



## SEPARATE COVER ITEM

Board Meeting: September 25, 2012

Item No: 14.2.3

Document: COACHES HANDBOOK



# Tracy Unified School District

## Coaches Handbook

## **TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
<b>Article I</b> Department of Athletics Philosophy	<b>5</b>
<ul style="list-style-type: none"> <li>• Tracy Unified School District Philosophy and Goals</li> <li>• Title IX Information/Complaint Contact</li> </ul>	
<b>Article II</b> Athletic Objectives	<b>6</b>
<b>Article III</b> CIF SAC-Joaquin Section Sportsmanship Resolution	<b>7</b>
<ul style="list-style-type: none"> <li>• Code of Ethics</li> <li>• Sportsmanship Preamble</li> <li>• Definition of Sportsmanship</li> </ul>	
<b>Article IV</b> Coaches Professional Responsibilities & Expectations	<b>8</b>
<ul style="list-style-type: none"> <li>• Rapport</li> <li>• Cooperation</li> <li>• Leadership</li> <li>• Discipline</li> <li>• Conduct</li> <li>• Improvement</li> </ul>	
<b>Article V</b> Coaching Qualifications	<b>9</b>
<b>Article VI</b> All Coaches Legal Responsibilities	<b>10</b>
<b>Article VII</b> The Six Pillars of Character	<b>11</b>
<ul style="list-style-type: none"> <li>• Trustworthiness</li> <li>• Respect</li> <li>• Responsibility</li> <li>• Fairness</li> <li>• Caring</li> <li>• Citizenship</li> </ul>	
<b>Article VIII</b> Student Eligibility	<b>12</b>
<ul style="list-style-type: none"> <li>• Extra/Co-Curricular, Athletics-Definition</li> <li>• Eligibility for Athletics and Activities (Extra/Co-Curricular)-Attendance/Discipline</li> <li>• Extra/Co Curricular Scholastic Eligibility</li> <li>• Transportation Fee</li> <li>• Sports Media Relations</li> </ul>	
<b>Article IX</b> Job Description of Athletic Director	<b>18</b>
<b>Article X</b> Job Description of Varsity Head Coaches	<b>21</b>
<b>Article XI</b> Job Description of Head Soph., Head Frosh, Assistants	<b>23</b>
<b>Article XII</b> The Selection of Coaches	<b>24</b>
<b>Article XIII</b> High School Dance and Cheer	<b>24</b>
<b>Article XIV</b> Emergency Injuries	<b>25</b>

	<ul style="list-style-type: none"> <li>• Emergency Injury Procedures</li> <li>• Procedure to Remember</li> <li>• Glasgow Coma Scale Scoring</li> <li>• Concussions (New)</li> <li>• Coach’s Responsibility with Concussions (New)</li> <li>• Resources (New)</li> <li>• Protocol for Heat Illness</li> <li>• Emergency Action Plan</li> </ul>	
<b>Article XV</b>	Steroids	<b>33</b>
<b>Article XVI</b>	Procedures Prior To First Practice	<b>38</b>
<b>Article XVII</b>	Procedures Prior to First Contest	<b>38</b>
<b>Article XVIII</b>	Athletic Trip Basic Rules	<b>39</b>
<b>Article XIX</b>	Procedures For Making Purchases	<b>39</b>
<b>Article XX</b>	Procedures At Completion of Season	<b>40</b>
<b>Article XXI</b>	Procedure Prior To Final Paycheck	<b>41</b>
<b>Article XXII</b>	Recommended Policy On Awards At Tracy/West/Kimball High Schools	<b>41</b>
	<ul style="list-style-type: none"> <li>• Awards</li> <li>• Citizenship Obligations for Awards</li> <li>• Issuing Awards</li> </ul>	
<b>Article XXIII</b>	Sports Awards and Banquets/Desserts	<b>42</b>
	<ul style="list-style-type: none"> <li>• Awards</li> <li>• Banquets/Desserts</li> <li>• Award Requirements</li> <li>• Citizenship Obligations for Awards</li> <li>• Senior Outstanding Athlete Award</li> <li>• Tracy High School Football Awards (Peter B. Kyne Award)</li> <li>• Weeks Award</li> <li>• V.F.W. Offensive Player of Year</li> <li>• V.F.W. Defensive Player of Year</li> <li>• Varsity Coach’s Award</li> <li>• Tom Greenhow Scholar Athlete Award</li> <li>• The John Rita Most Improved Player Award</li> <li>• Selection Criteria</li> <li>• Tracy Kiwanis Club Most Inspirational Player Award</li> <li>• The Richy Silva Memorial Lineman of the Year Award</li> <li>• Basketball Award</li> <li>• Bill Swenson Perpetual Most Valuable Player Award</li> <li>• Tracy High Track Awards</li> <li>• George L. Parker Award</li> <li>• Marvin (Marv) Rothschild Award</li> <li>• Henry Welch Award</li> <li>• Richard Romero Award</li> <li>• Manuel Costa Outstanding Field Event Award</li> <li>• Trophies</li> <li>• John Kimball Award</li> </ul>	

