

SEPARATE COVER ITEM 14.2.4  
COACHES & ATHLETES  
HANDBOOKS

MEETING: MAY 26, 2009

## **Tracy Unified School District Coaches Handbook**

### **Changes Implemented for 2009-2010 School Year**

Page #3: Insert for Kimball High School Roster  
Page #7: Title IX Information Complaint Contact  
Page # 16: Activity Fees  
Page #28: Kimball High School Colors& Mascot

\*\*\* Coaches Roster are not complete due to Budget Crisis\*\*\*

\*\*\* After deletion of subscription line through these pages will be re-numbered in Table of Contents\*\*\*

## **Tracy Unified School District Athletes Handbook**

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# Tracy Unified School District

## Coaches Handbook

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• Weeks Award	
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• Richard Romero Award	
• Manuel Costa Outstanding Field Event Award	
• Trophies	
• John Kimball Award	
• West High Varsity Basketball	
• James L. Stroup Award	

Position	Name	Phone
Principal	Cheryl Domenichelli	
Athletic Director	Joe Lawrence	
<b>FALL SPORT COACHES</b>		
Cross Country		
Football Varsity		
Football Sophomore		
Football Frosh		
Girls' Golf		
Boys' Soccer Varsity		
Boys' Soccer-JV		
Girls' Tennis		
Volleyball Varsity		
Volleyball Sophomore		
Volleyball Frosh		
Boys' Water Polo		
Girls' Water Polo		
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity		
Boys' Basketball Sophomore		

Boys' Basketball Frosh		
Girls' Basketball Varsity		
Girls' Basketball Sophomore		
Girls' Basketball Frosh		
Wrestling Varsity		
Wrestling JV		
<b>SPRING SPORT COACHES</b>		
Baseball Varsity		
Baseball Sophomore		
Baseball Frosh		
Boys' Golf		
Gymnastics		
Softball Varsity		
Softball Sophomore		
Softball Frosh		
Girls' Soccer Varsity		
Girls' Soccer JV		
Swimming		
Boys' Tennis		
Track		
<b>YEAR ROUND SPORT COACHES</b>		
Dance Team		
Pep Squad		
Principal	Jeff Frase	830-3370 ext. 3010
Athletic Director	Vacant	830-3370 ext. 3064
<b>FALL SPORT COACHES</b>		
Cross Country	Joe Raco	830-3370 x 8305
Football Varsity	Steve Lopez	830-3370 x 3402
Football Sophomore	Steve Anastasio	830-3370 x 3412
Football Frosh	Chris Meyers	830-3370 x 3409
Girls' Golf	Jim Rice / Gary Moore	831-5289
Boys' Soccer Varsity	Joe Perry	543-7559
Boys' Soccer-JV	Nate Perry	836-2278
Girls' Tennis	Ben Tsukiji	(408) 266-9570
Volleyball Varsity	Pete Mullen	830-3340
Volleyball Sophomore	Shannon Troutman	830-3370 x 3177
Volleyball Frosh	Deborah Spenser	839-9386
Boys' Water Polo	Bob Kuks	832-3133 or 815-3817

Girls' Water Polo	Al Carson	835-8796
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity	TBA	830-3370 ext. 3200
Boys' Basketball Sophomore	Derek Sprecksel	830-3370 ext. 3145
Boys' Basketball Frosh	Steve McMasters	835-3750
Girls' Basketball Varsity	Joe Lawrence	830-3370 ext. 3410
Girls' Basketball Sophomore	Joe Hernandez	831-5300
Girls' Basketball Frosh	Marin Miller	839-1419
Wrestling Varsity	Ed Carlos	481-9414
Wrestling JV	New coach in fall	
<b>SPRING SPORT COACHES</b>		
Baseball Varsity	Jim Rice	831-5289
Baseball Sophomore	Gary Moore	831-5289
Baseball Frosh	Vince Vargas	740-9639
Boys' Golf	Matt Loggins	830-3370 ext. 3413
Gymnastics	Jennifer Garay	640-9759
Softball Varsity	Steve Anastasio	830-3370 x 3412
Softball Sophomore	Marin Miller	839-1419
Softball Frosh	Deborah Spenser	839-9386
Girls' Soccer Varsity	Able Dorado	607-2985
Girls' Soccer JV	Brian Ballard	481-5625
Swimming	Pinkie Phillips	835-5674
Boys' Tennis	Michael Quintana	833-9813
Track	Joe Raco	830-3370 ext. 8305
<b>YEAR ROUND SPORT COACHES</b>		
Dance Team	Xochits Garcia	815-4187
Pep Squad	Michael Campos	608-2476
Principal	Jason Noll	830-3360 ext. 2010
Athletic Director	Mark Stroup	830-3360 ext. 2075
Bookkeeper	TBA	830-3360 ext. 2075
Athletic Clerk	Maria Arce	830-3360 ext. 2035
<b>FALL SPORT COACHES</b>		
Cross Country	Gary Henderson	830-3360 ext. 2437
Football Varsity	Mark Stroup	830-3360 ext. 2075
Football Sophomore	Jeremy Silcox	830-3360 ext. 2035
Football Frosh	Jay Fishburn	830-3360 ext. 2429
Girls' Golf	Derek Solano	830-3360 ext. 2284
Boys' Soccer Varsity	Phil Kalis	830-3360 ext. 2447
Boys' Soccer-JV	Troy Brown	830-3360 ext. 2410
Girls' Tennis	Paul Demsher	830-3360 ext. 2421
Volleyball Varsity	David Daily	830-3360 ext. 2420
Volleyball Sophomore	Gerianne McGee	830-3360 ext. 2035
Volleyball Frosh	Erma Patrick	830-3360 ext. 2035

Boy's Water Polo	Mike Woodward	830-3360 ext. 2082
Girls' Water Polo	Keith Britt	830-3360 ext. 2035
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity	Paul Demsher	830-3360 ext. 2421
Boys' Basketball Sophomore	Troy Brown	830-3360 ext. 2410
Boys' Basketball Frosh	Paul Pederson	830-3360 ext. 2058
Girls' Basketball Varsity	Mike Granillo	830-3360 ext. 2035
Girls' Basketball Sophomore	Mike Granillo	830-3360 ext. 2035
Girls' Basketball Frosh	Keith Britt	830-3360 ext. 2035
Wrestling Varsity	Daryl Rond	830-3360 ext. 2484
Wrestling JV	Daryl Rond	830-3360 ext. 2484
<b>SPRING SPORT COACHES</b>		
Baseball Varsity	Vic Alkire	830-3340
Baseball Sophomore	Ken Perez	830-3360 ext. 2035
Baseball Frosh	Frank Marty	830-3360 ext. 2035
Boy's Golf	Derk Solano	830-3360 ext. 2284
Gymnastics	Jamie Ulloa	830-3360 ext. 2035
Softball Varsity	Greg Smith	830-3360 ext. 2496
Softball Sophomore	Gerri Anne McGee	830-3360 ext. 2035
Softball Frosh	Keith Britt	830-3360 ext. 2035
Girls' Soccer Varsity	Joe Perry	830-3360 ext. 2035
Girls' Soccer JV	Phil Kalis	830-3360 ext. 2447
Swimming	Nancy Morehead	830-3360 ext. 2035
Diving	David Daily	830-3360 ext. 2420
Track	Jay Fishburn	830-3360 ext. 2429
Boys' Tennis	Dean Reese	830-3360 ext. 2479
<b>YEAR ROUND SPORT COACHES</b>		
Pep Squad	Jamie Ulloa	830-3360 ext. 2035
Drill Dance Team	TBA	830-3360 ext. 2035

## ARTICLE I DEPARTMENT OF ATHLETICS PHILOSOPHY

The Athletic Department at Tracy/West/Kimball High School is conducted as an integral component of the high school curriculum. The primary emphasis is the development of each and every athlete. This development includes a competitive spirit, alert mind, healthy body, sportsmanship, self-discipline, and athletic skills.

Tracy/West/Kimball High School is also vitally concerned with the promotion of pride and loyalty within the student body and with providing opportunities for wholesome school-community relations. It is further intended to serve as a focal point for numerous student activities, which contribute to school morale.

### Tracy Unified School District Philosophy:

The highest potential of sports is achieved when competition reflects the following six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. We can all promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these six pillars of character.

**Goals:**

Programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

Student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

Standards for participation will be adopted for coaches, athletes, parents and spectators.

All communications directed to student-athletes and their parents will enforce the six pillars.

All employees must be directly involved and committed to the academic success of student-athletes and the character building goals of the school.

Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect.

All publications and announcements will actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

The profession of coaching is a profession of the mental and physical dimensions of their sport. Coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

**Title IX Information/Complaint Contact**

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes. Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures, please contact Director of Student Services and Curriculum, Paul Hall, at (209) 830-3280.

## **ARTICLE II ATHLETIC OBJECTIVES**

The general objectives of the athletic program at Tracy/West/Kimball/Kimball High School are outlined below:

1. To provide a positive image of school athletics at Tracy/West/Kimball/Kimball High School.
2. To develop athletic skills and abilities to the fullest potential.
3. To expose students to a wide variety of social situations which will enable them to develop the positive qualities of sportsmanship cooperation, loyalty, leadership, and self-discipline
4. To always strive for playing excellence that will produce winning teams. Sportsmanship along with high standard of ethics will not be compromised in order to attain this standard of excellence.
5. To develop an appreciation for athletics and its competitiveness.
6. To provide a rallying point for the student body through which it may develop pride and loyalty.
7. To develop respect for coaches, teammates, opponents, and officials.
8. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
9. To stimulate a desire to maintain high scholastic standards.
10. To formulate desirable habits of hygiene and sanitation.
11. To demonstrate, by involvement, that penalties follow rule violations.
12. To develop concepts of goal attainment through hard work and rigorous self-discipline.
13. To provide a vehicle for development of an interest in high school and for education after high school.
14. Above all others the Athletic Department of Tracy/West/Kimball/Kimball High School intends to make each athlete's participation an enjoyable experience.

### **ARTICLE III**

### **CIF SAC~JOAQUIN SECTION**

### **SPORTSMANSHIP RESOLUTION**

That the Sac-Joaquin Section will distribute a contract to each of its member schools requesting that the appropriate administrator(s) distribute, review, and discuss the enclosed recommendations of the State CIP Federated Council with all members of each school's administrative staff, coaching staffs, athletic squads, spirit squads, booster clubs, drill team, marching band, faculty, and any other school entity concerned or involved with interscholastic athletics.

#### **CODE OF ETHICS**

It is the duty of all concerned with high school athletics:

- 1) To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) To eliminate all possibilities which tend to destroy the best values of the game.

- 3) To stress the values derived from playing the game fairly.
- 4) To show cordial courtesy to visiting teams and officials.
- 5) To establish a happy relationship between visitors and hosts.
- 6) To respect the integrity and judgment of sports officials.
- 7) To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
- 8) To encourage leadership, use of initiative, and good judgment by the players on a team
- 9) To recognize that the purpose of athletics is to promote the physical, mental, social moral, and emotional well-being of the individual players.
- 10) To remember that an athletic contest is only a game-not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

### **SPORTSMANSHIP PREAMBLE**

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches, and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

### **DEFINITION**

A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

**A)** The following are expected to be role models demonstrating sportsmanship at all times:

- 1) Principal administrative staff
- 2) Athletic directors
- 3) Coaches, players and cheerleaders
- 4) Faculty members
- 5) Booster club members
- 6) Band director

**B)** Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.

**C)** The conduct of coaches, players and cheerleaders generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.

**D)** The following behavior is unacceptable at all CIF high school contests.

- 1) Berating your opponent's school or mascot
- 2) Berating opposing players
- 3) Obscene cheers or gestures
- 4) Negative signs
- 5) Noise makers
- 6) Complaining about officials' calls (verbal or gestures)

## **ARTICLE IV**

### **COACHES PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS**

Each member of the coaching staff shall make every effort to conduct a program which emphasizes excellence as a goal, no coaches should be made to feel that their job depends upon won-loss record. Rather, will be based on the ability to teach the skills, knowledge of the sport, develop positive attitude, and the ability to properly manage a sports program. The following major performance areas stand out above others:

**1. RAPPORT:** A coach must be able to develop a good rapport with any number of individuals and groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.) the community as a whole, spectators, officials, fellow coaches, media representatives, and parents of his/her athletes. Good rapport and an image of competency are invaluable for the coach.

**2. COOPERATION:** Tracy/West/Kimball/Kimball High School expects a maximum of cooperation between all individuals associated in any degree with the comprehensive program. Coaches must work hand-in-hand with their Athletic Director, Principal, and other members of the staff.

**3. LEADERSHIP:** Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, all should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitude are very important.

**4. DISCIPLINE:** Every facet of discipline is the coaches responsibility. Individually, the coaches become a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of crowd, especially where the student body is concerned. Desire to do well and to win or lose in a positive manner should be emphasized. Staff, players, and spectators should be motivated toward established goals.

**5. CONDUCT:** A coach is encouraged not to use alcohol or tobacco of any kind in the presence of any athletes. Coaches must refrain from swearing, using vulgarity or inappropriate gestures in the presence of any athletes. This proper conduct is expected year round while in the presence of athletes whether on your team or another team.

**6. IMPROVEMENT:** A coach is encouraged to take advantage of opportunities presented for self-improvement. Attendance at rules clinics, special workshops and clinics in specific fields, and similar in-service training programs is important.

Students are expected to participate in all practices and games. A student who misses a practice or a game without the coach's prior permission will be subject to disciplinary action from a verbal warning up to dismissal from the team. Missed practices or games due to events such as, but not limited to, Girl's Treat, Prom, Disneyland, **visiting relatives, going on vacation**, or club sports are prohibited.

## **ARTICLE V COACHING QUALIFICATIONS**

All coaches must meet the following qualifications before they will be employed by the Tracy Unified School District. This includes paid or voluntary coaches at Tracy/West/Kimball/Kimball High School.

