraising rules and responsibilities.

Appropriate Coach to Player Behavior Education:

- All new coaches meet with the Athletic Director; he goes over appropriate vs. inappropriate behavior.
- All coaches sign the CIF-SS Code of Ethics.
- All new coaches are required to read/sign off on District mandates.
- Coaches have clear expectations about bullying issues and harassment issues.
- All Head Coaches attend regular coaches' meetings.
- All coaches complete the NFHS and OUHSD training.
- All coaches are required to sign off after reading the Athletic Handbook.

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Hiring of New Coaches:

- ALL COACHES MUST BE CLEARED THROUGH THE DISTRICT OFFICE.
- AT NO TIME MAY A COACH WORK WITH THE STUDENT-ATHLETES WITHOUT DISTRICT CLEARANCE.

Assistant Coach or Lower level Job Description Qualifications:

- Coaching Certification
- District Coaching Paperwork filled out
- Valid CPR and Standard First Aid Certificates.
- Sign-off on receipt and knowledge of Coaches Handbook
- Fingerprint Clearance
- TB Clearance
- Previous coaching experience in assigned sport is preferred
- Has knowledge and background in the assigned sport

Assistant Coach Duties and Responsibilities:

- Support the head coach in conducting the athletic program of the particular sport and the total athletic program.
- Coach individual participants in the skills necessary for excellent achievement in the sport involved
- Assist the head coach in carrying out his/her responsibilities. (Pre-season, in-season, and post-season)
- Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- Plan and schedule with the head coach a regular program of practice (including holiday or vacation periods).
- Be responsible for the junior varsity and/or freshman programs where deemed possible.
- Properly supervise student-athletes at practice, in transit, and at games

- Has a thorough knowledge of all the athletic policies and assumes the responsibility for implementation of such policies.
- Maintain discipline and work to increase morale and cooperation within the school sports program and school community.
- Perform other duties that are consistent with the nature of the position and that may be required by the head coach.
- In the case of emergency or authorized absence of the head coach, assume all responsibilities here in designated as those of the coach.

Conflict Resolution

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student-athletes and coaches may arise.

Termination of Participation by an Athlete

Cut from a team because of lack of ability:

- An athlete cut from a team may try-out for another sport immediately.

Dropped from a team by mutual consent:

- An athlete may terminate association with a team by approval of the coach prior to dropping the sport.
- The athlete is eligible to try-out for another sport subject to approval by the athletic director and the coach of the new sport.

Quitting a sport:

- An athlete who quits any sport without approval of the coach and athletic director will be suspended from participating in any athletic program until the next sport season which is identified as the last regular season game.

Appeal Procedure

- All student athletes have the right to appeal their suspension from any sports program. The appeal process must be initiated by the student athlete in the form of a written request to the Athletic Director within one week of the suspension.
- It will then go to the Athletic Review Board.

Athletic Review Board

- The Athletic Review Board at the school site shall be composed of the Principal or School Administrator, Athletic Director, Counselor and a neutral coach.
- The purpose of the Review Board is to hear appeals from suspended athletes who desire to return to the sports program.

The following outlines this process:

Step 1: Individual Student – Coach Contact:

- The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student – Coach Contact:

- The parent/student should set a time to meet individually with the coach.
- Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, parents or athletes are present.

Step 3: Parent/Student Athlete – Athletic Director contact:

- If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director.
- If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4 and 5 Conflict Resolution:

- **Step 4: Parent /Student Athlete- Administrator/AD/Coach contact**
- If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the principal to schedule a meeting with all concerned parties.
- **Step 5: Parent/Student Athlete – Assistant Superintendent**
- If there is no resolution at Step 4, the parent/student athlete should contact the Assistant Superintendent to schedule a meeting with all concerned parties.