- West High Varsity Basketball  
James L. Stroup Award

<b>Article XXIV</b>	High School Coach/Assistant Coach Evaluation Process	<b>55</b>
	• Tracy Unified School District Head Coach Evaluation Form	
	• Tracy Unified School District Assistant Coach Evaluation Form	

## **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 High School
2. To develop athletic skills and abilities to the fullest potential
3. To expose students to a wide variety of social situations this 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 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 CIF Federated Council with their School Boards, 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 of Sportsmanship**

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.

1. The following are expected to be role models demonstrating sportsmanship at all times:
  - A. Principal/administrative staff
  - B. Athletic Directors
  - C. Coaches, players and cheerleaders
  - D. Faculty members
  - E. Booster club members
  - F. Band director
2. Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.



3. 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.
4. The following behavior is unacceptable at all CIF high school contests.
  - A. Berating your opponent's school or mascot
  - B. Berating opposing players
  - C. Obscene cheers or gestures
  - D. Negative signs
  - E. Noisemakers
  - F. Laser pointers
  - G. Complaining about officials' calls (verbal or gestures)
  - H. Throwing objects onto the playing area before, during, or after a contest
  - I. Entering the playing area before and during a contest

#### **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 win-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 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 coach's 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. All coaches must pass a CIF-approved coaching class within one year of being hired for a coaching position.
4. All Coaches before being hired and before being allowed to participate in any manner with students must be finger printed by the District 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**

A Coach's responsibilities fall into three categories: preseason, in-season, and post season. There are three steps coaches can take to manage risk:

1. Identifying problems
2. Evaluating
3. Resolve the risk

The following are the ten legal duties of all coaches.

1. Properly plan 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
10. Communicate with Athletic Director when necessary about issues that can or may bring negative public relations to the school district.

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

1. All authority of the coach extends to only what is just, proper and necessary for the welfare of the student.
2. All discipline (punishment) must be warranted, reasonable, not physically damaging and administered currently.
3. 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.
4. 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.
5. The coach must be present at all gatherings of the team members which he/she has called, regardless of the purpose.
6. All coaches must adhere to the current CIF 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 selection 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, steroids, tobacco and drugs. – Demand compliance with all laws and regulations, including those relating to gambling, alcohol, steroids, tobacco 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 mean a program that has all of the following characteristics from the athletic perspective:

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom with the selection, planning and control of the program.
4. The program includes both preparation for performance and performance before a public audience.
5. 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 group.
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.

1. 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.
2. Scholastic Eligibility: Students who intend to participate in extra/co-curricular-curricular activities or athletics must meet Scholastic 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.

The Governing Board also requires that participating students be satisfactorily progressing towards the District's 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 Kimball, Tracy, and West High Schools will be: first quarter, first semester, third quarter, second semester (plus summer school grades added).

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.

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).

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.

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.

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 CIF transfer rules.

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.

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.

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 events(s).

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.

Students must be enrolled in six (6) classes or the equivalent of thirty (30) credits.

Athletes must be eighteen years of age or younger at the beginning of the fall semester.

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

An F grade, No Mark (NM) or an incomplete will automatically cause an athlete to be ineligible regardless of the grade point average.