1. Coaches must be at least 21 years of age and volunteer coaches must be eighteen years of age and no longer a high school student.
2. All coaches must have and maintain a current CPR and First Aid card throughout their season.
3. All new coaches must pass a coaches certification and Pursuing Victory with Honor class. This class is required only once by Tracy Unified School District.
4. Coaches must be finger printed and have a police background check on file in the Districts main office.
5. Coaches must provide evidence of their knowledge, theory, and technique in the sport or game to be coached. Verification may be provided by the following:
  - A. Completion of college course in coaching theory and technique.
  - B. Prior service as a student coach or assistant athletic coach.
  - C. Prior coaching in community youth athletic programs in the sport to be coached.
6. Coaches must have a current and valid T.B. test on file.
7. Child psychology, or high school level coaching, adolescent psychology, as it relates to participation in sports, evidence by any of the following:
  - A. Successful completion of college course in child or adolescent psychology.
  - B. Completion of a seminar on human growth and development of youth.
  - C. Prior active involvement with youth in school or community sport program.
  - D. Playing experience.
8. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and at the high school level, regulations of the California Interscholastic Federation.

## **ARTICLE VI**

### **ALL COACHES LEGAL RESPONSIBILITIES**

Coaches responsibilities fall into three categories: preseason, in-season, and post season. There are three steps coaches can take to manage risk: A. Identifying problems. B. Evaluating. C. Resolve the risk. The following are the nine legal duties of all coaches.

1. Properly planning the activity.
2. Provide proper instruction.
3. Provide a safe physical environment.
4. Provide adequate and proper equipment.
5. Properly match athletes
6. Evaluate injuries.
7. Supervise activities.
8. Warn of inherent risks.
9. Provide appropriate first aid care.

The following are other areas of concern coaches must adhere to:

- A. All authority of the coach extends to only what is just, proper and necessary for the welfare of the student.
- B. All discipline (punishment) must be warranted, reasonable, not physically damaging, and administered currently.
- C. Coaches are not liable for accidents to students engaged in normal school activities, unless negligence on the part of the coach is the proximate cause of the injury or death.

- D. The coach cannot give any treatment for the injury or disease except bonafide emergency first aid. The coach cannot administer any medication. Every coach must make sure medical supplies are readily available.
- E. The coach must be present at all gatherings of the team member which he/she has called, regardless of the purpose.
- F. All coaches must adhere to the current C.I.F. regulations and adopted Tracy Unified School District policy in dealing with communicable diseases.

The following are common areas of negligence by coaches:

1. Faulty equipment.
2. Inadequate supervision (on the field and in the locker-room).
3. Failure to take protective measures.
4. Poor election of workout activities.
5. Lack of medical care immediately available.
6. No written release by physician after athlete recovers from an injury.
7. Failure to fill-out an accident/injury report in the bookkeeper's office within a reasonable period of time (two days maximum).

## ARTICLE VII THE SIX Pillars OF CHARACTER

**Trustworthiness** Always pursue victory with honor – Demonstrate and demand scrupulous integrity – Observe and enforce the spirit and letter of rules – Don't engage in or tolerate dishonesty, cheating or dishonorable conduct – Don't compromise education and character-development goals and stress these goals in descriptive materials and during recruiting

**Respect** Treat the traditions of the sport and other participants with respect – Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent "trash talking," taunting or unseemly celebrations – Win with grace and lose with dignity

**Responsibility** Be a positive role model on and off the field and require the same of your athletes – further the mental, social and moral development of athletes and teach life skills that enhance personal success and social responsibility – Maintain competence including knowledge of: 1) character building; 2) first aid and safety principles; and 3) coaching principles, rules and strategies – In recruiting, determine that athletes are seriously committed to getting an education and have or will develop the academic skills and character to succeed

**Fairness** Adhere to high standards of fair play – Treat players fairly according to their abilities – Never take unfair advantage – Be open-minded

**Caring** Assure that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win

**Citizenship** Avoid gamesmanship and promote sportsmanship by honoring the rules and goals of the sport – Establish codes of conduct for coaches, athletes, parents, spectators – safeguard the health of athletes and the integrity of the sport by discouraging the use of alcohol and tobacco – Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs

## **ARTICLE VIII STUDENT ELIGIBILITY**

### **Extra/Co-Curricular, Athletics-Definition**

For the purpose of this policy, extra-curricular/co-curricular activities means a program that has all of the following characteristics:

- a. The program is supervised or financed by the school district.
- b. Students participating in the program represent the school district.
- c. Students exercise some degree of freedom with the selection, planning and control of the program.
- d. The program includes both preparation for performance and performance before a public audience.
- e. The activity is not part of the regular curriculum is not graded, does not offer credit and/or does not take place during classroom time.

Examples of such extra-curricular/co-curricular activities/programs shall include but are not limited to the following:

1. All interscholastic athletics.
2. Instrumental music activities not included as part of the required program.
3. Pep squads, drill team.
4. Student government.
5. Class officers.
6. Club officers.
7. Drama activities not included as part of the required program.
8. Choral productions not included as part of the required program.
9. Competitive speech activities not included as part of the required program.
10. Out-of-class student newspaper presentations and competitions.
11. Out-of-class student yearbook, presentations and competitions.
12. Other performances or competitive groups.
13. All Agricultural/Scientific Academy Job Shadowing.

### **Eligibility for Athletics and Activities (Extra/Co-Curricular)-Attendance/Discipline**

In order to participate in school sponsored after-school activities as well as co-curricular and extra-curricular events, students need to be in good behavior standing. Good behavior standing means that the student has cleared all fines and does not owe more than 15 hours of Saturday School in the current year. Students also need to have current school identification cards and have been in attendance at school for all six periods on the day of the activity, unless absent for the following reasons and receiving pre-approval by the school administration: Medical appointments, attending funeral services of an immediate family member, or appearance in a court of law. Students sent to Support Room for all six periods on the day of the activity will be excluded from all activities on that day. Students sent to Support Room for all six periods, suspended on Friday or the last school day of the week, or not having a excused absence will be excluded from all extra-curricular activities until the following Monday or the next full day of school.

A parent may not excuse an athlete except for reasons stated above. Students leaving Tracy/West/Kimball High School may not attend any school activities during the current school year if they still owe 16 hours or more of Saturday School or fines. The eligibility list for

Saturday School hours will be updated every Tuesday and will be in effect for the next seven calendar days. Hours cleared on Monday will be posted for the following, not current week.

### **Extra/Co Curricular Scholastic Eligibility**

Participation in extra-curricular activities is a privilege. It is presumed that students who are representing Tracy/West/Kimball High School in various activities are maximizing the educational opportunities that are available to them. Continued eligibility for participation in extra-curricular activities is contingent upon the student's maintaining at least a 2.0 grade point average with no F grades.

- A. Any student member of, but not limited to, a sports team, student government, class office, drill team, song and yell group, newspaper or yearbook staff, and drama, must maintain a 2.0 grade point average with no F grades, or be excluded from participation in these activities until he/she achieves a 2.0 grade point average and no F grades as per first quarter; first semester, third quarter; second semester.
- B. Scholastic Eligibility: Students who intend to participate in extra/co-curricular-curricular activities or athletics must meet Scholastic Eligibility guidelines:
  - 1. A minimum of a "C" average (2.0 on a 4 point scale) for all classes.
  - 2. No course failures in any certification period.

The Governing Board also requires that participating students be satisfactorily progressing towards the Districts' graduation requirements in order to participate in a sport or activity. Satisfactory progress is hereby defined as the ability to graduate with one's class within conventional timelines, i.e. eight (8) consecutive semesters from freshman entrance, including summer sessions.

CIF rules require that semester grades be used to determine eligibility at the end of the second and fourth quarters. Grading periods at Tracy High School will be: first quarter, first semester, third quarter, second semester (plus summer school grades added)

- C. Certification Date: High School Students become eligible or ineligible when grades are printed and made available to parents by the registrar. However, (except incoming freshmen for the first quarter) all other students transferring from another school district, eligibility depends on the student's grades received in the last grading period in the former school district.
- D. The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades (summer school grades are also used for the fall eligibility).
- E. Students who are identified for exclusion from participation will be permitted to remain as students in credit-awarding classes associated with activities from which they are excluded as participants and shall continue to be eligible to earn appropriate grades and/or credits for the in-class portion of their work.
- F. All incoming 9<sup>th</sup> graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 9<sup>th</sup> graders must be eligible. They must have earned a "C" average (2.0 on a 4 point scale) and no course failures.
- G. Any special case or extenuating circumstances surrounding disputed eligibility of a student shall be reviewed by the principal at each site.
- H. When a student transfers to Tracy/West/Kimball High School from another school, the following will apply:
  - 1. If that student's previous quarter grade point average is below a 2.0, or has an F or No Mark, he/she shall be ineligible.
  - 2. His/her continued eligibility will be determined by the grades received in the first quarter or semester of attendance at Tracy/West/Kimball High School.

3. In all transfer cases, it is presumed that the student is eligible to participate based upon the C.I.F. transfer rules.
- I. Athletes should be informed that they must not compete:
  1. If they have attended a four-year high school for more than eight semesters, or six semesters at a three-year high school.
  2. If they have changed schools without a change of residence by their parents or legal guardians.
  3. If they compete in any game or scrimmage on an outside team during the season. Softball and baseball are considered the same sport. Exceptions are golf, tennis, cross-country, swimming, track, gymnastics, soccer and wrestling.
    - a. In these cases the athlete must compete attached, and not in a school uniform, and not be transported by a school-funded vehicle.
- J. Coaches must check all of their athlete's grades and sign an Eligibility Certificate Statement and file it with the Athletic Director prior to the first contest. In addition, coaches must sign an Eligibility Clearance form with the Athletic Director before each grading period.
- K. All other advisors/sponsors/coaches other than athletics must check all of their student participant grades and sign an Eligibility Certificate Statement which will be filed with the Activity Director prior to the event(s).
- L. Coaches and others in charge of extra-curricular/co-curricular activities must check their athletes/student participant eligibility prior to the event(s). Eligibility includes grades, fines, and Saturday School hours.
- M. Students must be enrolled in six (6) classes or the equivalent of thirty (30) credits.
- N. Athletes must be eighteen years of age or younger at the beginning of the fall semester
- O. Athletes will be an amateur in the sport in which they compete.
- P. An F grade or a No Mark (NM) will automatically cause an athlete to be ineligible regardless of the grade point average.
- Q. Coaches must hand out the rules and regulations governing athletes' conduct. Refer to "Standards Covering all Interscholastic Athletics."
- R. Coaches must inform athletes that they must be in attendance for every period the day of competition in order to be eligible to play that day. If an athlete plays in a game the day he/she does not have 100 percent attendance, he/she must sit out the next competition.
- S. An athlete may only be excused on a game day by a school administration for the following pre-approved reasons: medical appointment, attending funeral services of an immediate family member, or appearance in a court of law.
- T. Athletes who have outstanding bills or fines from a sport will be prohibited from participating in any other sport until such bills or fines have been cleared. This includes bills and fines related to equipment which has not been returned to the athletic department.
- U. Students who are scholastically ineligible shall not be prohibited from participating in any activity or program which is conducted during the regular school day. In addition, ineligible students shall not be prevented from participating in any extra-curricular/co-curricular practice activities which take place either during or outside the regular school day.
- V. Grade points earned in summer school apply to the preceding grading period for GPA computation. In determining a grade point average, "incomplete" or "NM," grades will constitute an "F" grade. However, as the "incomplete" or "NM" grade is changed to an academic grade, eligibility will again be determined at that time. The coach, instructor, and/or club advisor is responsible for eligibility certification each grading period.
- W. Documents: All athletes must have on file in the athletic director's office before the first day of practice:
  - a. Complete record of physical examination
  - b. Signed handbook statement
  - c. Proof of insurance form
  - d. Emergency medical card

Students are expected to participate in all practices and games. A student who misses a practice or a game without the coach's prior permission will be subject to disciplinary action from a verbal warning up to dismissal from the team. Missed practices or games due to events such as, but not limited to, Girl's Treat, Prom, Disneyland, rescheduled games, or club sports are prohibited.

Students in possession or under the influence of drugs/alcohol receive social/activity probation. The conditions of probation shall include a minimum of nine (9) weeks restriction from all social and extra-curricular activities. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of social restriction. For example, if a student violated the Drug Code during the last week of school, he/she would be required to complete the social restriction the following regular school year. Counseling will also be a condition of the student's probation.

#### **X. Activity Fees**

Students participating in extra-curricular athletic activities must pay an "activity fee". There will be a flat fee of \$150 per student for each sport played. If students within a family attend both high schools, then the fees of all family students should be paid at West High School. The following are the "activity fees":

<u>Fee Schedule</u>		<u>Family Rate</u>	
First Sport: \$75	\$50	Family rule applies to additional family members after first family member pays	
Second Sport: \$50	\$30		
Third Sport: \$25	\$25	regular rate. To receive the fourth sport rate, the same individual must play all 4 sports.	
Fourth sport: \$0	\$0		

All activity fees for fall, winter and spring sports must be paid by the first contest (game or scrimmage). Students will be prohibited from participation until fees are paid.

All "activity fees" need to be paid by the following dates:

Fall Sports:	by September 15
Winter Sports:	by December 1
Spring Sports:	by March 1

Refunds will NOT BE MADE if a student leaves the team for disciplinary, eligibility or voluntary reason. Pro-rated refunds will be made for involuntary special circumstances, subject to A.D. approval. For further information, please contact Athletic Director.

Y. Coaches at their discretion have the option of selecting the number of athletes on their roster. An athlete that has not been selected on a roster may not practice with a team. An athlete who is ineligible may practice with the team (coaches option) until they become eligible. These individuals will not receive a uniform or travel with the team until they become eligible.

#### **Sports Media Relations**

Tracy Unified School District's athletic teams generate a high level of public interest and media attention. Please be aware a student athlete's image reflects on themselves, their family, their team, their school and their district. Therefore, we ask all student athletes to exercise care when making statements to the media.

View the media as business partners. If possible, organize and prepare your thoughts before a scheduled interview. Often a verbal comment that seems innocent looks different when it appears in print. Remember, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print.

Trust your instincts. On rare occasions, the general tone of an interview is such that you may not be comfortable continuing the interview. Should this occur, please notify your coach, who will in turn notify the school's Athletic Director and the district office.