MAJOR DUTIES

Pre-Season:

- Athlete Contract: Team rules, behavioral expectations, progressive discipline
- Conduct parent and team meeting(s)
- Attend Pre-Season Meetings (District and League)
- Safety requirements
- Policies
- Transportation policy and details
- Varsity Letter and Scholar Athlete Requirements
- Make sure all players are cleared
- Hand out rosters and final schedules

In Season:

- Report scores to athletic director/newspapers/social media/CIF Home or Home Campus
- Make sure students are excused at the time that is indicated on the itinerary
- Ensure transportation is set up for each contest
- Ensure field or facility is set up for the game
- Make sure the locker room, sidelines, vans, buses are cleaned and secured.
- Make sure that all athletes have transportation home
- Report any serious matter to administration
- Ask for support where needed

Post Season:

- Turn in end of season award list on time
- Provide a list of All-League Selections
- Fill out CIF playoff forms if appropriate
- Complete a uniform and equipment inventory and turn into the athletic office two weeks after the end of the season
- Attend Post Season League Meeting
- Attend All County Meeting
- Attend All-CIF Meeting (if applicable)
- Schedule in a timely manner and attend Team Awards Night
- Schedule end of season evaluation meeting with Athletic Director to review season
- Submit facilities request for summer program
- Arrange for summer tryouts

Schedules/Rosters/Team Pictures:

- Coaches are responsible for scheduling any pre-season contests. The complete schedule for fall sports should be given to the athletic director by **May 15th**; winter sports by **September 15th** and spring sports by **December 15th**. Please get approval for tournaments or overnight road trips before you schedule them.

- Give a roster of your squad to the Athletic Director/Athletic Secretary as soon as possible and update it as necessary. Please include uniform numbers with your roster.
- Schedule team pictures within 2 to 3 weeks after the first day of practice with the school's photography vendor. It is your responsibility to distribute the envelopes and help organize your students on the day of the event.

Team Uniforms:

- Athletes are **financially responsible** for all equipment and uniforms that they have checked out.
- The athlete will receive credit on items checked in only if they are the identical items checked out.
- Athletes may not try out for another sport until all equipment has been returned.

Practice/Games:

- Practices are mandatory and can be held daily, (**CIF RULES PROHIBIT PRACTICING ON SUNDAY**). Practice schedules for each sport are determined by the availability of the coach and facility. Practices may start during the athletic period or after school.
- The coach, in coordination with the Athletic Director, sets the practice times.
- The athlete must always consult with the coach if he/she must miss practice or game.
- Consequences for absences will be based on the head coach's rules that will be told to the athletes on or before the first practice.

Practice Time:

- The OUHSD schools will allow up to 3 hours of practice time a day. Additional weightlifting time will not exceed 1 additional hour of time a day. If the weightlifting is not included in the 3 hours of practice time, coaches will end practice at least a ½ hour earlier on those days.
- The OUHSD schools recognize the importance of academics and will not have mandatory practices after school for those sports not in season during the week of finals.

TRYOUTS and TEAM SELECTION

Team Selection:

- Tryout guidelines and evaluation criteria should be formulated by the head coach in consultation with assistant coaches and distributed to the athletic director.
- The coach shall discuss the following information to all candidates for the team:
 - ❖ length of tryout period;
 - ❖ criteria used to select the team;
 - ❖ practice commitments if a student makes the team;
 - ❖ clear notification that tryouts are based on the performance during the selection period and not based on summer participation or coaching camps the athletes participated in prior to selections

Athletic eligibility regulations before a student can tryout:

- A student-athlete must be registered and cleared through AthleticClearance.com, including a sports physical which is good for one year.
- Tryouts should be structured so that they are fair and equitable for all candidates.
- A minimum evaluation period of three days is recommended. Team selections will be made after this evaluation period based on **sport specific skills, athletic abilities, and attitude.**
- If a student is going to miss tryouts due to extenuating circumstances, e.g., extended sports season, sickness, injury, or another compelling reason, he or she must have prior approval of the head coach.
- The results of tryouts need to be announced in a timely fashion and empathy should be shown to all candidates.
- A team list may be posted with prior approval of the athletic director.
- It is recommended that each candidate be personally informed of the cut and the reason for the action.

Coaches are encouraged to discuss alternative possibilities for participation in the sport or other areas in the athletic program.

SAFETY

Air Quality

AQI for Students follows the standards set by the EPA for healthy air quality at schools, it is a color-coded system for school activities including physical education classes and sports events.