Coaches must hand out the rules and regulations governing athletes' conduct. Refer to "Standards covering all Interscholastic Athletics."

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.

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.

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.

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.

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.

Documents: All athletes must have on file in the Athletic Director's office before the first day of practice:

1. Complete record of physical examination
2. Signed handbook statement
3. Proof of insurance form
4. 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.

### **Transportation 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.



**All transportation fees need to be paid by the following dates:**

<b>Fall Sports:</b>	<b>by September 15</b>
<b>Winter Sports:</b>	<b>by December 1</b>
<b>Spring Sports:</b>	<b>by March 1</b>

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 Athletic Director approval. For further information, please contact Athletic Director.

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 (coach's 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**

POSITION: Athletic Director

DEPARTMENT: Comprehensive High Schools

**POSITION SUMMARY:**

Under the direction of the Principal, plan, organize, control and direct high school athletic activities; schedule and coordinate athletics programs and events on campus; serve as liaison between administrators, personnel, parents, students and outside agencies (e.g. Booster Clubs); supervise and evaluate the performance of assigned personnel.

**ESSENTIAL FUNCTIONS:**

1. Plan, organize, control and direct high school athletic activities; develop standards and procedures for high school athletic programs; coordinate athletic camps on school facilities and security at athletic events.
2. Serve as liaison between administrators, personnel, parents, students, boosters and outside agencies; respond to inquiries and provide information concerning school athletics programs; coordinate activities and programs, resolve issues and conflicts and exchange information with groups involved.
3. The Athletic Director is to take primary responsibility for staffing the athletic program and coordinate the interviews, reference checks, selection, and assignments of both voluntary and paid coaching staff. The Athletic Director is to ensure all paid or voluntary coaches meet the requirements for the position and are cleared for employment and to be at a school site through the Human Resources office, including submission of negative T.B. test results. Maintain confidentiality of any and all employee medical information.
4. The Athletic Director will regularly observe and evaluate all coaches in order to ensure they meet District requirements, support District philosophy regarding athletics, and are providing role models for student athletes in compliance with District guidelines (such as Character Counts and ASEP).
5. Develop and submit a timely annual budget for the site athletic programs and activities; analyze and review budgetary and financial data to remain fiscally sound; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment. At the end of the school year the Athletic Director will submit a financial report to the site Principal, and a copy of the report will be provided to the Superintendent and the Board of Education.
6. The Athletic Director should be responsible for the organization and operation of the interscholastic athletic program for the school and develop and approve athletic schedules for the high schools. Schedule all officials for athletic events and arrange for their compensation, coordinate medical staff and equipment necessary during games, and establish game contracts and guarantees with visiting schools. Should an athletic event be cancelled, the Athletic Director is responsible for contacting all parties involved and rescheduling the make-up event.

7. Administer and set up game day requirements such as tables, chairs and equipment; and supervise gate personnel. Attend District sporting events on a regular basis and assist as needed with tasks related to the event such as team or spectator control.
8. Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation and the particular League for each High School Athletic Department (for example, S.J.A.A., T.C.A.L. and V.O.L.); title IX compliance as it relates to athletics and facilities, and all District Board policies related to the Athletic Departments. Represent the school as necessary in all athletic business at District, League, Section and State meetings.
9. Arrange for and purchase awards to be presented and schedule banquets. Obtain prior approval from the Superintendent regarding the naming of athletic awards.
10. Schedule, promote, and staff physical examinations for each athletic candidate prior to the fall, winter, and spring sports sessions. Maintain a permanent confidential file at the school site of medical examinations, insurance forms, parent consent forms and information on athlete team suspensions and expulsions. Assist head coaches in checking athletes to be sure all proper clearance forms have been turned in by the athlete.
11. Chair and administer League meetings as assigned, and host All League tournaments and League meets as necessary.
12. Ensure that equipment is properly inventoried and maintained. Coordinate with coaches regarding athletic equipment inventory, and maintain a record of the location of equipment being used and stored.
13. Coordinate athletic facility use with other school sites and outside groups including use of facilities between men and women's athletic programs. Review and approve facility use agreements as necessary for athletic programs.
14. Communicate with the site Principal, P.E. Dept. Chair, and Maintenance/Grounds Supervisors on a regular basis to ensure the best use and maintenance of athletic facilities and buildings.
15. Provide input, when necessary, to the site Principal and Facilities Dept. regarding the planning and development of new facilities.
16. Coordinate with the Principal, director of student activities, cheer advisor and coaches on the scheduling of athletic assemblies and rallies, including rooter buses, band and pep squad, etc.
17. Supervise and evaluate head coaches on a regular basis. Ensure that head coaches are evaluating the assistant coaches annually.

#### EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, writes, and speaks at a level sufficient to fulfill the duties to be performed. The Athletic Director shall hold an appropriate valid California teaching credential. It is desirable that he/she not coach a major varsity sport during his/her service as Athletic Director. Previous successful coaching experience preferred.

#### SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills including the ability to maintain the school's Athletic Website and responds to electronic communications from inside and outside the District.

2. Ability to communicate effectively, orally and in writing in order to arbitrate and mediate problems arising within the ranks of the athletic department, between coaches and athletes, or between coaches, parents and other adults.
3. Knowledge of all Rules and By-Laws of the California Interscholastic Federation and individual Leagues in order to be responsible to the Principal for League and CIF eligibility of the athletes and adherence to all CIF criteria, including scholastic eligibility of all candidates.
4. Be able to interpret the specific application of rules and regulations for a sport, and make certain coaches are aware of all rules and regulations governing their sport.
5. Ability to work effectively with outside interest groups, such as athletic clubs or parent advisory groups and seek ways for supporting and financing the athletic program. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs.
6. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs. Support coaches in the recruitment process.
7. Knowledge of the District insurance program.
8. Evaluate the athletic program and seek ways of improving interscholastic athletics. Present recommendations for changes in policies from the athletic department to the site Principal, and be responsible for the annual review of the Coaches Handbook and Athletic Code book.
9. Maintain a good working relationship with the local press, and strive to ensure that each of the activity areas receive proper publicity.
10. Communicate athletic team transportation needs to the Transportation Department and forward documents to Transportation for the purpose of clearing parent/volunteer drivers. Communicate the approval or disapproval of parent and volunteer drivers to the responsible coach.

#### PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoops and/or climbs for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

#### WORK ENVIRONMENT:

Employees in this position will be required to work in indoors and outdoor environments and come in direct contact with school site staff, students, parents, and the public. In addition, the Athletic Director must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: Per current TEA Master Agreement.

DAYS OF SERVICE: Per current TEA Master Agreement.

Board Revised: June 23, 2009

**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 (TCAL)/Kimball High (VOL) 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 and 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 athlete's 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. Responsible for the supervision of athletes in the locker room, to and from practice area or game area

20. 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.
21. Head Coaches should promote and assist with necessary fundraising in order to sustain support for their program.
22. Is accountable for all equipment in his/her program (varsity, sophomore, and freshmen) and submits charge slips to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date; arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records.
23. Properly marks and identify all equipment before issuing or storing and ensures that Athletic Director knows the location of where the equipment is being stored
24. 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.
25. Instill in each player a respect for equipment and school property, its care and proper use
26. Responsible for maintaining good public relations with news media, sports clubs, local service clubs, parents, officials, volunteers, and fans
27. 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.
28. Head coaches must pick up copies of the league rules in the bookkeeper's office.
29. 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.
30. 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 the next game is a league game, the team will forfeit the game. This includes all sports.
31. Do not loan keys to students or outsiders. Keys should not be duplicated.
32. 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.
33. 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.
34. 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.
35. Locker Room: The head coach must supervise athletes while in the locker room preparing for a contest or leaving for a contest.
36. Notices: The head coach must place early release notices in the bulletin.
37. Departures: The head coach must submit a student release form list to the attendance office 24 hours prior to departing for a contest.
38. 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.

39. Coaches must verify that all parent/volunteer drivers have been cleared through District Transportation.
40. Confirm arrangements with Athletic Director for team pictures.
41. Attend and represent teams at all athletic dinners or banquets.