In general, when speaking to the media, be confident and courteous. Always remember when dealing with the media to present an image that is consistent with the ideals and high standards of your school and Tracy Unified.

Because media interviews may be a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

1. Organize your thoughts before a scheduled interview so that you are sure about the points you want to communicate. Treat all interviews the same whether it be for your school paper or a local one.
2. If the interview was not scheduled, feel free to take a few moments to collect your thoughts after each question is asked. Often after an emotional game, you need to take a moment or two to calm yourself down before an interview. It is perfectly appropriate to inform the reporter you need a moment to yourself and that you will be with them shortly.
3. Be sure to understand the reporter's question before answering it. Ask for clarification if the question is not understood.
4. Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner as it may be left open to interpretation as to what is or is not "off the record."
5. If possible, try not to speak on controversial topics. It is better to answer, "I do not know," or "I am not familiar enough with that issue to give a fair answer."
6. Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics programs are fair and are not out to "get somebody."
7. Do not criticize your teammates, your coaches, game officials or your opponents in the media. If you have concerns, share them with your teammates and your coach, not the public.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you, but upon your team and your school as well. You are encouraged to ask your coach for assistance if you feel you need help with the proper techniques for handling interview

## **ARTICLE IX**

### **"JOB DESCRIPTION OF ATHLETIC DIRECTOR"**

1. Responsible to the principal of the school.
2. Provides liaison between staff member and administration.
3. Develops and monitors the department budget.
4. Reviews staff request and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Insures that equipment is properly inventoried and maintained.
7. Approves department purchases.
8. Approves athletic schedules.
9. Responsible for administering all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation, the S.J.A.A., and the Tracy/West/Kimball High School Athletic Department; Title IX compliance as it relates to athletics, and all District board policies related to the Athletic Department.
10. Observe coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the school principal (or their designee) regarding the coaches' job assignment.
11. Responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which may include, him/herself and the principal (but not limited to).
12. Responsible for all recommendations for improvement of adequate facilities which shall be directed to the principal and school maintenance manager.
13. Recommends to the school maintenance manager the repairs and maintenance of athletic fields, track, tennis court and gymnasium, including physical education facilities. This is to be reported to the principal.
14. Resolves conflicts that may develop from time to time within the ranks of the athletic department.
15. Seeks and finds ways for supporting and financing the athletic program.
16. Submits a financial report to the principal at the end of each school year. A copy of this report is to be provided to the District Superintendent and the Board of Education.
17. Supervises the gate personnel.

18. Maintains a permanent file of medical examinations, insurance forms, and parent consent forms. This file is kept at each school site.
19. Maintains a file of all athletic suspensions and expulsions from the teams in regard to giving each athlete "due process".
20. Responsible for determining scholastic eligibility of all candidates for athletic teams.
21. Works with the principal, director of student activities, cheer leading advisor, and coaches involved in scheduling all athletic assemblies and pep rallies.
22. Arranges for medical doctors and an ambulance at all sophomore and varsity football home games and an ambulance at all freshmen football home games.
23. Represents the school as necessary in all athletic business at District, League, Section, and State meetings.
24. Responsible for scheduling all physical examinations.
25. Coordinates the preparation and the distribution of passes for the school.
26. Responsible for the annual review of the Coaches Handbook and Athletic Code book.
27. Constantly evaluates the program, always seeking ways of improving interscholastic athletics.
28. Presents recommendations for changes in athletic policies from the athletic department to the principal.
29. Performs such other duties as the principal may direct.
30. Forwards paperwork to Transportation for the purposes of clearing parent/volunteer drivers.
31. Relays information from district Transportation regarding approval/disapproval of parent/volunteer drivers to the responsible coach.

## **ARTICLE X**

### **JOB DESCRIPTION OF VARSITY HEAD COACHES**

1. Is the liaison between his/her staff and athletic director.
2. Has a thorough knowledge within his/her sport of the Rules and By-Laws of the California Interscholastic Federation, the S.J.A.A., Tracy/West/Kimball High School, and the Tracy/West/Kimball Athletic Departments and the District athletic policies.
3. Understands the proper administrative chain of command and refers all request or grievances through proper channels. Is aware of all public/staff departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
5. Trains and informs staff and encourages professional growth by encouraging clinic attendance.

6. Delegates specific duties, supervises implementation, and at season end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, adjust grievances and works to increase morale and cooperation.
8. Performs such other duties which may be assigned by the athletic director and/or the principal.
9. Assists the athletic director in scheduling, and requirements for tournaments and special events.
10. Assists in necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees. Facility requests must be completed for games and practices.
11. Provides proper safeguards for maintenance and protection of assigned equipment sites.
12. Advises the athletic director and recommends policy, method, or procedural changes.
13. Provides training rules and any other unique regulations of the sport via the Athletic Code book to each athlete who is considered a participant.
14. Gives constant attention to a student athletes' grades and conduct.
15. By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.
16. Completes paperwork on all disabling athletic injuries on proper forms and submits to the main office by the next school day.
17. Directs student managers, assistants, and statisticians.
18. Determines discipline, explains procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is dropped.
19. Participates in budgeting functions with the athletic director by establishing requirements for the next season. Recommends equipment guidelines as to type, style,color, or technical specifications. Is responsible for operating within budget appropriations.
20. Is accountable for all equipment in his/her program (varsity, sophomore, freshmen) and submits charge slips to the athletic director for any equipment lost, darnaged, not returned, or returned after the due date. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records concurring the same.
21. Properly marks and identify all equipment before issuing or storing.
22. Secures all doors, lights, windows, and locks, and collects all equipment before leaving the building or area. Do not assume someone else will lock the doors, especially a student.
23. Instill in each player a respect for equipment and school property, its care and proper use.
24. Responsible for maintaining good public relations with news media, sports clubs, parents, officials, volunteers, and fans.
25. Is responsible for reporting scores and information after every contest to reporting papers. Statistics required by local media or league representatives will also be a responsibility of the head coach. These duties may be given to an assistant or reliable manager.
26. Head coaches must pick up copies of the league rules in the bookkeeper's office.
27. Coaches are responsible for informing their athletes that if a fight breaks out on the playing area they are to remain on the bench. All coaches will remain on the bench when directed by the officials to assist.
28. Coaches must inform the athletes that if they are ejected from a game in any sport (one season) during that sport season, he/she will be suspended from the next game regardless if it is a league, non league, or section playoff game. If he/she plays the next game, the team will forfeit the game. This includes all sports.

29. Do not loan keys to students or outsiders. Keys should not be duplicated.
30. Coaches must inform their athletes that they can not drop out of one sport and start another sport without both head coaches of the sports involved approving.
31. Coaches must inform their athletes that they must attend every period in order to compete that day. All day support room suspension the day of competition will cause an athlete to be ineligible that day.
32. It is the head coach's responsibility to make sure each and every athlete has all required forms submitted to the Bookkeeper's office before they are allowed to participate in any physical activity at all.
33. Locker Room: The head coach must supervise athletes while in the locker room preparing for a contest or leaving for a contest.
34. Notices: The head coach must place early release notices in the bulletin.
35. Departures: The head coach must submit a student release form list to the attendance office 24 hours prior to departing for a contest.
36. Transportation requests must be completed two weeks prior to contest. If 14-21 athletes are traveling, vans will be used. Teams greater than 21 may use a mini-bus. Teams with more than 30 athletes will use a bus.
37. Coaches must verify that all parent/volunteer drivers have been cleared through district Transportation.
38. Confirm arrangements with A.D. for team pictures.
39. Attend and represent teams at all athletic dinners or banquets.

## **ARTICLE XI**

### **JOB DESCRIPTION OF HEAD SOPH, HEAD FROSH, ASSISTANTS**

1. Is the liaison between his/her staff and the head varsity coach.
2. Has a thorough knowledge within his/her sport of the Rules and By-Laws of the California Interscholastic Federation, the S.J.A.A., Tracy/West/Kimball High School, and the Tracy/West/Kimball athletic departments and District athletic policies.
3. Understands the proper administrative chain of command and refers all request or grievances through proper channels. Is aware of all public/staff departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school Sports program.
5. Assist in necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
6. Provides proper safeguards for maintenance and protection of assigned equipment sites.
7. By his/her presence at all practice, games, and while traveling, provides assistance, guidance, and safeguards for each participant.
8. Is accountable to head varsity coach for all equipment. Arranges for issuing, collecting, and storing of equipment, and submits to the head varsity coach an annual inventory and current records of concerning same (head sophomore coaches, head freshmen coaches).
9. Recommends the head varsity coach budgetary items for next year in his/her area of the program (head sophomore, freshmen coaches).
10. Secures all doors, lights, windows, and locks, and collects all equipment before leaving the building or area. Do not assume someone else will lock the doors, especially a student.

11. Instills in each player a respect for equipment and school property, its care and proper use.
12. Assists the head varsity coach in carrying out his/her responsibilities.
13. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
14. Work within the basic framework and philosophy of the head varsity coach of that sport.
15. Attends all staff meetings and carries out scouting assignments as outlined by the head varsity coach.
16. Never criticizes, admonishes, or argues with the head varsity coach or any staff member within ears or eyes of players or parents.
17. Strives to improve skills by attending clinics and using resources made available by the head varsity coach.
18. Performs such other duties that are consistent with the nature of the position and that may be requested by the head varsity coach.
19. Coaches shall inform their athletes that if a fight breaks out on the playing area they are to remain on the bench. Coaches must maintain their teams off the field of play.
20. Inform athletes that if he/she is ejected from two games in any sport (one season) During that sport season, he/she will be suspended from the next game regardless if it is a league, non league, or section playoff game. If he/she plays the next game, the team will forfeit the game. This includes all sports.
21. Do not loan keys to students, or outsiders. You must not reproduce keys.
22. It may be necessary to attend staff meetings that are scheduled beyond the normal day or on weekends or holidays if they are within reason.
23. All coaches will assist in the following duties as directed by the head coaches such as scouting, supervision of students, care of equipment, fund raising activities etc. (but not limited to).

## ARTICLE XII THE SELECTION OF COACHES

All coaching assignments shall be for one year only. Members of the staff are invited to apply for all vacancies that occur in the coaching staff. The varsity coach of each sport will be allowed to help select Frosh/Soph or J.V. coaches underneath them in the sport. (Coaches will be selected according to established Human Resources employment procedures).

## ARTICLE XIII EMERGENCY INJURIES

### A. EMERGENCY INJURY PROCEDURES:

1. Remind your athletes to immediately report all injuries directly to you.
2. The head coach must fill out and sign an accident report and return it to the bookkeeper's office the following school day.
3. Each coach is expected to have the emergency telephone numbers in his/her possession at all times.

**In Any Emergency, IMMEDIATELY call 911**

Tracy Police Department 831-4550  
Tracy Fire Department 831-4700  
Sutter Community Memorial Hospital - 835-1500

4. When an injury occurs, follow these procedures:
- a) Give First Aid as needed
  - b) Check for open airway
  - c) Check for breathing
  - d) Check for circulation
  - e) Check for neurological status by use of coma scale scoring
  - f) Don't move until thoroughly assessed and when in doubt DON'T MOVE.
  - g) Call parents. Refer to Emergency Form when Parent cannot be contacted. Every coach must have this form on file in their medical kit for everyone connected with your team and should be available anywhere.
  - h) Students should be released to parents, relative, or adult friend. If one is not available, the coach is to be considered as the parents in absentia. Athletes are to be treated by you as you would want your son or daughter treated by others in a comparable situation. The coach is responsible to make sure the student has received proper treatment.
  - i) Accident report forms must be filled out, signed and turned into the bookkeeper's office by the following school day. Insurance forms are available in the bookkeeper's office for students covered under School Insurance.

**B. PROCEDURE TO REMEMBER:**

Do not leave your student alone. Allow only necessary movement of the injured student. Do not move student if injury appears to be to the head, neck, or back. When in doubt, DO NOT MOVE and immediately call for an ambulance. Use stretchers for all fractures and separations other than back, neck, and head injuries. When help is not available, call the athletic director, school administrator, or other coaches for assistance.

Under no circumstances should district personnel assume liability, authorize medical care, or make statements such as, "Don't worry, the insurance will take care of all the medical expenses. You are fully covered". Referrals of a medical nature, including physical therapy, should not be made by a member of the district staff. An athlete must have a written release slip from the doctor if he/she was injured and sought medical attention prior to returning to practice or competition.

**Glasgow Coma Scale Scoring**

**EYES OPEN**

- 4 Spontaneously
- 3 On Request
- 2 To pain stimuli
- 1 No opening

**BEST VERBAL RESPONSE**

- 5 Oriented to time, place, person

- 4 Engages in conversation, confused in content
- 3 Words spoken but conversation not sustained
- 2 Groans evoked by pain
- 1 No response

#### **BEST MOTOR RESPONSE**

- 5 Obeys a command (" Hold out three fingers")
- 4 Localizes a painful stimulus
- 3 Flexes either arm
- 2 Extends arm to painful stimulus
- 1 No response

Total the score , less than 7 get help. Retest every 15 minutes

### **PROTOCOL FOR HEAT ILLNESS**

#### **Preventing Heat-Related Emergencies**

Heat-related emergencies, or *hyperthermia* may be life threatening. Heat cramps, exhaustion and shock result from the body losing so much fluid that its natural cooling mechanism fails and the body overheats. Conditions contributing include hot environmental conditions, high humidity, physical exertion, inappropriate clothing and inadequate fluid replacement. In general, students up to age 18 do not cool as effectively in hot weather as adults. They are slower to adjust to hot conditions and they do not instinctively replenish fluids of their own accord.

#### **Heat Cramps**

Signs Include:

Painful muscle cramping usually in legs and abdomen. Heavy sweating.

Treatment:

Take student to a cool, shady area

Offer cool fluids; discontinue if nausea/vomiting are present

Provide rest

Firm, gentle massage may provide comfort. \*Inform parent of incident

#### **Heat Exhaustion**

Signs include:

Dizziness	Faintness
Headache	Heavy Perspiration
Fatigue	Cold , pale, clammy skin
Weakness	Nausea

Treatment:

Take student to a cool, shady area. Loosen clothing, take temperature if able. Apply cool wet compresses to skin (wrists, ankles, groin, neck, armpits). Offer water (4 oz. every 10-15 min.). Fan student; move to air-conditioned room, if possible, delegate someone to notify parents. If student becomes unconscious, call 911.