Check conditions: [AirNow](#) [Accuweather](#) [PurpleAir](#)

- **Green Flag - Good (0-50)** - Great day to be active outside
- **Yellow Flag - Moderate (51-100)** - Good day to be outside. Students who are unusually sensitive to air pollution could have symptoms
- **Orange Flag - Unhealthy for Sensitive Groups (101-150)** - It is OK to be active outside, for short activities and physical education class. For longer activities such as athletic practice, take more breaks and do less intensive activities. Reduce vigorous exercise to 30 minutes per hour of practice time. Increase rest breaks and substitutions. Watch for symptoms and provide first aid as needed. Ensure that sensitive individuals are medically managing their condition. Students with asthma should follow their action plans and keep their quick-relief medicine handy.
- **Red Flag - Unhealthy (151-200)** - Move activities indoors or reschedule them to another day or time. Watch for symptoms and provide first aid as needed. Ensure that sensitive individuals are medically managing their condition. Students with asthma should follow their action plans and keep their quick-relief medicine handy.
- **Purple Flag - Very Unhealthy (201 - 300)** - Move all activities indoors or reschedule them to another day.

Heat Index


- **Green Flag (85 degrees to 94 degrees)**
 - Low to Moderate Risk/Use Caution
 - Students should have shaded areas, water provided, and access to air-conditioned break areas
 - For longer activities such as athletic practice, take more breaks and do less intensive activities
 - Reduce vigorous exercise to 30 minutes per hour of practice time
 - Increase rest breaks and substitutions
 - Watch for symptoms and provide first aid as needed.
 - Ensure that sensitive individuals are medically managing their condition.

- **Yellow Flag (95 degrees to 99 degrees)**
 - High Risk/Move indoors
 - Consider rescheduling indoor practice to another day or time
 - Watch for symptoms and provide first aid as needed.
 - Ensure that sensitive individuals are medically managing their condition.

- **Red Flag (100 degrees to 105 degrees)**
 - Very High Risk/No outdoor activity
 - Limit time outside to moving between indoor spaces or exiting campus

- **Black (Purple) Flag (106 degrees and higher)**
 - Extreme Risk/No practice
 - Move students to cooler indoor spaces or exit campus

		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	81	78	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	89	90	91
	82	79	79	80	80	80	81	81	82	83	84	84	85	86	86	88	89	90	91	93	95
	83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	89	91	93	95	97	99
	84	80	81	81	81	82	82	83	83	84	85	86	86	88	89	90	92	94	96	98	100
	85	81	82	82	82	83	84	84	85	86	86	88	89	91	93	95	97	99	102	104	107
	86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112
	87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116
	88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121
	89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	127
	90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127	132
	91	85	86	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132	138	145
	92	86	87	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131	137	144	151
	93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136	143	151
	94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141	148	156
	95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140	147	154	162
	96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145	152	160	168
	97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150	158	166	174
	98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148	156	164	172	180
	99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153	161	170	178	186
	100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158	166	174	182	190
	101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155	163	171	180	188	196
	102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160	168	176	184	192	200
	103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165	173	181	190	198	206
	104	96	98	100	103	106	110	114	119	124	130	137	145	153	161	170	178	186	194	202	210
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166	174	182	190	198	206	214	
106	98	100	103	106	109	114	119	124	130	137	145	153	162	171	179	187	195	203	211	219	
107	99	101	104	107	111	116	121	127	134	141	149	157	166	174	182	190	198	206	214	222	
108	100	102	105	109	113	118	123	130	137	144	153	162	171	179	187	195	203	211	219	227	
109	100	103	107	110	115	120	126	133	140	148	157	166	175	183	191	199	207	215	223	231	
110	101	104	108	112	117	122	129	136	143	152	161	170	179	187	195	203	211	219	227	235	
111	102	106	109	114	119	125	131	139	147	156	166	175	184	192	200	208	216	224	232	240	
112	104	107	111	115	121	127	134	142	150	160	170	180	189	197	205	213	221	229	237	245	
113	104	108	112	117	123	129	137	145	154	164	174	183	192	200	208	216	224	232	240	248	
114	105	109	113	119	125	132	140	148	158	168	178	187	196	204	212	220	228	236	244	252	
115	106	110	115	121	127	134	143	152	162	173	183	192	201	209	217	225	233	241	249	257	
116	107	111	116	122	129	137	146	155	166	177	186	195	204	212	220	228	236	244	252	260	
117	108	112	118	124	132	140	149	159	170	181	190	199	208	216	224	232	240	248	256	264	
118	108	113	119	126	134	142	152	162	174	185	194	203	212	220	228	236	244	252	260	268	
119	109	114	121	128	136	145	155	166	178	188	197	206	215	223	231	239	247	255	263	271	
120	110	116	122	130	138	148	158	170	182	191	200	209	218	226	234	242	250	258	266	274	
121	111	117	124	132	141	151	162	174	187	195	204	213	222	230	238	246	254	262	270	278	
122	111	118	125	134	143	154	165	178	190	198	207	216	225	233	241	249	257	265	273	281	
123	112	119	127	136	146	157	169	182	195	203	212	221	230	238	246	254	262	270	278	286	
124	113	120	129	138	148	160	172	186	199	207	216	225	234	242	250	258	266	274	282	290	
125	114	121	130	140	151	163	176	190	203	211	220	229	238	246	254	262	270	278	286	294	