## **ARTICLE XI**

### **JOB DESCRIPTION OF HEAD SOPHOMORE COACH, HEAD FRESHMAN COACH, ASSISTANT COACHES**

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 (TCAL)/Kimball (VOL) 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 are 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** **HIGH SCHOOL DANCE AND CHEER**

1. The primary function of the dance and/or cheer squad is as spirit organizations for the high school to enhance sports contests, rallies, assemblies, etc.
2. Sideline performances during games should be coordinated in conjunction with your school's other spirit squad. Halftime performances should be coordinated with the host school activity director and coach of the given sport/athletic director as appropriate with ample communication time.
3. Student-athletes will only be charged for transportation and attire that is to become the property of the performer. No participation fees will be collected. Coaches will submit a detailed list for approval by an administrator of required uniform/supply items to be purchased by the student-athlete. It is recommended that limits be placed on what is required, such as a basic uniform (bow, shoes, poms, liner, shell, skirt, spanks, sweats, bag, etc.).
4. Competitive performances should be limited to those approved by an administrator and the ASB account needs to have funding in place before such approval. Only members on the original roster will be eligible to participate in competitions.
5. Every attempt should be made to hold practices at the high school site. If accommodations cannot be made, administrative approval of an alternate site is required. Cost of facility rental will be paid by cheer or dance team out of their ASB budget.

6. Only those coaches that are employees or cleared volunteers of the team shall have contact with performers. Any outside consultants, such as choreographers, tumbling coaches, etc. must be cleared through the district as an official volunteer coach. Any payment to a volunteer coach must be board approved through the district's Special Services contract.
7. There will be one season of sport for both dance and cheer and it will be composed of fall and winter. The seasonal dates will coincide with the CIF dates during that given season. Teams attending away football games shall pay a fall sport transportation fee in order to use district provided transportation. No traveling will occur during the winter for basketball away games, so no fee will be required.
8. School dress code appropriate uniforms will be worn for all performances.

## **ARTICLE XIV**

### **EMERGENCY INJURIES**

#### **Emergency Injury Procedures**

1. Remind your athletes to immediately report all injuries directly to you.
2. Management of Concussion and Head Injury for CIF Member Schools: Nationwide data continues to show that many catastrophic head injuries are a direct result of injured athletes returning to play too soon, not having fully recovered from the first head injury. On May 7, 2010, the State CIF Federated Council passed Bylaw 313 that now requires a signed medical release before a student-athlete who is suspected to have sustained a concussion can return to play. Please use the links and information provided to further educate yourself on the signs, symptoms and actions that all involved in education based CIF sports should take when they suspect any type of head injury.
3. Bylaw 313 (see Concussion section below)

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.
4. The head coach must fill out and sign an accident report and return it to the Bookkeeper's office the following school day.
5. Each coach is expected to have the emergency telephone numbers in his/her possession at all times.
  - A. **In Any Emergency, IMMEDIATELY CALL 911**
  - B. Tracy Police Department: 831-4550
  - C. Tracy Fire Department: 831-4700
  - D. Sutter Tracy Hospital: 835-1500
6. 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.

**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

## Concussions

A concussion is a brain injury and should be treated seriously no matter how mild. Concussions are caused by a bump, jolt, or blow to the head or body. The force of contact transmitted to the head causes the brain to bounce around or twist within the skull resulting in the stretching and tearing of brain cells. This damage to the brain cells creates changes in the function of the brain. Concussions are not brain bruises but rather a disruption of how the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. Concussions cannot be seen and most occur without loss of consciousness. Signs and symptoms of a concussion may appear immediately after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of a concussion, or if you notice the symptoms or signs of a concussion yourself, **seek medical attention right away.**

<b><u>Symptoms may include one or more of the following:</u></b>	
<ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in Head”</li><li>• Nausea or Vomiting</li><li>• Neck Pain</li><li>• Balance Problems or Dizziness</li><li>• Blurred, Double, or Fuzzy Vision</li><li>• Sensitivity to Light or Noise</li><li>• Feels Sluggish</li><li>• Feels Foggy</li><li>• Drowsiness</li><li>• Change in Sleep Patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t Feel Right”</li><li>• Fatigue or Low Energy</li><li>• Sadness</li><li>• Nervousness or Anxiety</li><li>• Irritability</li><li>• More Emotional</li><li>• Confusion</li><li>• Concentration or Memory Problems (Forgetting Game Plays)</li><li>• Repeating the Same Question/Comment</li></ul>