**If untreated, heat exhaustion can progress to:**

Revised June 2008

Revised May 2009

### **Heat Stroke (Note: This can be fatal)**

Signs include:

Vomiting	Possible seizures
Rapid pulse	<u>Absence</u> of sweating

### **Treatment:**

Hot, red and dry skin. **May become unconscious.** Confusion, incoherent speech, Temp ranges from 102-106.

### **Call 911, this is a medical emergency**

Take student to a cool, shady area or air-conditioned room, if possible, delegate someone to notify parent immediately. Apply wet compresses and loosen clothing, take temp if able (as above). Student should lie on their back with feet up (shock position). If vomiting, turn student on their side. Do not give fluids if unconscious, vomiting, confused or seizing.

### **DIFFERENCE BETWEEN HEAT STROKE OR HEAT EXHAUSTION**

	HEAT STROKE	HEAT EXHAUSTION-most likely seen in school setting
CAUSE	Inadequacy or failure of heat loss mechanism	<u>Excessive fluid loss leading to shock</u>
WARNINGS	Headache, weakness, sudden loss of consciousness	<u>Gradual weakness, nausea, anxiety, excess sweating , dizzy</u>
SIGNS	Hot, red , dry skin; little sweating; hard rapid pulse; very high temperature	<u>Pale, grayish, clammy skin; weak, slow pulse; low Blood Pressure; faintness</u>
TREATMENT	Emergency cooling with cold compresses or ice; usually hospitalized	<u>Place flat or with head down, replace fluids and lost salt , cool down</u>

Watch weather reports for Spare the Air Days and limit outside activities. No heavy activity on days over 100 degrees. Try to limit exposure to sun to short intervals especially in afternoon.

### **Emergency Action Plan**

In any emergency, take action as soon as you realize one exists.

Follow these emergency action steps (recommended by the Red Cross):

*Check* the scene for safety; check the injured or ill student

*Call* 911

*Care* for the injured or ill student

*Calling for help* is often the most important action you can take.

If the student is unconscious, call 911 immediately.

Sometimes a conscious student will tell you not to call 911 and you will be

unsure of what to do. The following will help you determine when to call 911.

1. Student exhibits symptoms of heat *stroke*.
2. Student is having trouble breathing.
3. Possible broken bones.
4. Possible head injury or back injury-*Do not move this student. March around them if necessary.*
5. Bleeding that cannot be stopped.
6. Student is confused.
7. Persistent pain in the chest or abdomen.
8. Severe vomiting or passing blood.
9. Has a seizure, severe headache or slurred speech.

In an emergency, at least 3 adults will be needed. Assign duties as follows:

- \*Person #1 Provides care to the ill student, transports him/her to safety if able.
- \*Person #2 Calls 911 and meets them to give directions to location.
- \*Person #3 Controls bystanders and other students.
  
- \*It will be vital to contact the student's parents ASAP.

## **ARTICLE XIV**

### **PROCEDURE PRIOR TO FIRST PRACTICE**

1. Prior to the athletes first day of physical activity of any kind, the coach must have the following forms completed and submitted by each athlete:
  1. Completed Physical Examination Form
  2. Medical History Form
  3. Medical Emergency Authorization Form
  4. Sports Consent/Proof of Insurance Form
2. Each coach must have a completed participation check sheet indicating each athlete has completed all forms. (see Appendix D - Various Athletic Forms)
3. Practice times and places must also be submitted to the athletic director's office(bookkeeper) prior to the first practice.
4. Head coaches must fill out a facilities request for all the dates they may need their facility prior to the first practice.
5. A yearly bus and van request must be filled out and submitted to the athletic director.
6. Coaches must check and insure that all athletes are scholastically eligible.

Coaches must submit an up-to-date roster with each athletes cumulative GPA. Indicate those athletes that may also have an F grade and are no longer eligible. The Athletic Director (through the office of registration) will indicate the date for eligibility.

## **ARTICLE XV**

### **PROCEDURES PRIOR TO FIRST CONTEST**

Submit a copy of uniforms and identification numbers to the A.D. as soon as possible.

- A. Issue uniforms and equipment and keep records of all equipment and athletes to whom the equipment was assigned. Claim forms must be submitted at the end of the season for those athletes not returning all equipment.
- B. Each head coach will submit a roster two weeks prior to the first contest . If uniforms have not been handed out by this time, this roster can be turned in to the Athletic Director at a later time.
- C. Make sure all emergency forms are in your medical kit.
- D. Read through the Athletic Trip Basic Rules.
- E. Issue teamroom lockers (or designated area) and submit a list to the athletic director. If a student is dropped from the team or quits, he/she must vacate the teamroom or designated area.
- F. If students will miss any class time, a roster must be submitted to the attendance office and also posted in the faculty bulletin at least three (3) school days prior to the event (when possible).
- G. Participation fees must be paid in full prior to the first contest. Athletes that have not paid their fee will not travel or be on the team bench.
- H. Prior to any contest, Saturday School hours must be at 15 or below. Both high schools will operate under the same Saturday School Accounting System.

## **ARTICLE XVI**

### **ATHLETIC TRIP BASIC RULES**

- A. All trips, dates, destinations and vehicle use must be approved by the athletic director.
- B. A certificated employee or a coach must be the supervisor of a team trip.
- C. Only a certificated employee, coach, or individual approved by the District Transportation Department may drive a school vehicle van, car, etc.
- D. All students must have an emergency form signed by their parents prior to leaving. These forms shall be kept in the team medical kit.
- E. All team trips must be approved by the athletic director.
- F. At least one adult must ride in the front of the bus.

- G. When transportation is provided, students must ride the bus or van from THS/WHS both to and from the activity. Athletes are not allowed to transport themselves.
- H. While students are on the bus or van, the driver has the ultimate authority. When students are off of the bus, the coach or their supervisory is in charge of the students.

Note: If a student is being transported back from the event by his/her parent or legal guardian, the parent/legal guardian must personally see the head coach, or his designee in charge of checking students out. You may not release a student to anyone but his/her parent or guardian

## **ARTICLE XVII**

### **PROCEDURES FOR MAKING PURCHASES**

The following procedures must be followed when making purchases through the athletic department. If there are any questions see staff in the bookkeeper's office.

1. An athletic purchase requisition must be completed. Complete quantity, units, item description, and unit cost must be on the requisition.
2. Upon completion of this form, it should be returned to the bookkeeper's office for the athletic director's signature.
3. Purchase order number is then issued. A purchase order number must be issued BEFORE the purchase can be made.
4. The white copy can be taken to the vendor for authorization of purchase. The pink and yellow copy will remain in the bookkeeper's office to await payment. All purchases must have support documentation for payment.
5. A cash order may be used for reimbursement with proper support documentation attached.
6. Only official Tracy High Team/West High Team colors, logos and mascot name may be used on uniforms and spirit items.

Name: **Tracy High School**  
Mascot: Bulldog  
Colors: Green and Gold

Name: **West High School**  
Mascot: Wolfpack  
Colors: Navy Blue and Gold

Name: **Kimball High School**  
Mascot: Jaguar  
Colors: Orange and Blue

7. Coaches are encouraged to request samples of colors from vendor prior to purchase. Purchases made that do not conform will be returned or purchased by the coaches personnel funds.

**\*NOTE!!** IF AN INVOICE IS RECEIVED WITHOUT A PROPERLY APPROVED AND DATED PURCHASE ORDER, YOU HAVE BOUGHT IT YOURSELF! THE ATHLETIC DEPARTMENT WILL NOT APPROVE A PURCHASE ORDER OR MAKE PAYMENT TO THE VENDOR.

## **ARTICLE XVIII PROCEDURES AT COMPLETION OF SEASON**

- A. All head varsity coaches are accountable for all equipment inventories, including equipment issued to sophomore and freshmen athletes.
- B. Prepare for award and banquet ceremonies (see Appendix A- Awards and Banquets).
- C. Completion of next years schedule must be submitted to the A.D. 6 months prior to First contest.
  - 1. All head coaches are responsible for scheduling of their practice games and scrimmages. League schedules are approved by the athletic directors and principals of the S.J.A.A. The complete schedule (including scrimmages) must be approved by the athletic director before they are final. The schedules should indicate the date, time opponent, place, and bus/van departure time.
  - 2. The number of practice games and scrimmages is limited by league and Section rules. Also, consideration should be given to the amount of time the students will be out of class, as well as the distance of the practice games/meets/etc. Transportation cost should be considered by the coach. Attempt to schedule a balance of home/away games, (i.e. 9 home games and 9 away games) per year. All schools outside an 80 mile radius must have approval of the athletic director.
  - 3. Any scrimmage requiring a paid official will be defined as a game. We must get volunteer help for our scrimmages and conform to Section and league rules concerning scrimmages.
- D. Each head coach must submit a list of uniform items (including identification numbers) collected to the A.D. prior to their pay period. Coaches will be held accountable for uniforms, and keys prior to the issuing of their check.

## **ARTICLE XIX PROCEDURE PRIOR TO FINAL PAYCHECK**

- A. All coaches must turn in all school keys to the school bookkeeper/A.D. Clerk-Typist.
- B. Budget request forms are available through the school bookkeeper.
  - 1. Each varsity head coach is responsible to present the budget for his sport to the athletic director. Budgets are due within six weeks after the end of the season.
  - 2. The budget is to include all areas of money spent, such as equipment, officials, supplies, rental fees, equipment repairs, and entry fees.
  - 3. The budget is to be approved by the athletic director before any money may be spent from the budget. Every item must be on a school requisition before ordering. The athletic director will determine which items are to be purchased.
- C. Inventory of equipment: Head varsity coaches will be responsible for care, issuing, and storage of athletic equipment and uniforms for their program.
  - 1. All uniforms shall be marked for permanent identification. An itemized list will be submitted to the A.D.
  - 2. Head varsity coaches shall submit their athletic inventories to the athletic director within six weeks of the end of the season along with their next years budget request.
  - 3. Once equipment and uniforms that have been purchased through the athletic department have been used to a point where they are no longer serviceable. The following procedure will be used for disposal: All uniforms may be sold only through the athletic director's office at a reduced price.
  - 4. During the season, all equipment shall be secured in the proper storage areas after each contest or practice. Within the six week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated area until the following year. Head coaches must get approval from A.D. on storage location.
  - 5. Charge slips on any late, damaged, or lost equipment, should be filled out and submitted to the athletic director within the six-week period at the end of the season. Charge slips are available through the athletic director's office.
- D. Pay periods are December 10, March 10, and June 10. (See Appendix C for actual pay rate.) Paychecks will not be issued unless CPR, F/A and coaching certification have been completed

## **ARTICLE XX**

### **RECOMMENDED POLICY ON AWARDS AT TRACY/WEST/KIMBALL HIGH SCHOOLS**

#### **A. Awards**

The term award as used in this policy refers to letters, arm stripes, trophies, pins, guards, medals, certificates, and other prizes such as articles of clothing, tools, blankets, etc., that are awarded to an individual. The purpose of awards and honors is to encourage high scholarship or outstanding achievement; and to develop a greater awareness on the part of the receiver of his/her added responsibilities toward the promotion of good citizenship because of his/her special recognition. Awards should serve as a mark of attainment and should be highly prized by

the recipient. An award should be worn, displayed or used not only with pride by the individual, but also with the consciousness that personal conduct of the receiver will have its reflection on the reputation of the school and the community. Awards must not be cheapened by being too easy to earn. The number of awards in the school should be governed by this realization. Awards should be divided into two categories:

1. Those awards by the Tracy/West/Kimball High School (meaning awards paid for by the student body or an organization within the student body).
1. Those awards by an individual or an organization outside of the Tracy/West/Kimball High School student body. In the case of an award made by an individual or an organization outside of Tracy/West/Kimball High School student association, such award if it is to be made at a school sponsored function, must first have the approval of the athletic director of Tracy/West/Kimball High School and shall be controlled by the same regulations as those awards presented by the Tracy/West/Kimball High School student body and not presented at a school sponsored function shall not be under the jurisdiction of the Faculty Award Committee or its' regulations. In no event shall the rules governing awards as established by the C.I.F. be violated.

#### **B. Citizenship Obligations for Awards**

One of the obligations that the recipient of an athletic award should assume is to conduct himself or herself at all times in such a way as to bring credit to the coach, the team, and the school. Letters and other awards should be used to promote good citizenship.

A letter is considered the property of the school until the student withdraws or graduates, at which time it becomes the property of the individual to whom it was awarded.

#### **C. Issuing Awards**

1. A coach can recommend a letter to an athlete who is outstanding to the team.
2. A coach may recommend a letter to a participant based on his/her playing time during the season or any athlete who may be injured at any time during the season.
3. Any championship team letters should be given only by at coaches discretion.
4. If an athlete has contributed to the team in service, or is an outstanding specialist, special consideration will be shown based upon the coach's judgment of the athletes contribution to the team during the season.
5. An athlete must be a member of the team in good standing at the end of the season. An athlete must have demonstrated good citizenship, attendance and sportsmanship. The head coach may use his discretion on final determinations for lettering

## **ARTICLE XXI SPORTS AWARDS AND BANQUETS**

Submit the following information to the athletic director at least two weeks prior to your team banquet.