Heat Index

Extreme Danger	Heat stroke likely.
Danger	Stroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Stroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

Team Tryouts:

- Notification to students for tryouts should include but not be limited to:
 - School Announcements
 - Marquee
 - School Flyers
 - Social Media

Back to Back Seasons:

- An athlete, who is ending one season and immediately starting another sport, may have up to three days off (a weekend counts as two days).
- It is the responsibility of the athlete to see the coach whose season he/she is starting and confirm how many days he/she can take off.
- These athletes are recommended to have a 3 day tryout requirement.

The Role of your FS/JV Team:

- If you are a varsity coach, it is required that you have an active role with your FS/JV program. If you are a FS/JV coach, it is expected that you will work with the head varsity coach.
- The above may include scouting, running fundraisers, etc.
- A successful program has to have cooperation between all teams.
- As a varsity coach, you need to support your FS/JV coach and his/her athletes because they are your future.

Transportation and Trips:

- All student-athletes must ride in school provided transportation or approved parent transportation to and from all contests.
- With coach's discretion, students may sign out with their coach if they are going to return home with their parent.
- Please meet the parent/guardian and make sure that only their child is going home with them.
- Coaches are to see that school vans/buses are kept clean or cleaner than when first boarded.
- When your team is to use a van, you should pick up the keys and a Vehicle Checklist from District Transportation.
- The keys should be returned immediately with a completed vehicle checklist.

Overnight Trip Request:

- Any trip that requires an overnight stay by students must be approved by the administration in advance. The Coach must fill out the "Overnight Trip Request Form".
- This package needs to be completed and turned in at least 3 weeks before the departure date. The Principal must get district Approval for the trip.

Parent Drivers:

- A parent may drive a group of students to a competition only if that parent has completed a district transportation form.

Uniform Policy:

- Athletes are financially responsible for all loaned equipment and uniforms checked out. All uniforms will be issued by the coaches. It will be the coach's responsibility to do the following:
- Schedule a day and time to have uniforms Issued.
- Keep a list of names, sizes, and/or numbers prior to the date of being issued.
- Ensure all team members are there at the assigned time.
- Collect uniforms at the end of season. All other equipment is to be issued and collected by the coaches.
- Uniforms and equipment should be clean when returned by the student at the end of the season.

Ordering of Equipment:

- Make sure you have collected/fundraised enough money in your ASB club account prior to ordering.
- Submit to AD a quote for the equipment you want to buy.
- AD will obtain a PO and order the equipment.
- Invoice will be paid by the AD through the Bookkeeper
- No equipment will be bought without AD approval. If you purchase something without AD approval, you pay for it.
- After all money has been collected, a school issued check will be sent to the company for merchandise ordered.

Purchase of Equipment:

- The Athletic Director will oversee ordering of all equipment and uniforms.
- It is the responsibility of the coach to provide quotes from the company that he/she would like to order from.
- All equipment must be approved by the Athletic Director and be ordered by using a district or student body purchase order.
- Do not order equipment or uniforms unless you have the money to purchase them.