<b><u>Signs observed by teammates, parents, and coaches include:</u></b>	
<ul style="list-style-type: none"><li>• Appears Dazed</li><li>• Vacant Facial Expression</li><li>• Confused About Assignment</li><li>• Forgets Plays</li><li>• Is Unsure of Game, Score, or Opponent</li><li>• Moves Clumsily or Appears Uncoordinated</li><li>• Answers Questions Slowly</li><li>• Slurred Speech</li></ul>	<ul style="list-style-type: none"><li>• Shows Behavior or Personality Changes</li><li>• Forgets Events Prior to Hit</li><li>• Forgets Events After Hit</li><li>• Seizures or Convulsions</li><li>• Any Change in Typical Behavior or Personality</li><li>• Loss of Consciousness (any duration)</li></ul>

*Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport*

**Student-athletes displaying any signs and symptoms of a concussion should be removed from play immediately.**  
***“When In Doubt, Pull Them Out.”***

A student-athlete with a concussion is now at greater risk to experience a second concussion if the brain is not given time to properly heal. A repeat concussion that occurs before the brain recovers fully, can slow recovery or increase the probability of having long-term problems. In rare cases, repeat concussions can result in brain swelling (edema), permanent brain damage, and even death.

Strict guidelines have been established that govern a student-athlete's return to play following a concussion. California Interscholastic Federation (CIF) Bylaw 313 states, "A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day. A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider."

Simply put, a student-athlete with a potential concussion/head injury must be removed from activity and not allowed to return until their doctor clears them.

State Assembly Bill 25 requires on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent/guardian prior to the start of the athlete's season of practice or competition. ***This signature page can be found on the last page of the Concussion Information Sheet for Student-Athletes & Parents. Athletes must turn in this page with all necessary signatures to their coach prior to beginning practice.***

### **Coach's Responsibility With Concussions**

If you suspect that an athlete has a concussion, it is recommended you follow the CDC's "Heads Up: 4 Step Action Plan"

1. Remove athlete from play. Athlete must be observed continuously until he/she is evaluated by a health care professional.  
Never leave the athlete alone.
2. Ensure that the athlete is evaluated by an appropriate health care professional.
3. Inform the athlete's parent/guardian about the possible concussion and give them information on concussions.
4. Keep athlete out of play the day of injury and until an appropriate health care professional clears athlete for return to activity.

### **Resources**

"Concussion in Sports – What You Need To Know"

The National Federation of State High School Associations (NFHS) and Centers for Disease Control and Prevention (CDC) have teamed up to provide information and resources to help educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. ***It is highly recommended that all TUSD coaches complete this free internet course. The course can be accessed at the following web address:***

**<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>**

***Upon successful completion, please print your certificate and submit to your site Athletic Director.***

For more information please see the CDC's "Heads Up: Concussion in High School Sports" web site:

[http://www.cdc.gov/concussion/HeadsUp/high\\_school.html#2](http://www.cdc.gov/concussion/HeadsUp/high_school.html#2)

## **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 and/or 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:

Heat Stroke (Note: This can be fatal)

Signs include:

Vomiting

Possible seizures

Rapid pulse

Absence of sweating

Hot, red and dry skin.

### May become unconscious

Confusion, incoherent speech, temperature ranges from 102°-106°.

#### Treatment

#### **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 temperature 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

#### Differences between heat stroke and heat exhaustion

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

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 XV**

### **STERIODS**

#### **What are steroids?**

Anabolic androgenic steroids are synthetic derivatives of the male hormone testosterone that are taken to build muscle, enhance performance, and improve appearance. The drug's anabolic or "muscle-building" effects help the body retain protein, a necessary building block for the growth of muscles, bones, and skin. The androgenic or "masculinizing" effects because the development of a deep voice, facial and body hair, muscle mass, and aggressiveness. Unfortunately, steroid abusers risk a variety of unwanted side effects, some of which are irreversible. Another significant danger includes HIV infection if needles are shared.