- A. The date of your presentations
- B. A complete alphabetical roster with all names spelled correctly as they should appear on the certificates. Delete players who have quit, etc.
- C. Previous awards won by the individual. Did he/she letter last year? How many years has he/she been on the varsity team, etc.?
- D. Awards
  - 1. First year at frosh, soph, or JV level-certificate and insert
  - 2. Second year a soph or JV level-certificate and insert
  - 3. First complete varsity year-certificate and Block T/W with insert for sport
  - 4. Second varsity year-certificate and insert
  - 5. Third varsity year -certificate and insert
  - 6. Fourth varsity year-certificate, insert and trophy
  - 7. Certificates will be given to any scholar-athlete with a 3.7 gpa or better

E. Awards (see Appendix A-Tracy/B-West for listing a special award).

- 1. The following awards may be ordered: (others may be ordered with athletic director approval)
  - (a) Frosh, soph, JV team - one of each of the following plaques or trophies:
    - Most Valuable Player
    - Most Improved Player
  - (b) Varsity teams - One of each of the following plaques or trophies:
    - Most Valuable Player
    - Most Improved Player
    - Most Loyal or Most Inspirational Player (coach may give either, but not both)
- 2. You may only order one plaque or trophy per award with athletic director approval.
- 3. Completely fill out the special awards requisition. The only information required is a list of the plaques or trophies you need by level (i.e. varsity, soph., frosh, or JV).
- 4. Be certain the names of the athletes are spelled correctly. Mistakes made by the award company will be corrected, mistakes made by you will not.
- 5. Return the special awards requisition form to the athletic director no later than one week prior to your dinner/presentation.
- 6. Completed Awards may be picked up at (by coaches only):

Tracy Trophy  
1119 Adam Street  
Tracy, Calif. 95376  
Phone: (209) 836-5029

- 7. **IMPORTANT:** Any awards given, other than those authorized above, may not appear on a Tracy/West/Kimball High invoice or requisition. Coaches Awards and special awards may be given, but the coach is responsible for the payment. Please make your own arrangements.
- 8. Head coaches should order the awards for all levels in their program. One order for all.

**F. BANQUETS:**

Each sport shall hold a banquet for the presentation of awards and team recognition. The following procedures should be used.

1. With the exception of football, each sport should have one banquet for its varsity and lower level teams where applicable.
2. On campus banquets are encouraged but not mandatory.
3. Banquet dates and sites must be cleared by the athletic director and the student activities director. Allow at least two weeks advance notice.
4. Banquets must not conflict with major school function or be held on religious holidays.
5. No alcohol is to be served to anyone at any awards banquet. In cases where a public bar is open at the banquet site, no liquor may be served in or brought into the banquet room.
6. Team coaches shall not consume alcohol at any team function or banquet.
7. The principal and athletic director should be invited to all team awards banquets.
8. Banquets must be financially self-supporting. No athletic department funds are available to cover shortfalls.

**G. Award Requirements:**

A coach can recommend a letter to an athlete who is outstanding to the team.

A coach may recommend a letter to a participant based on his/her playing time during the season or any athlete who may be injured at any time during the season.

Any championship team letters should be given only by at coaches discretion.

If an athlete has contributed to the team in service, or is an outstanding specialist, special consideration will be shown based upon the coach's judgment of the athletes contribution to the team during the season. An athlete must be a member of the team in good standing at the end of the season.

**CITIZENSHIP OBLIGATIONS FOR AWARDS**

One of the obligations that the recipient of an athletic award should assume is to conduct himself or herself at all times in such a way as to bring credit to the coach, the team, and the school. Letters and other awards should be used to promote good citizenship. NO STUDENT MAY BE GRANTED ANY AWARD WHO IS NOT IN GOOD SCHOLASTIC AND CITIZENSHIP STANDING AT THE TIME OF PRESENTATION. LACK OF CITIZENSHIP INVOLVING SUSPENSION FROM SCHOOL MAY ELIMINATE THE POSSIBILITY OF RECEIVING A SCHOOL AWARD.

This applies to any award that is to be presented at a school awards assembly (action of Board of Trustees). The awards subsequently may be made, if and when the above conditions are met, provided that this be accomplished within the semester in which the letter is earned.

A letter is considered the property of the school until the student withdraws or graduates, at which time it becomes the property of the individual to whom it was awarded.

**SENIOR OUTSTANDING ATHLETE AWARD**

## **Tracy/West/Kimball High School**

The senior outstanding male and female athlete is based upon citizenship, sportsmanship, general attitude and athletic ability during the senior year of high school.

The recipients will be determined in the following manner:

1. Each coach may nominate one athlete to be included on the ballot.
2. The athletic director and one coach will prepare a ballot.
3. Each Varsity Head Coach will then rate the athletes 1st, 2nd and 3rd in terms of their opinion as to the winner of the award.
4. The following point system will be used: 3 points for a 1st place, 2 points for 2nd and 1 point for 3rd place. The athletes with the most points win.
5. In case of a tie, a second ballot will be cast, and Varsity Head Coaches will be allowed to vote for one Athlete only. If there is a tie after the second ballot a dual award will be given.
6. Each Varsity Sport gets one vote.
7. If the A.D. is not a Varsity Head Coach, he/she will be allowed one vote.

### **Tracy High School Awards**

#### **FOOTBALL AWARDS** **PETER B. KYNE AWARD**

1. The trophy is to be awarded annually to the most valuable player on the Tracy Bulldog football squad of the Tracy Joint Union High School. The trophy is to be forever the property of the student of the school above named and their successors, and is to be kept in the trophy room of that school
2. A committee to select the winner of the trophy each year, shall annually be elected or appointed by and from the following organizations:  
One member from:      Kiwanis  
                                 Tracy Chamber of Commerce  
                                 Tracy Point American Legion  
                                 Tracy Lion's Club  
                                 Tracy Rotary Club  
                                 Student of T.J.U.H.S.  
                                 V.F.W.  
                                 Civic Athletic Club

No member of the committee shall be related to any member of the "Bulldog Football Squad" nor shall any member of the Committee be from the faculty or Board of Trustees nor a member of the "Bulldog Football Squad". No member of the committee shall represent more than one of the organizations named above.

3. The respective organizations from which the committee is to be chosen shall select and announce to the student body the name of their representative not earlier than the date on which the fall term of the Tracy Joint Union High School shall open, no later than the date on which the first practice game of the "Tracy Bulldogs" shall be played on their home field, now known as "Peter B. Kyne Field".
4. The committee shall make their award and announce the same to the student body at a regular student body meeting not earlier than three days nor later than after the last game played by the "Bulldogs" each season.
5. The bronze plate attached to the trophy is to have engraved upon it annually the name of the winner and the year in which they won the trophy. For instance, the first name appearing on the trophy will be EARNEST BEE UOMINI - 1927.
6. The committee is reminded that a candidate for trophy honors might, through their sportsmanship, conduct on and off the field example and leadership, easily be regarded as more valuable to the varsity squad, and thus the team, than through ability to gain ground through sheer physical effort.
8. Should any one or more of the organizations named fail to select a representative to act on the Award Committee for any reason, within these rules, then the balance of the committee shall disregard such failure to comply and function, and shall proceed to make award under these rules.

#### **WEEKS AWARD**

This award shall be awarded to the member of the varsity football squad who has been a member of the squad for the entire season and who has the highest grade point average.

In the event of a tie, the winner shall be determined as follows:

The rules followed by the local California Scholarship Federation in qualifying members to that organization shall be applied.

Several days prior to the issuing of first quarter grade report cards, the athletic director shall submit to the principal a list of varsity football players who qualify as candidates for this award according to the qualifications specified above. The principal and the head counselor shall obtain the first quarter grades for each student on this list and shall determine the winner according to the procedure described above.

#### **V.F.W. OFFENSIVE PLAYER OF YEAR**

This award is presented by the Veterans of Foreign Wars (John Serpa) to an individual who has had an exceptional offensive year. This individual may be any position on offense. This individual may not lead in stats but has made the greatest contributions to the team offensively.

#### **V.F.W. DEFENSIVE PLAYER OF YEAR**

This award is presented by the Veterans of Foreign Wars (John Serpa) to an individual who has had an exceptional defensive year. This individual maybe from any defensive position. Statistics may or may not be used to determine this recipient.

### **VARSITY COACHES AWARD**

These two awards are given to the back and lineman who has shown the greatest desire and dedication to the team in and out of the season. This individual may or may not be a starter on the team. His attendance, attitude, and work habit place him above all others. This award is voted by the Varsity coach.

### **TOM GREENHOW SCHOLAR ATHLETE AWARD**

This award is to be a perpetual annual award presented to the Tracy High School Varsity Football Player who was a starting player and has the highest cumulative grade point average in recognized academic courses. This award is a perpetual and presented annually to the Tracy High School Varsity Football Player who meet the following criteria: 1. Highest cumulative G.P.A. 2. Class Rank 3. Amount of playing time

At the end of the playing season, the coaches will screen all players to determine the recipient of this award.

### **THE JOHN RITA MOST IMPROVED PLAYER AWARD**

This perpetual award is given to the most improved varsity football player each year. The measure of improvement must be within that athletes' varsity experience.

The following criteria will be used by the varsity coaches, following the last game of the season. Each varsity coach may nominate one or more athletes, but is allowed only one vote upon selection. The nominee must meet one or more of the required criteria listed below. Not all criteria must be met, however, an athlete that has met the most criteria may surface as the strongest candidate. Final selection will be mutually agreed upon by the varsity coaching staff.

### **SELECTION CRITERIA**

Most improved player in a single season.

Most improved player from one varsity season to another varsity season.

Degree of contribution (value of player as to the need to fill a void).

Committment (e.g. spring ball, passing league, weight training, attendance).

Attitude (practice, team work, school rules, grades, citizenship).

Coach ability (does this athlete follow directions and cooperate with coaches).

This athlete need not be a starter.

This athlete may be involved with any part of the game (special teams, offense, defense, scout team, etc.).

### **TRACY KIWANIS CLUB MOST INSPIRATIONAL PLAYER AWARD**

To be awarded the player of the Tracy High School varsity football team, receiving the most votes as cast by his fellow team-mates, as the one who has inspired them most during the current football season.

Team members should cast their ballot in favor of the team-mate who best exemplifies the meaning of the title, "Inspirational", as described below:

**I** nspire team-mates to give fully of their physical ability.

**N** ever unduly criticize a fellow team-mate's weakness.

**S** uccessfulness is achieved only through being as enthusiastic about the success of others as you are about your own.

**P** ut forth every effort to so live your life as an example for others to follow.

**I** nstill self confidence in your fellow team-mates.

**R** espect the thoughts of your fellow man, eve though you may not agree with him.

**A** llow happiness to overcome anger, worry, and fear.

**T** hink kindly toward others and over look their mistakes.

**I** nvite with an open mind constructive criticism.

**O** nly an untruthful person is the one who never admits to making mistakes.

**N** ever dwell on past mistakes.

**A** ttendance at all practice and team sessions.

**L** oyalty to Team, School and Self.

### **THE RICHY SILVA MEMORIAL LINEMAN OF THE YEAR AWARD**

#### **WHO RECEIVES THIS AWARD**

This award is to be a perpetual annual award presented to the Tracy High Varsity Football Player who, through his ability and contribution to the team, is deemed to be the best and most valuable LINEMAN.

The following positions will be the ones considered when choosing the lineman of the year:

- |                 |                   |
|-----------------|-------------------|
| 1. OFFENSE      | 2. DEFENSE        |
| a. Center       | a. Guards         |
| b. Guards       | b. Tackles        |
| c. Tackles      | c. Defensive Ends |
| d. Tight Ends   | d. Line backers   |
| e. Down Linemen |                   |

What grade the player may be in will not be a factor in the decision. This award will be given to the "best lineman" on the varsity football team.

The award is suggested to go to a single individual. However, in an exceptional case, there is no objection to having two or more recipients.

#### SELECTION COMMITTEE

- |   |             |
|---|-------------|
| 1. Tracy High Varsity coaches   | 1 vote each |
| 2. Tracy Press Sports Writer  | 1 vote      |
| 3. Member of the Silva Family Committee<br>or representative of their selection | 1 vote      |

In case of a tie, rather than getting a tie breaking vote from another source, there should be an award given to the players chosen in the tied vote.

#### PROCEDURE

Immediately upon conclusion of the football season, the coach should call a meeting of the Selection Committee and/or voters, to select the recipient. This should be accomplished within one week.

#### TROPHY

According to the CIF rules, the recipient's trophy is not to exceed amount allowed for football awards. The family would like to, with the approval of the coaches and keeping in line with the other trophies, choose the trophy and order the engraving, unless other arrangements are made with the coaching staff.

#### FUNDS

The Silva family would like a yearly report on the account's activity, to be assured that the award will remain perpetual.

### **BASKETBALL AWARD** **BILL SWENSON PERPETUAL MOST VALUABLE PLAYER AWARD**

The award is given to the most valuable player on the Boy's Varsity Basketball Team. The recipient of this award is typically an outstanding contributor to the team through sportsmanship, leadership and ability. The recipient is chosen by majority vote by the Varsity Players and Coaches. The award is suggested to go to a single individual, however there may be cases where a co-award might be given.

The award is named for Bill Swenson. Bill Swenson was an outstanding coach and administrator at Tracy High School. His knowledge, leadership and sportsmanship in the sport of basketball at Tracy High is honorable. This award was established to recognize his contributions to the Bulldog Basketball Program.

### **TRACY HIGH TRACK AWARDS**

There are various awards given out at the end of each track season to the top athletes in each of three major divisions. These divisions are the Boy's Frosh/Soph, the Women's Varsity, and the Men's Varsity teams. Within each division there are particular awards which may be earned at each level.

### **GEORGE L. PARKER AWARD**

At the Men's Varsity division, the top award is named the GEORGE L. PARKER AWARD. The award is given to the most valuable men's athlete at the Varsity level. The athlete earning this award is considered on the basis of points earned during the season and overall value to the team. Typically this award, like all others listed above, goes to the athlete who does the best for the team. It may also go to the athlete who does the best for himself. This would include individual honors such as school records, making it to higher championship levels, or qualifying for the California State Championships. Factors such as leadership, spirit, cooperation and sportsmanship may also be considered in naming the athlete who is most valuable in a team sense.

The award is named for George L. Parker. George Parker was a member of a pioneer family who settled in the Tracy area in the 1860's. He was a young lad in 1910 when he began running for Stockton High. There was not high school in Tracy at that time and he had to board during the week. He went on to have a fabulous sprint career and after high school ran for the United States Nation Team. He set a World's Record at 220 yards in 21.2 in 1913 and would have been a Gold Medal contender at the 1916 Olympics if they had not been cancelled due to World War I. He went on to be a leader in Tracy and contributed much to youth track in his later years.