Purchase of Team Shirts/Sweatshirts:

- The coach needs to oversee the artwork and design of the team t-shirt/sweatshirt. The colors must be school colors.
- Once you have put everything together, you must get the approval of the Athletic Director before they can be ordered.

Facilities:

- There is no excuse for any coach to look the other way or use the facility in a manner that will abuse it.
- Each sport has specific things that need to be done before practices or games.
- It is expected that the coach will make sure that these things are done correctly. Students should be supervised and the coach should check to make sure facilities and setup of equipment is done correctly.
- All athletic equipment and facilities are restricted to use by high school students and staff only. Use of facilities will be arranged by the Athletic Director and respective coaches. The high school facilities are not to be used for activities that fall outside of a high school event.
- For example, a coach may not use the gym for a basketball game with his/her friends. Any use of the facility beyond games or normal practice hours must be approved in advance by the Athletic Director and the OUHSD Facilities Director.
- Coaches are responsible for locking all facilities before they leave the site.

Gym Use:

- All teams using the gym must sweep, pick up trash, and ensure bleachers are in before and after using the gym.
- There should be absolutely no food or drinks or hard shoes permitted on the floor.
- The coach should be the last person out and ensure lights are off and doors are locked.

Gym Usage:

- **Gym coaches will schedule the gymnasium usage with consultation with the Athletic Director, if necessary. Careful consideration will be given to:**
- Equality of male and female teams.
- Sufficient practice time for all teams.
- During inclement weather, when the gym usage may be great for outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. The indoor sport planned has first priority.
- Practice on non-school days may be scheduled only after consultation with the Athletic Director. The Athletic Director will notify the community usage service of the times the building will be in use via Facilitron.

Athletic Weight Room:

- Coaches must supervise their athletes at all times, there are no exceptions.
- The weight room is available to current students only; with appropriate supervision.
- In order to use the weight room you must set up days and times with the Athletic Director.
- Teams will be responsible for putting all weights and bars back properly, cleaning the pads and sweeping the floor after use.

- DO NOT ALLOW A STUDENT TO USE A FACILITY WHEN YOU ARE NOT THERE!

Hazing:

- Hazing is **prohibited** at all times. Hazing activities of any type are inconsistent with the educational goals of the school system.
- “Hazing” means committing an act against a student, or coercing a student into committing an act that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- **Note: The school district will investigate all complaints of hazing and will discipline the athlete accordingly. Discipline may include suspension and or expulsion from school.**

School Suspensions:

- Students may not participate or attend any game, contest, practice or school activity on any school day while suspended from school.
- This includes contests at away sites.
- The suspension is in effect until the student is readmitted to classes by an administrator.
- Code of Conduct violations may result in an athletic suspension.

Drugs and Alcohol Policy:

- **Students:** [BP 5131-6](#)
- **Staff:** [BP 4020](#)

Fundraising:

- Many of the athletic teams have established themselves as clubs with the Associated Student Body to facilitate fundraising. If you would like items beyond what the budget allows, your team will need to fundraise.

- You must fill out and turn in the Fundraiser Form to the ASB Activities Director. The ASB Director must give final approval to hold any fundraiser.
- At no time should you as the coach be handling money.
- Students and parents should deposit any payments and fundraiser money with the ASB Bookkeeper at your site.
- Minutes are required for all purchases from the club account
- Coaches should be aware of legal and illegal fundraising events.

Purchase Orders from ASB Club Account:

- To use money in your club account you must fill out a “Purchase Order” form.
- A team meeting must take place, approved minutes, and player signatures are required, and handed into the bookkeeper when it is completed.
- **ASB needs to approve all club expenditures**

Separate Financial Accounts:

- **YOU CANNOT HAVE A FINANCIAL ACCOUNT THAT IS OUTSIDE OF THE SCHOOL.** It is against school policy to have an account that is not under the school control and deposited at the school’s bank. Failure to comply with this policy may terminate your employment as a coach.