Some common trade names of anabolic androgenic steroids include Anatrofin, Anaxvar, Annadrol, Bolasterone, Decadiabolin, Decadurabolin, Dehydropiandrosterone (DHEA), Delatestryl, Dianabol, Dihydrolone, Durabolin, Dymethazine, Enoltestovis, Equipose, Gamma Hydroxybutylate, Maxibolin, Methatriol, Methyltestosterone, Parabolin, Primobolin, Quinolone, Therabolin, Trophobolene, and Winstrol. Slang terms include Gym Candy, Pumpers, Stackers, A's, Anabolics, Arnolds, Bolins, GHB, Oxys, Anabols, Balls or Bulls, Delatestryl, Maxibolin, Weight Trainers, Arnies, Dep-testosterone, Methyltestosterone, Roids, and Juice.

#### **Who typically uses steroids?**

The majority of steroid users tend to be young, male athletes, although steroid use is not limited to bodybuilders and football players alone. Increasing evidence shows that athletes in endurance sports such as swimming, running, and cycling use steroids. Adolescents may use them to quicken the onset of puberty and maturation, plus male and female models may take them to improve their body image. Those in certain, physically demanding occupations, like law enforcement, bouncers, or military personnel may use steroids to build strength.

#### **How are steroids used?**

Steroids are either taken orally in tablet form or injected intramuscularly. Users rely on hearsay and gossip to determine dosage levels that may not be safe. Individuals abusing steroids take mega doses of hundreds of milligrams per day, whereas doctors prescribe only 1 to 5 mg. per day for legitimate medical uses. Under the false assumption that taking more steroids will yield better results, users typically take many types of steroids in combination with other drugs, a phenomenon known as "stacking." Users often take steroids in "cycles" where they use steroids for six to 12 weeks at a time punctuated by periods where they do not take steroids. Steroid users do this to avoid building up a tolerance.

#### **Are steroids used with other drugs?**

Steroid users may combine steroids with stimulants, depressants, pain killers, anti-inflammatory drugs, and other hormones to offset steroid side effects. Paradoxically, this strategy further increases the chances of adverse reactions.

#### **Where do users get steroids?**

The majority of these steroids are illegally manufactured or traded on the black market which eliminates any quality controls. Steroids may be contaminated, mislabeled, or bogus.

**Are there valid medical uses for steroids?**

Anabolic androgenic steroids are used medically for some forms of anemia, some breast cancers, osteoporosis, endometriosis, and hereditary angiodema, a swelling disorder. However, there is no sanctioned use of steroids for cosmetic purposes or athletic performance. Because of negative side effects and the potential for abuse, anabolic androgenic steroids have been classified as controlled substances with severe penalties for trafficking, possession, or use. Most athletic associations, including the International Olympic Committee, test athletes for steroids, and penalize those in whom steroids are detected.

**Can steroids improve athletic performance?**

Although users report increases in muscle bulk, strength, and endurance, steroids cannot improve agility, athletic skill, and cardiovascular capacity-factors which also affect performance. In addition, there is no conclusive evidence that steroid use decreases recovery time from injuries. In fact, some research asserts that steroid abuse hampers the normal process of wound healing.

**How can I tell if someone close to me is abusing steroids?**

Be aware of the following symptoms of steroid abuse:

- Rapid weight gain and muscle development
- Acne flare-up
- Fluid retention
- Jaundice (yellow tinge to eyes and skin)
- Mood swings and depressed moods
- Aggressive behavior
- Premature balding

**What are the psychological effects of steroid use?**

Steroid abuse can have profound effects on the mind, causing temporary personality changes in some. Users may exhibit uncontrolled aggression and violent behavior called “roid rage,” in addition to severe mood swings, manic episodes, and depression. Moreover, users may suffer paranoid jealousy, extreme irritability, delusions, and impaired judgment from feelings of invincibility. During periods when they do not use, chronic users may experience withdrawal symptoms that intensify the psychological effects.

**Can steroids cause death?**

Yes. Steroid-related fatalities occur as a result of suicide, homicide, liver disease, heart attack, and cancer.