### **MARVIN (MARV) ROTHSCILD AWARD**

At the Women's Varsity level the MARVIN (MARV) ROTHSCILD AWARD is given to the top athlete or most valuable woman on the team. This is often determined by the athlete earning the most points during a season. However, due to the fact that some athletes have an advantage of entering events suited to their talent, sprinters and jumpers, they can usually enter more events on a regular basis and thus earn more points. Throwers and distance athletes typically are more restricted in the events they can realistically participate within. Therefore, the award should go to the athlete(s) the coaches feel has truly demonstrated the most valuable contribution through points, leadership, spirit, cooperation, and general team value.

The award is named for Mr. Marv Rothschild, a former Women's Track Coach at Tracy High School. Mr. Rothschild helped form the initial Women's Track Teams in Tracy in 1977. He was the first Women's Head Coach and his athletes set the standards which current day athletes are still chasing. He stopped coaching the Women's team in 1981 and continued to teach at Tracy High School until 1993. He was the first Head Coach for the Westh High School Track Teams and is now retired.

### **HENRY WELCH AWARD**

At the Frosh/Soph level the 'Henry Welch Award' is given to the top athlete or most valuable person on the Frosh/Soph team. This may be considered on the basis of points earned, significant performances in one or more events during the course of the year, or due to an individual's all around contributions ranging from team spirit, individual excellence, and value to the team and coaches as a whole. Voting is by the coaching staff.

The Henry Welch Award is named for former Tracy High Track Coach, Henry Welch. Mr. Welch started teaching at Tracy High in 1956 and started coaching the men's track teams in the Spring of 1957. His career as a track coach lasted twenty-six years. He stepped down in 1982 after having coached some of the greatest boys' teams and individual athletes in track history at Tracy High. Most of the school records on the men's side were made during his era. Mr. Welch

continued to teach Physical Education until 1991 and is now retired. He still officiates at home track meets.

### **RICHARD ROMERO AWARD**

This award is presented to any team member who exemplifies the highest standards overall in competitive spirit, achievement, sportsmanship, team leadership, and athletic ideals. This person not only attracts respect within their division but goes further to be of such high regard team wise or within the community that they are considered most valuable and inspirational to the entire Tracy High Track Team.

The award is named for Richard (Richie) Romero. Richard was one of you, an athlete at Tracy High. He ran here in 1985-1988. Richie ran the sprints and relays. He currently holds individual and relay records. He was one of the members of the last men's team to make it to the State Championships. His running form was beautiful and fluid. He was a cheerful and friendly athlete who impressed teammates, competitors, and coaches. Tragically his life was cut short a year after graduation. The award is named in his honor by those of us who remember him personally and were able to see him grow and run. He represents you, the young athlete, and through his achievements and example it is hoped that this, our top award, will represent something special in your young lives and inspire you to always achieve what you can while you can. Voting is by all track athletes for one overall winner.

### **MANUEL COSTA OUTSTANDING FIELD EVENT AWARD**

Manuel Costa Outstanding Field Event Award goes to the outstanding or most valuable man and woman Varsity field event competition. Similar to the other most valuable awards it goes to the athlete(s) who demonstrate their superior value to this branch of the team by points earned during the course of the season, superior achievement or records established in a portion of the season, or other overall value through leadership, spirit, cooperation, and total value to the team.

The award is named for Manual Costa, the former Head Track Coach and long time expert in weight events. Mr. Costa has coached track off and on during his career at Tracy High and all current records are a result of his work and knowledge. He is a former Tracy High graduate and during his career at Tracy High has worked tirelessly to improve the programs he has led.

### **TROPHIES**

<b><u>SPORT</u></b>	<b><u>NAME OF TROPHY</u></b>	<b><u>WHO PICKS</u></b>	<b><u>WHO BUYS</u></b>
<b><u>BASEBALL</u></b>	M.V.P. Blaney	Team	SBA
<u>Varsity</u>	Best Hitting Average	Statistics	SBA
	Fitzpatrick	Team	Joe Wilson
<u>Soph</u>	M.V.P./Top Hitter	Team	SBA
<u>Frosh.</u>	Offensive/Defensive Player	Team	SBA
<b><u>BASKETBALL</u></b>			
<u>Varsity</u>	M.V.P.	Team	SBA
	Most Improved Player	Team	SBA

<u>Soph.</u>	Outstanding Defense Player	Team	SBA
	Most Inspirational	Statistics	SBA
	M.V.P.	Team	SBA
<u>Frosh</u>	Outstanding Defense Player	Team	SBA
	Most Improved	Team	SBA
	M.V.P./Most Improved	Team	SBA
<u><b>GIRLS VARSITY</b></u>	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Best Defense	Statistics	SBA
<u><b>GIRLS FROSH/SOPH</b></u>	M.V.P.	Team	SBA
	Best Defense	Statistics	SBA
	Most Improved	Team	SBA
<u><b>FRESHMAN</b></u>	Most Valuable	Team	SBA
	Most Improved	Team	SBA
<u><b>CROSS COUNTRY</b></u>	Coaches Award	Coach	SBA
	Most Valuable	Coach	SBA
	Most Valuable/Improved	Coach	SBA
<u>Varsity</u>	Coaches Award	Coach	SBA
	Most Valuable	Coach	SBA
	Most Valuable/Improved	Coach	SBA
<u><b>GIRLS TEAM</b></u>	Coaches Award	Coach	SBA
	Most Valuable	Coach	SBA
<u><b>DIVING</b></u>	Most Valuable (B)	Coach	SBA
	Most Valuable (G)	Coach	SBA
	Most Improved	Coach	SBA
<u><b>FOOTBALL</b></u>	Peter B. Kyne	Civic Comm.	SBA
	Weeks Award	Determine by grades	SBA
	John Rita Most Improved	Coaches	Rita Family
<u>Varsity</u>	Richie Silva Outstanding Lineman	Coaches, press, family	Silva Family
	Tracy Kiwanis Most Inspirational	Team	Kiwanis
	V.F.W. Offensive Player	V.F.W.	V.F.W.
	V.F.W. Defensive Player	V.F.W.	V.F.W.
	Varsity Coaches Award	Coaches	SBA
	Tommy Greenhow Award	Coaches	SBA
	John Rita Most Improved	Coaches	SBA
<u>Soph</u>	Best Back	Coaches & players	SBA
	Best Lineman	Coaches & players	SBA
	Most Valuable	Coaches & players	SBA
<u>Frosh</u>	Outstanding Back	Coaches & players	SBA
	Outstanding Lineman	Coaches & players	SBA
	Coaches Award	Coaches	Coach

### **TROPHIES**

<u><b>SPORT</b></u>	<u><b>NAME OF TROPHY</b></u>	<u><b>WHO PICKS</b></u>	<u><b>WHO BUYS</b></u>
<u><b>GOLF</b></u>			
Boys & Girls	Outstanding Golfer	Best Record	SBA
	Most Improved	Coach	SBA
<u><b>GYMNASTICS</b></u>			
Var.J.V.Nov.	Outstanding Gymnasts	Team	SBA
" " "	Most Valuable Gymnasts	Team	SBA

" " "	Coaches Award	Team	SBA
<b><u>SOCCER</u></b>			
<u>Boys &amp; Girls</u>	John Chao Perpetual	Team/Coach & L.A.C.L.A.C.	
	Outstanding Offensive	Team	SBA
	Outstanding Defensive	Team	SBA
	Most Improved	Team	SBA
	Coaches Award	Team	SBA
<u>Frosh/Soph</u>	MVP Defense	Team	SBA
	MVP Offense	Team	SBA
<b><u>SOFTBALL</u></b>			
<u>Varsity</u>	Shawna Dias-Davis MVP Defensive	Dias Family	Dias Family
	Most Valuable	Team	SBA
	Coaches Award	Team	SBA
	Most Improved	Team	SBA
<u>Frosh/Soph</u>	Most Inspirational	Team	SBA
	Most Valuable	Team	SBA
<u>Freshman</u>	Most Valuable	Team	SBA
	Most Inspirational	Team	SBA
<b><u>SWIMMING - Boys &amp; Girls</u></b>			
<u>(Boys only)</u>	Nate Wandruff Award	Team	SBA
	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Coaches Award	Coach	Coach
<u>Frosh/Soph</u>	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Coaches Award	Coach	Coach
<b><u>TENNIS</u></b>			
<u>Girls</u>	Most Outstanding	Team	SBA
	Most Valuable	Team	SBA
<u>Boys</u>	Most Valuable	Team	SBA
	Most Improved	Team	SBA
<b><u>TRACK</u></b>			
<u>Varsity</u>	George Parker (MVP)	Coaches	SBA
	Most Inspirational	Coaches	SBA
	Outstanding Field Event Performer (Manuel Costa Award)		
	Team Inspirational (Richard Romero Award)		SBA
<u>Frosh/Soph</u>	Most Valuable (Henry Welch)	Coaches	SBA
<b><u>GIRLS</u></b>			
<u>Varsity</u>	Most Valuable (Rothschild)	Coaches	SBA
	Outstanding Field Event Perf. (Manuel Costa Award)		SBA
<u>Frosh/Soph</u>	Most Valuable	Coaches	SBA

### **TROPHIES**

<b><u>SPORT</u></b>	<b><u>NAME OF TROPHY</u></b>	<b><u>WHO PICKS</u></b>	<b><u>WHO BUYS</u></b>
<b><u>VOLLEYBALL</u></b>			
<u>Varsity</u>	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA
	Most Spirited	Coaches	SBA

<u>Frosh/Soph</u>	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA
<u>Freshman</u>	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA
<b><u>WATERPOLO – Boys &amp; Girls</u></b>			
<u>Varsity</u>	Most Inspirational	Team	SBA
	Most Improved	Team	SBA
	Best Defense	Team	SBA
	Coaches Award	Coaches	Coaches
<u>Frosh/Soph</u>	M.V.P	Team	SBA
	Most Improved	Team	SBA
<b><u>WRESTLING</u></b>			
<u>Varsity &amp; J.V.</u>	M.V.P.	Team	SBA
" "	Most Improved	Team	SBA
" "	Coaches Award	Coaches	Coaches

## **West High School Awards**

### **JOHN KIMBALL AWARD**

#### **WHO RECEIVES THE AWARD**

This award is to be a perpetual annual award presented to the West High Varsity Football player who through his ability and contribution to the team is deemed to be the best and most valuable varsity football player each year. While the players football ability is the primary consideration for the award, other consideration would be attitude, leadership, scholarship, sportsmanship and citizenship.

The award is suggested to go to a single individual, however, in exceptional cases there is no objection to having two recipients. This should be kept to a minimum.

#### **SELECTION COMMITTEE**

The selection committee is to be composed of the following members and or voters.

1. West High Head Football (1)
2. Two members of two different media (2)
3. Two sponsors designee (2)
4. Varsity football team (1)
5. West High Athletic Director (1)
6. Student Body Member (1)
7. Three members of civic clubs, rotating among club (3)

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#### **PROCEDURE FOR SELECTION**

Immediately upon conclusion of the football schedule the Athletic Director should call a meeting of the selection committee and or voters to select the recipient. This should be accomplished within one week.

### **WEST HIGH VARSITY BASKETBALL**

### **JAMES L. STROUP AWARD**

This award is given to the Most Valuable Player on the Boys Varsity Basketball Team. The recipient of this award is an outstanding contributor to the team through sportsmanship, leadership, and ability. The recipient is chosen by majority vote of the Varsity Players and Coaches.

This award is named for James L. Stroup. James was a long time supporter of youth and high school athletics in the city of Tracy. This award was established to recognize James L. Stroup's commitment and contributions to the youth of Tracy.

# Tracy Unified School District

## Athletic Handbook

## **PHILOSOPHY STATEMENT**

The primary purpose of the athletic program is to promote the physical, mental, social, emotional and moral well being of the participants. It is our desire that athletics will be a positive force in preparing youth for an enriching and vital role in American life.

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/She also accepts the training, rules, regulations and responsibilities that are unique to an athletic program.

In order to contribute to the welfare of the group and meet the goals and objectives set for each sport, the athlete must willingly assume these obligations as the role demands and must keep in mind that the athlete must make sacrifices not required of others.