Fees/ACLU Key Points for Athletics:

- Wording on notices must indicate that fundraising and donations are not tied in any way to student placement, student participation or evaluation of student performance.
- All extracurricular and athletic budgets need to be based on voluntary fundraising and voluntary donations.
- Distinction: A student cannot be required to participate in fundraising as a condition of participation in the extracurricular activity but can be required to attend fundraising events in the same way attendance at practices; games, rehearsals or performances are an expected aspect of participation.
- The cost of “necessary supplies” for the activity or sport such as game day uniforms and safety protective equipment must be included in the program budget.
- Spirit packs and accessories may be offered for purchase but may not be required.
- Transportation, if it is a required part of the extracurricular activity, must be included in the activity budget. It is probably OK to offer non-required transportation for a fee.
- **Suggested language for extra-curricular donations and fundraising**
Fundraising and donations are not tied in any way to student placement, student participation or evaluation of student performance.

Athletic Participation Form/Clearance List:

- At the start of tryouts, the Head Coach shall verify that all athletes trying out are cleared on AthleticClearance.com.

- The athlete should **not** be allowed to try out until they are on the clearance list.

Athletic Transportation Guidelines:

- The coach should determine what method of transportation his/her team will use to get to games, i.e., bus, van, parent drivers.
- If buses or vans are the determined method of transportation, the coach must complete transportation requests no later than 3 weeks prior to the season.
- If parent-drivers are the determined method of transportation, the coach must have each parent who may possibly drive the athletes fill out the Personal Vehicle Transportation Form.
- These forms need to be turned into the athletic secretary 2 weeks prior to games, in order to get approval from the Principal.

Bus Behavior:

- Athletes will be expected to conduct themselves appropriately at all times while riding to and from an athletic contest.
- Any athlete(s) involved will pay for any damages to the buses.
- Said athlete(s), by this behavior, will be subject to dismissal from the team and school discipline.

Eligibility/Ineligibility lists:

- If quarter grades come out during the middle of the season, the athletic director will send out a notice to all coaches as to which athletes are no longer eligible to participate in the sport for the rest of the season.
- Coaches should do regular grade checks to ensure student eligibility.
- Grade changes must be cleared through the Principal. (CIF-SS Bylaw)

Summer Roster, Tryouts, and Athletic Period Class:

- It is the head coach's responsibility to set tryouts for his team.
- The Head Coach should also have a tryout before the regular season starts in order to give all transfers and new students an opportunity to try out for the team.
- The Head Coach will turn in a final roster to the Athletic Secretary, Assistant Principal, Counselors, and the Athletic Director.
- The head coach will notify the athletic secretary of any changes in the roster throughout the school year.

Emergency Medical Forms/Kit/Game Day:

- At the start of a season, the Athletic Office will give each coach a copy of the Medical Information/Athletic Emergency (Physical) form for each of their athletes.
- These forms must be carried by the coaches to every practice, game and tournament.

- These forms have the proper people to call in case of emergency.
- An athletic kit with first aid supplies will be provided for “away” games. Supplies will be provided by the Athletic Trainer.

Physicals:

- The Athletic Office will try to arrange a “Physical Day” at the high school at the end of the school year.
- A local doctor will come to the high school to provide physicals for the athletes for the coming season.
- The cost of this physical will be minimal.
- If the athletes do not get their physical done on this day, it is the family’s responsibility to have the physical done with his/her own medical professional prior to trying out for a sport.
-

Parent Involvement:

- Parents can play a very important role in our athletic program.
- They can do many off the field tasks that will enhance your program.
- Please make sure to follow the expectations set up by High School to ensure the best athletic program for your team.

Communication with Parents:

Every year there are misunderstandings between parents and coaches concerning a variety of issues. In order to minimize these problems, it is mandatory that you have a Parent Meeting.