## Kimball High School Athletic Contact List

Position	Name	Phone
Principal	Cheryl Domenichelli	
Athletic Director	Joe Lawrence	
<b>FALL SPORT COACHES</b>		
Cross Country		
Football Varsity		
Football Sophomore		
Football Frosh		
Girls' Golf		
Boys' Soccer Varsity		
Boys' Soccer JV		
Girls' Tennis		
Volleyball Varsity		
Volleyball Sophomore		
Volleyball Frosh		
Boys' Water Polo		
Girls' Water Polo		
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity		
Boys' Basketball Sophomore		
Boys' Basketball Frosh		
Girls' Basketball Varsity		
Girls' Basketball Sophomore		
Girls' Basketball Frosh		
Wrestling Varsity		
Wrestling JV		
<b>SPRING SPORT COACHES</b>		
Baseball Varsity		
Baseball Sophomore		
Baseball Frosh		
Boys' Golf		
Gymnastics		
Softball Varsity		
Softball Sophomore		
Softball Frosh		
Girls' Soccer Varsity		
Girls' Soccer JV		

Swimming		
Boys' Tennis		
Track		
<b>YEAR ROUND SPORT COACHES</b>		
Dance Team		
Pep Squad		

### Tracy High School Athletic Contact List

Position	Name	Phone
Principal	Jason Noll	830-3360 ext. 2010
Athletic Director	Mark Stroup	830-3360 ext. 2075
Bookkeeper	TBA	830-3360 ext. 2075
Athletic Clerk	Maria Arce	830-3360 ext. 2035
<b>FALL SPORT COACHES</b>		
Cross Country	Gary Henderson	830-3360 ext. 2437
Football Varsity	Mark Stroup	830-3360 ext. 2075
Football Sophomore	Jeremy Silcox	830-3360 ext. 2035
Football Frosh	Jay Fishburn	830-3360 ext. 2429
Girls' Golf	Derek Solano	830-3360 ext. 2284
Boys' Soccer Varsity	Phil Kalis	830-3360 ext. 2447
Boys' Soccer-JV	Troy Brown	830-3360 ext. 2410
Girls' Tennis	Paul Demsher	830-3360 ext. 2421
Volleyball Varsity	David Daily	830-3360 ext. 2420
Volleyball Sophomore	Gerianne McGee	830-3360 ext. 2035
Volleyball Frosh	Erma Patrick	830-3360 ext. 2035
Boy's Water Polo	Mike Woodward	830-3360 ext. 2082
Girls' Water Polo	Keith Britt	830-3360 ext. 2035
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity	Paul Demsher	830-3360 ext. 2421
Boys' Basketball Sophomore	Troy Brown	830-3360 ext. 2410
Boys' Basketball Frosh	Paul Pederson	830-3360 ext. 2058
Girls' Basketball Varsity	Mike Granillo	830-3360 ext. 2035
Girls' Basketball Sophomore	Mike Granillo	830-3360 ext. 2035
Girls' Basketball Frosh	Keith Britt	830-3360 ext. 2035
Wrestling Varsity	Daryl Rond	830-3360 ext. 2484
Wrestling JV	Daryl Rond	830-3360 ext. 2484
<b>SPRING SPORT COACHES</b>		
Baseball Varsity	Vic Alkire	830-3340
Baseball Sophomore	Ken Perez	830-3360 ext. 2035
Baseball Frosh	Frank Marty	830-3360 ext. 2035
Boys' Golf	Derk Solano	830-3360 ext. 2284
Gymnastics	Jamie Ulloa	830-3360 ext. 2035
Softball Varsity	Greg Smith	830-3360 ext. 2496
Softball Sophomore	Gerri Anne McGee	830-3360 ext. 2035

Softball Frosh	Keith Britt	830-3360 ext. 2035
Girls' Soccer Varsity	Joe Perry	830-3360 ext. 2035
Girls' Soccer JV	Phil Kalis	830-3360 ext. 2447
Swimming	Nancy Morehead	830-3360 ext. 2035
Diving	David Daily	830-3360 ext. 2420
Track	Jay Fishburn	830-3360 ext. 2429
Boys' Tennis	Dean Reese	830-3360 ext. 2479

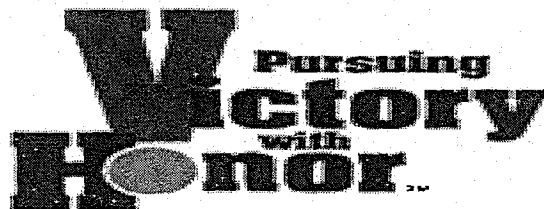
#### **YEAR ROUND SPORT COACHES**

Pep Squad	Jamie Ulloa	830-3360 ext. 2035
Drill Dance Team	TBA	830-3360 ext. 2035

### **MERRILL WEST HIGH SCHOOL ATHLETIC CONTACT LIST**

<b>Position</b>	<b>Name</b>	<b>Phone</b>
Principal	Jeff Frase	830-3370 ext. 3010
Athletic Director	Vacant	830-3370 ext. 3064
<b>FALL SPORT COACHES</b>		
Cross Country	Joe Raco	830-3370 x 8305
Football Varsity	Steve Lopez	830-3370 x 3402
Football Sophomore	Steve Anastasio	830-3370 x 3412
Football Frosh	Chris Meyers	830-3370 x 3409
Girls' Golf	Jim Rice / Gary Moore	831-5289
Boys' Soccer Varsity	Joe Perry	543-7559
Boys' Soccer JV	Nate Perry	836-2278
Girls' Tennis	Ben Tsukiji	(408) 266-9570
Volleyball Varsity	Pete Mullen	830-3340
Volleyball Sophomore	Shannon Troutman	830-3370 x 3177
Volleyball Frosh	Deborah Spenser	839-9386
Boys' Water Polo	Bob Kuks	832-3133 or 815-3817
Girls' Water Polo	Al Carson	835-8796
<b>WINTER SPORT COACHES</b>		
Boys' Basketball Varsity	TBA	830-3370 ext. 3200
Boys' Basketball Sophomore	Derek Sprecksel	830-3370 ext. 3145
Boys' Basketball Frosh	Steve McMasters	835-3750
Girls' Basketball Varsity	Joe Lawrence	830-3370 ext. 3410
Girls' Basketball Sophomore	Joe Hernandez	831-5300
Girls' Basketball Frosh	Marin Miller	839-1419
Wrestling Varsity	Ed Carlos	481-9414
Wrestling JV	New coach in fall	
<b>SPRING SPORT COACHES</b>		
Baseball Varsity	Jim Rice	831-5289
Baseball Sophomore	Gary Moore	831-5289
Baseball Frosh	Vince Vargas	740-9639
Boys' Golf	Matt Loggins	830-3370 ext. 3413
Gymnastics	Jennifer Garay	640-9759
Softball Varsity	Steve Anastasio	830-3370 x 3412

Softball Sophomore	Marin Miller	839-1419
Softball Frosh	Deborah Spenser	839-9386
Girls' Soccer Varsity	Able Dorado	607-2985
Girls' Soccer JV	Brain Ballard	481-5625
Swimming	Pinkie Phillips	835-5674
Boys' Tennis	Michael Quintana	833-9813
Track	Joe Raco	830-3370 ext. 8305
<b>YEAR ROUND SPORT COACHES</b>		
Dance Team	Xochits Garcia	815-4187
Pep Squad	Michael Campos	608-2476



### Tracy Unified School District

The highest potential of sports is achieved when competition reflects these six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. We can all promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these six pillars of character.

#### Goals:

Programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

Student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

Standards for participation will be adopted for coaches, athletes, parents and spectators.

All communications directed to student-athletes and their parents will enforce the six pillars

All employees must be directly involved and committed to the academic success of student-athletes and the character building goals of the school.

Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect.

All publications and announcements will actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

The profession of coaching is a profession of the mental and physical dimensions of their sport. Coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

#### Title IX Information/Complaint Contact

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes. Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures, please contact Director of Student Services and Curriculum, Paul Hall, at (209 830-3280).

### **1) SCHOLASTIC ELIGIBILITY**

Participation in athletics is a privilege. Eligibility for participation in extra curricular activities is contingent upon the student's maintaining at least a 2.0 grade point average with no F grades.

**An athlete must maintain a 2.0 grade point average with no F grades, or be excluded from participation, until he/she achieves a 2.0 grade point average and no F grades as per first quarter; first semester, third quarter; second semester. (When grades are printed and made available to parents by the registrar.)**

Students who intend to participate in athletics must meet eligibility guidelines:

- A) A minimum of a "C" average (2.0 on a 4 point scale) for all classes.
- B) No course failures in any certification period
- C) Students must be enrolled in thirty units of work.

The Governing Board also requires that participating students be satisfactorily progressing towards the District' graduation requirements in order to participate in a sport or activity. Satisfactory progress is hereby defined as the ability to graduate with one's class within conventional timelines, i.e.: eight (8) consecutive semesters from freshman entrance, including summer sessions. C.I.F. rules require that semester grades be used to determine eligibility at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, 2<sup>nd</sup> semester, and/or summer school grades).

For the school year, the eligibility policy (ability or inability to participate) begins when the registrar publishes the list of ineligible students based on their marks received on the previous grading period.

The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades (Summer school grades can also be used for the fall eligibility).

In the event a student receives below a 2.0 grade point average and/or an F grade on the 2<sup>nd</sup> Semester report and hence would be ineligible in the fall, but said student goes to summer school and in essence raised his/her grade and the grade is acceptable to Tracy/West/Kimball High School, it may be counted. If, in the recomputing of the student's grade point average, it raises to 2.0 or above, the student is eligible for participation in the fall quarter. The student shall remain ineligible until the grades are received by the registrar of Tracy/West/Kimball High

School. Summer school students would be permitted to practice but not participate in games until the eligibility is determined by the receipt of the summer school grades. A passing summer school grade may be substituted for a failing grade.

All incoming 9<sup>th</sup> graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 9<sup>th</sup> graders must be eligible. They must have earned a "C" average (2.0 on a 4 point scale) and no course failures.

Any special case or extenuating circumstances surrounding disputed eligibility of a student shall be reviewed by the principal at each site.

An F grade, an incomplete or a No Mark (NM) will automatically cause an athlete to be ineligible regardless of the grade point average. Once the incomplete No Mark is changed to a passing grade, eligibility will be re-examined.

## **2) RESIDENCY AND TRANSFER ELIGIBILITY**

When a student transfers to Tracy/West/Kimball High School from another school the following will apply:

- A) If that student's previous quarter grade point average is below a 2.0, or has an F or No Mark, he/she shall be ineligible.
- B) His/her continued eligibility will be determined by the grades received in the first quarter or semester of attendance at Tracy/West/Kimball High School.
- C) In all transfer cases, student must comply with the C.I.F. transfer rules.
- D) Have not transferred more than once from one high school to another without a change of residence.
- E) Have attended high school not more than (8) semesters consecutive after completing the 8<sup>th</sup> grade.

High School students, including incoming 9<sup>th</sup> graders, must submit an intradistrict transfer request before May 15<sup>th</sup> of the previous school year in order to be considered for a transfer.

## **3) C.I.F. ELIGIBILITY**

Athletes should be informed that they must not compete:

- A) If they have attended a four-year high school for more than eight semesters or six semesters at a three-year high school.
- B) If they have changed schools without a change of residence by their parents or legal guardians.
- C) If they compete in any game or scrimmage on an outside team during their season. Softball and baseball are considered the same sport. Exceptions: golf, tennis, cross-country, swimming, track, gymnastics, soccer and wrestling.
  - a. In these cases the athlete must compete unattached and not in a school uniform and not be transported by a school funded vehicle.
- D) Have not transferred more than once from one high school to another without a change of residence.
- E) Have attended high school not more than (8) semesters consecutive after completing the 8<sup>th</sup> grade.

Athletes will be an amateur in the sport in which they compete.

#### 4) REQUIRED DOCUMENTS AND FEE

##### Documents

All athletes must have on file in the athletic director's office before the first day of practice.

- a. Complete record of physical examination
- b. Proof of insurance form
- c. Emergency medical card
- d. Sign and return the card attached to this handbook

##### Activity Fees

Students participating in extra-curricular athletic activities must pay an "activity fee". There will be a flat fee of \$150 per student for each sport played. If students within a family attend both high schools, then the fees of all family students should be paid at West High School. The following are the "activity fees":

<u>Fee Schedule</u>	<u>Family Rate</u>	
First Sport: \$75	\$50	Family rule applies to additional family members after first family member pays regular rate. To receive the fourth sport rate, the same individual must play all 4 sports.
Second Sport: \$50	\$30	
Third Sport: \$25	\$25	
Fourth sport: \$0	\$0	

All activity fees for fall, winter and spring sports must be paid by the first contest (game or scrimmage). Students will be prohibited from participation until fees are paid.

All "activity fees" need to be paid by the following dates:

Fall Sports:	by September 15
Winter Sports:	by December 1
Spring Sports:	by March 1

Refunds will NOT BE MADE if a student leaves the team for disciplinary, eligibility or voluntary reason. Pro-rated refunds will be made for involuntary special circumstances, subject to A.D. approval. For further information, please contact Athletic Director.

Students owing bills/fines/equipment, from a previous sport, will be ineligible to participate in any other sport until bills/fines/equipment is paid or returned.

#### 5) ATTENDANCE ELIGIBILITY

Athletes must be in attendance for every period of the day of competition in order to be eligible to play that day. If an athlete plays in a game the day he/she does not have 100 percent attendance, then they must sit out the next competition.

An athlete may only be excused on a game day by the school administration for the following pre-approved reasons: medical appointments, attending funeral services of an immediate family member, or appearance in a court of law.

Students suspended any part of the day off campus or assigned to the support room for all six periods may not compete or practice on that day. A student assigned for a single period or periods to the support room may be eligible to compete or practice.

Students are expected to participate in all practices and games. A student who misses a practice or a game without the coach's prior permission will be subject to disciplinary action from a verbal warning up to dismissal from the team. Athletes are expected to attend all practices, games and team events that are scheduled. Missing practice, games and teams events will not be tolerated. Excused absences include the following: academic related activities, death or serious illness in the family, and being ill from school. Absences that will not be excused include the following but are not limited to, Girls Treat/Prom, Disneyland, Powder Puff, participating in non school contests, visiting relatives and going on vacation.

## **6) TRYOUTS AND PRACTICE PARTICIPATION**

There is no guarantee everyone will make a team. The number of athletes on each team will vary from sport to sport. In addition, the length of the tryout will vary from sport to sport. Lack of equipment, space, transportation, etc., may require a limit on the number of participants. If you do not make a team and are concerned, please make an appointment to discuss the issue with the appropriate coach.

Coaches at their discretion have the option of selecting the number of athletes on their roster. An athlete that has not been selected on a roster may not practice with a team. An athlete who is ineligible may practice with the team (coaches option) until they become eligible. An athlete who is ineligible may travel with the team provided that the trip is during non-school hours.

## **7) INJURIES**

If you are injured in practice or in a game, you must let your coach know. Also, if you visit a doctor because of an injury, you must submit a Doctor's release note to your coach before you are allowed to participate again.

## **8) ACCIDENT INSURANCE**

The school district does not provide insurance for students in the district. Insurance is available to the parents, at a minimal cost, through the Student Accident Insurance Program as underwritten by Myers/Stevens.

Parents and students should be aware that the student accident insurance is secondary to the health insurance policy that the family carries. For example, if the student's family insurance pays 80% coverage, then the student insurance policy would pay the additional 20% (less any applicable deductibles). Also, if purchased by the parents, this insurance would come into play in the event a student is injured and does not carry any other health insurance. In any event, the important fact is that this insurance is purchased by the family for the student and is not provided for the student by the school district. Application forms were included in the pre-registration packets. Should you need assistance or additional forms, contact Assad Insurance Agency at 835-4444. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the Healthy Families and Medical Programs Information Line at 1-800-880-5305.

## **9) ACCIDENT PROCEDURES**

In the event you are involved in an accident, report it immediately to the nearest teacher or supervising adult, obtain a pass, and go directly to the Attendance Office to be seen and a parent to be called. If the accident requires first aid treatment, additional aid will be provided by the Bookkeeper/Nurse. *If you are ill, you are to report to the Attendance*

**Office at once.** A school official will notify the parent/guardian and ask that the student be picked up by a responsible adult. The student will remain in the attendance office until picked up or sent back to class.

In case you witness an accident where another student may be injured, report the accident to the nearest teacher, supervising adult, or go to the office for help. Even minor accidents or injuries should be reported so that care can be given and the proper accident report forms can be filled out on line or in hard copy.

In the event of serious or potentially serious accident, at least three attempts to contact parents will be made directly after the incident. Contact will be attempted through the home phone number, work number and emergency number. The principal, assistant principal, teacher in charge, or secretary will make the calls. In cases where serious or potentially serious injury is apparent or suspected, these staff members will also notify the emergency unit (911) directly, and/or the school district nurse. Parents and students are responsible for informing the school Attendance Office of any changes in home and emergency phone numbers or address changes.

## **10) TRANSPORTATION**

Athletes must travel to and from contest when district transportation is provided or under the guidelines specified in Board Policy. Athletes may not transport themselves to and from athletic events outside of the Tracy Unified School district boundaries. Athletes must have a parent personally speak to the coach, and receive pre-approval, in order to travel with their parents.

## **11) CITIZENSHIP ELIGIBILITY**

### **Athlete Expectations:**

- Total commitment to your sport
- Positive attitude
- Exemplary citizenship on and off the school campus
- High academic achievement
- Participation in all practices and games
- Participation in all fund raising activities if deemed necessary by the coach
- Adherents to all team and Athletic Department rules and policies
- Have current school identification

**Drugs and Alcohol:** (on campus or while participating in a school related activity)

### **Disciplinary Violations and Consequences**

Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, as defined in section 11053 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind. In addition to any school disciplinary action, which may be taken the following consequences will also be implemented for violation of section 48900 (c) of the Education Code, which occurs in school or at any school-related activity.

- a. First Violation: a minimum of nine weeks social probation from all extra-curricular activities and school social activities.
- b. Second Violation: a recommendation to the District Discipline Review Board for expulsion

Students in possession or under the influence of drugs/alcohol receive social/activity probation. The conditions of probation shall include a minimum of nine (9) weeks restriction from all social and extra-curricular activities. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of social restriction. For example, if a student violated the Drug Code during the last week of school, he/she would be required to complete the social restriction the following regular school year. Counseling will also be a condition of the student's probation.

**Smoking or Chewing Tobacco** (on campus or while participating in a school related activity)

Smoking or any use of tobacco on campus or during any school-sponsored activity will result in:

- 1<sup>st</sup> offense: two- (2) weeks probation, no games
- 2<sup>nd</sup> offense: four- (4) weeks probation, no games
- 3<sup>rd</sup> offense: nine- (9) weeks probation, no games

**Quitting**

Anyone who quits a team prior to the end of the season is ineligible for awards and will not be allowed to tryout for another sport until the conclusion of the first sport.

**Ejections**

Any athlete ejected from a game or contest will not participate in the remainder of that game and the following game/contest as well.

**Saturday School**

**Students who have 16 or more Saturday School hours are ineligible to participate in games and/or contests. The eligibility list for Saturday School hours will be updated every Tuesday and will be in effect for the next seven calendar days. Hours cleared on Monday will be posted for the following, not the current week.**

**12) Awards**

One of the obligations that the recipient of an athletic award should assume is to conduct himself or herself at all times in such a way as to bring credit to the coach, the team, and the school. Letters and other awards should be used to promote good citizenship. No student may be granted any award who is not in good scholastic and citizenship standing at the time of presentation, citizenship involving suspension from school may eliminate the possibility of receiving a school award.

This applies to any award that is to be presented at a school awards assembly (action of Board of Trustees). The awards subsequently may be made, if and when the above conditions are met, provided that this is accomplished within the semester in which the letter is earned.

**ISSUING AWARDS**

1. A coach can recommend a letter to an athlete who is outstanding to the team.
2. A coach may recommend a letter to a participant based on his/her playing time during the season or any athlete who may be injured at any time during the season.
3. Any championship team letters should be given only by or at the coach's discretion.

4. If an athlete has contributed to the team in service, or is an outstanding specialist, special consideration will be shown based upon the coach's judgment of the athlete's contribution to the team during the season.
5. An athlete must be a member of the team in good standing at the end of the season. An athlete must have demonstrated good citizenship, attendance and sportsmanship. The head coach may use his discretion on final determinations for lettering.
  1. **First year** at frosh, soph, or JV level-certificate plus sport patch
  2. **Second year** at soph or JV level-certificate, plus Silver pin (Subject to change) at T.H.S. only
  3. **First complete varsity year**-certificate and Block T/W with patch for sport.
  4. **Second varsity year**-certificate and gold T/W pin (Subject to change)
  5. **Third varsity year**-certificate and "guard" (Subject to change)
  6. **Fourth varsity year**-certificate and trophy
  7. Certificates will be given to any scholar-athlete with a 3.8 GPA or better
  8. Specific team awards may vary from sport to sport

## **COACHES, ATHLETES AND PARENT EXPECTATIONS**

### **1. COACHES AND EXPECTATIONS**

Each member of the coaching staff shall make every effort to conduct a program, which emphasizes excellence as a goal; no coaches should be made to feel that their job depends upon won-loss record. Coaching performance will be based on the ability to teach the skills, knowledge of the sport, develop positive attitude, and the ability to properly manage a sports program.

**RAPPORT:** A coach must be able to develop a good rapport with any number of individuals and groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.) the community as a whole, spectators, officials, fellow coaches, media representatives, and parents of his/her athletes. Good rapport and an image of competency are invaluable for the coach.

**COOPERATION:** Tracy Unified expects a maximum of cooperation between all individuals associated in any degree with the comprehensive program. Coaches, parents and players must work hand-in-hand with their Athletic Director, Principal, and other members of the staff.

**LEADERSHIP:** Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach.

**DISCIPLINE:** Every facet of discipline is the coach's responsibility. Individually, the coaches become a model of all that the program represents, observation of school codes, training rules, rules of game ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of crowd, especially where the student body is concerned. Desire to do well and to win or lose in a positive manner should be emphasized. Staff, players, and spectators should be motivated toward established goals.

## **Sports Media Relations**

Tracy Unified School District's athletic teams generate a high level of public interest and media attention. Please be aware a student athlete's image reflects on themselves, their family,

their team, their school and their district. Therefore, we ask all student athletes to exercise care when making statements to the media.

View the media as business partners. If possible, organize and prepare your thoughts before a scheduled interview. Often a verbal comment that seems innocent looks different when it appears in print. Remember, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print.

Trust your instincts. On rare occasions, the general tone of an interview is such that you may not be comfortable continuing the interview. Should this occur, please notify your coach, who will in turn notify the school's Athletic Director and the district office.

In general, when speaking to the media, be confident and courteous. Always remember when dealing with the media to present an image that is consistent with the ideals and high standards of your school and Tracy Unified.

Because media interviews may be a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

1. Organize your thoughts before a scheduled interview so that you are sure about the points you want to communicate. Treat all interviews the same whether it be for your school paper or a local one.
2. If the interview was not scheduled, feel free to take a few moments to collect your thoughts after each question is asked. Often after an emotional game, you need to take a moment or two to calm yourself down before an interview. It is perfectly appropriate to inform the reporter you need a moment to yourself and that you will be with them shortly.
3. Be sure to understand the reporter's question before answering it. Ask for clarification if the question is not understood.
4. Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner as it may be left open to interpretation as to what is or is not "off the record."
5. If possible, try not to speak on controversial topics. It is better to answer, "I do not know," or "I am not familiar enough with that issue to give a fair answer."
6. Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics programs are fair and are not out to "get somebody."
7. Do not criticize your teammates, your coaches, game officials or your opponents in the media. If you have concerns, share them with your teammates and your coach, not the public.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you, but upon your team and your school as well. You are encouraged to ask your coach for assistance if you feel you need help with the proper techniques for handling interviews.

## **STUDENT-ATHLETE PARENT & COACH COMMUNICATIONS**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students.

### **Communications you should expect from your Child's Coach:**

1. Philosophy as a coach.
2. Expectation the coach has for your child.
3. Location and times of all practices and games.
4. Team requirements, i.e., practices, special equipment, out of season training.
5. Procedures to follow should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

### **Communication that Coaches expect from Parents:**

1. Concerns expressed directly to the coach.
2. Specific concerns with regard to coach's philosophy and/or expectations.
3. Notification of any illness or injury or missed practices.

### **Appropriate concerns to discuss with the coaches:**

1. Treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are teachers. They make judgement decisions based on what they believe to best for all students involved. As you have seen from the above list, certain things can and should be discussed with the coach. Other things, such as the ones listed below, must be left to the professional judgement of the coach.

### **Issues not appropriate to Discuss with the Coach:**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are often situations that may require a conference between the coach and the parents. The student athlete will be invited and involved in these meetings. To resolve the problem, we must have everyone's help and involvement. These meetings are encouraged.

### **If there is a problem:**

1. Have your son/daughter talk to the coach one on one. (It is part of growing up.)

### **If this does not resolve the problem, the parents should:**

1. Call the school and request a return call or a face to face meeting with the coach.
2. Coaches will make time available in their day to meet with students and parents.
3. If not resolved contact the Athletic Director Mark Stroup, T.H.S. at 831-5100 ext. 2413

## **Parents MUST not:**

1. Confront the coach before or after practice.
2. Confront the coach before or after a game.

Coaches are teachers. A parent would not walk into a classroom during class time and yell at the teacher about a poor grade, so please do not confront the coach in public. There are proper ways to communicate and have your concerns addressed. Practices and games are highly emotional times for everyone involved, players, coaches, and parents. Meetings and concerns do not get resolved during emotional times. Request a private meeting with the coach and if not resolved, contact the Athletic Director.

## **What to do if the meeting with the Athletic Director did not provide a satisfactory resolution:**

Call (THS Principal) at 831-5100 ext. 2010. The Athletic Director will attempt to mediate a resolution.

We hope this information helps make your child's and your experience with the athletic program less stressful and more enjoyable.

## **Declaration of Student/Athlete:**

I realize it is a privilege to participate in athletic activities and represent our school in athletic functions. Accordingly, I hereby agree to follow the regulations established by the Athletic Department, the administration, the District policies set by the Board of Trustees and California Interscholastic Federation rules. I also agree to conform to the following training rules and code of conduct as a participant in our school's athletic program:

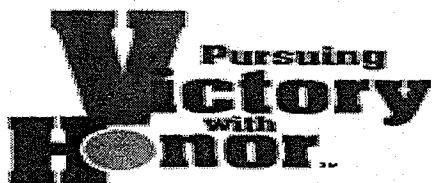
1. I will follow all school rules and regulations. Failure to do so will result in disciplinary action by the administration and possible forfeiture from participation in activities during that period of time.
2. I will follow the Athletic Code of Conduct during the season of sport. All school policies are also in effect for any school-related activity.

## **General Rules of Sportsmanship:**

In order to promote fairness in competition, a series of rules governing each sport have been adopted. Good sportsmanship requires that athletes adhere to the rules of the game. Furthermore, it requires that athletes comply with the spirit of those rules which were written to promote fairness. Athletes must understand that compliance with the standards of good sportsmanship is required at all times.

- a) **On the field**, athletes are respectful in actions and language towards their teammates, opponents and officials. They abide by all the rules of the game. They are modest in victory and gracious in defeat.
- b) **On campus**, athletes should set an example of good citizenship for their classmates. They should help promote school spirit and be positive leaders in school activities. Athletes should affiliate with a positive attitude.
- c) **In the classroom**, athletes show respect for teachers and for their fellow students. They maintain good attendance, satisfactory academic progress and good citizenship.

- d) **On trips**, an athlete's conduct is such that they are positive representatives of their community, school and team. Athletes are conscious of their appearance and manners at all times.



## **Tracy Unified School District's Code of Conduct for Parents**

The role of the parent in the education of a student is vital. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school and in life.

There is a value system – established in the home, nurtured in the school – that young people are developing. Their involvement in classroom and other activities contributes to that development. Trustworthiness, citizenship, caring, fairness, responsibility and respect are lifetime values taught through athletics. These are the principles of good sportsmanship and character. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As a parent of a student-athlete at our school, your goals should include:

- ◆ Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
- ◆ Encourage our students to perform their best, just as we would urge them on with their class work;
- ◆ Participate in positive cheers that encourage our student-athletes; and discourage from any cheers that would redirect that focus – including those that taunt and intimidate opponents, their fans and officials;
- ◆ Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
- ◆ Respect the task our coaches face as teachers; and support them as they strive to educate our youth;
- ◆ Respect our opponents as student-athletes, and acknowledge them for striving to do their best; and
- ◆ Develop a sense of dignity and civility under all circumstances.

You have a major influence on your student's attitude about academics and athletics. The leadership role you take will help influence your child, and our community, for years to come.

**ACKNOWLEDGMENT TO ATHLETIC  
HANDBOOK THE HANDBOOK  
AND CONSENT FORM**

I/We have read and understand the eligibility rules and athletic code of my/our student's school. I have read the Code of Ethics of Pursuing Victory with Honor and will adhere to the code. I have read the roles and responsibilities of students, parents and advisors and support each person's responsibility. I hereby grant permission for my son/daughter to participate in the interscholastic activity program.

Student Name (Please Print): \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Sport: \_\_\_\_\_

Student/Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please indicate if your student has any disability, which needs accommodations to participate:

Yes ☐ No ☐

If yes, please indicate the nature of the disability: \_\_\_\_\_  
\_\_\_\_\_

## STEROIDS

### AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN

#### REGARDING USE OF STEROIDS

Name of Student Athlete: \_\_\_\_\_

Directions: As a condition of membership in the California Interscholastic Federation (CIF), the Governing Board of the Tracy Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student's violation of the district's policy regarding steroids may result in discipline against him/her, including, but not limited to, restriction from athletics, suspension, or expulsion.

\_\_\_\_\_  
Signature of student athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