The following items should be covered:

- Your E-mail address and/or home/business phone number.
- Practice schedules – days and times as well as where those practices are to be held.
- Game Schedules and our web site so they can go to it if a game has been canceled.
- Criteria for being selected to play on your team.
- Team Rules and consequences for violating those rules.
- Eligibility requirements as set forth by CIF, our league, and OUHSD High School District.
- Physical exam, Insurance and drug policy requirements.
- Transportation information – If you have the need to call upon parental help in transporting your team, this would be a good time to ask for it.
- GO OVER CONFLICT RESOLUTION STEPS

Appendices

1. CIF Blue Book

Link: <https://cifss.org/resources/blue-book-contents/>

2. CIF Code of Ethics - Athletes

Link:

<https://cifss.org/wp-content/uploads/2015/07/Code-of-Ethics-Athletes-17-18.pdf>

3. CIF Code of Ethics - Coaches

Link:

<https://cifss.org/wp-content/uploads/2015/07/Code-of-Ethics-Coaches-17-18.pdf>

4. OUHSD Board Policy:

a. BP 3452 Student Activity Funds:

<https://www.oxnardunion.org/board-of-trustees/board-policies/#1509031803800-761fc42f-5d74>

b. BP 3156 Emergencies and Disaster Preparedness Plan:

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Board-Policy-35161.pdf>

c. BP 3515.4 Automated External Defibrillators

<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2013/09/BP-3515.4-Automated-External-Defibrillators.pdf>

d. BP 5145.12 Search and Seizure:

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/03/BP-5145.12-Search-Seizure.pdf>

e. BP 5131 Student Conduct:

http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5131.pdf

f. BP 5116.1 Intra District Transfer Policy:

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/BP-5116.1.pdf>

g. BP 5118 Open Enrollment Act Transfers:

http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5118.pdf

h. BP 5113 Absences and Excuses:

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP5113-ABSENCES-and-EXCUSES-Board-Approved-9-10-14.pdf>

i. BP and AR 5116.1 Intradistrict Open Enrollment

BP: <https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/BP-5116.1.pdf>

AR: <https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR>

- [-5116.1.pdf](#)
- j. BP 5117 Interdistrict Attendance
<https://www.oxnardunion.org/board-of-trustees/board-policies/#1509031806275-dbc493df-3019>
 - k. BP 5143 Accident Insurance:
http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5143.pdf
 - l. BP 5132 Dress and Grooming:
http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5132.pdf
 - m. BP 5131.6 Alcohol and Other Drugs:
http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5131-6.pdf
 - n. BP 5131.62 Tobacco:
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP5131-62-TOBACCO-Board-Approved-08-27-14.pdf>
 - o. BP 5144 Student Discipline:
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP5144-1-SUSPENSION-EXPULSION-DUE-PROCESS-Board-Approved-8-27-14.pdf>
 - p. BP 6142.7 PE Local Governing Board Policy:
<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2019/05/BP-6142.7.pdf>
 - q. BP 6143 Adoption of Courses of Study:
https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-p6143.pdf
 - r. BP and AR 6145 Extracurricular Activities:
BP:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/BP-6145.pdf>
AR:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.pdf>
 - s. BP 6145.4 Athletic Competition
https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-a6145-4.pdf
 - t. BP and AR 6145.2 Athletic Competition
BP:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/BP-6145.2.pdf>
AR:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.2.pdf>

- u. BP 6146.1 General Graduation Requirements:
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2015/06/6146.1-approved-51618.pdf>
- v. BP 6153 School - Sponsored Trips:
http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-a6153.pdf

Athletic Regulation(s):

- a. Athletic Competition:
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.2.pdf>

Education Code:

- a. <http://leginfo.legislature.ca.gov/>

Health and Safety Code(s):

- a. HSC 11007:
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=11007
- b. California Education Code 32051 - Hazing Laws:
<https://law.justia.com/codes/california/2005/edc/32050-32051.html>

District forms:

- a. Extra pay schedule:
https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-a6145-4.pdf
- b. Volunteer Permission/Temporary Coaching Form:
<https://www.oxnardunion.org/human-resources/resources/forms/Form>
- c. Transportation permission form:
<http://www.vcssfa.org/Forms/Transportation-Forms>

Forms:

- a. Sport Program Budget Sheet:

(School Sport)			
20__ - 20__ Budget			
Prepared: (year, date)			
Item	Amount	School Allocation	Fundraising
Personnel			
Equipment			
Tournament Fees			
Summer Fees			

Total Program Cost	\$0.00	\$0.00	\$0.00
Number of Athletes In Program	40	40	40
Cost Per Athlete	\$0.00	\$0.00	\$0.00