**What are some of the side effects of steroid use?**

A build-up of steroids upsets the body’s internal balance, and side effects occur when the body begins to compensate to eliminate the excess steroids or hormones. Steroid abuse can cause stunted growth in adolescents, continuous headaches, bone pain, nausea, and changes in bowel and urinary patterns. An unexpected side effect is that steroid use can weaken the tendons, placing athletes at risk of serious injury.

Cardiovascular System: Enlargement of the heart, a precursor to heart failure; high blood pressure; atherosclerosis or hardening of the arteries, a precursor to coronary heart disease;

elevated cholesterol levels; heart palpitations; heart attack; stroke; anaphylactic and septic shock.

**Reproductive System:** In males, excess testosterone is converted to the female hormone estrogen which causes the development of female characteristics. For instance, men experience prostate enlargement, sterility, sexual dysfunction, baldness, breast enlargement, and testicular atrophy. Excess testosterone in females has the opposite effect, causing menstrual irregularities, deepening of the voice, baldness, fetal damage, hair growth on other parts of the body, sexual dysfunction, sterility, reduction of breasts, and genital swelling.

**Vital Organs:** Prolonged heavy use of steroids can permanently damage the liver, causing cancer, jaundice, bleeding, and hepatitis. Steroids can impair the kidneys leading to kidney stones and kidney disease.

**Are there other problems associated with steroid use?**

Problem users may lose interest in daily activities and report loss of energy and boredom. They may have a hard time limiting their use, may build a tolerance to steroids requiring larger amounts to get the muscle-building effects, and may develop problems with their jobs and personal relationships. Steroid use can also cause a phenomenon called “male anorexia” where users experience dissatisfaction with their body image and do not notice changes that are apparent to others.

**How long do steroids stay in the user’s body?**

Oral steroids can be detected up to several weeks after use, while injected steroids can be detected for several months after use.

**Are adolescents at risk?**

Teenage and young adult males who participate in athletics are at particular risk for abusing steroids because they believe that steroids can help them enhance their physical performance and their appearance. Ironically, teens are at particular risk of harming their health and permanently changing their appearance in ways they do not expect - acne, stunted growth, female characteristics (in boys), and male characteristics (in girls). Research also shows that the earlier people start using drugs, the more likely they are to go on to experiment with other dangerous drugs. Athletes who use steroids risk discovery and exclusion from sports activities.

**Who should I contact if someone close to me has a problem with steroids?**

Contact the Texas Commission on Alcohol and Drug Abuse’s toll-free hotline at (800) 832-9623 or your local Council on Alcohol and Drug Abuse for referral assistance. You may also contact your family physician, hospital, or yellow pages for other intervention and treatment options.

**For more information, contact the following sources:**

- Your local Council on Drug and Alcohol Abuse.
- Your local public library.
- Other sources can be found in the yellow and blue pages of your phone book under “Drug Abuse.”

**Access reliable information instantly from the Internet from the following sites:**

- The National Clearinghouse for Alcohol and Drug Information's homepage has information on steroids and other substances of abuse. <http://www.health.org>
- The National Institute on Drug Abuse has national statistics and the latest research findings available. <http://www.nida.nih.gov>
- The Partnership for a Drug-Free America has a drug database to help parents identify specific drugs, their effects, and drug paraphernalia. <http://www.drugfreeamerica.org>

**Other Sources:**

- Anabolic Steroids - A Threat to Mind and Body. *NIDA Research Report Series*. Rockville, MD: National Institute on Drug Abuse. <http://www.nida.nih.gov/ResearchReports/Steroids/AnabolicSteroids.html>
- Anabolic Steroids Abuse. *NIDA Notes*. Rockville, MD: National Institute on Drug Abuse May 1996. [http://www.nida.nih.gov/NIDA\\_Notes/NNindex.html](http://www.nida.nih.gov/NIDA_Notes/NNindex.html)
- Athletes Training and Learning to Avoid Steroids (ATLAS). Portland, OR: Oregon Health Sciences University, School of Medicine, Division of Health Promotion and Sports Medicine, web site. <http://www.ohsu.edu/som-hpsm/atlas.htm>
- Bamberger, Michael and Don Yaeger. Over the Edge. *Sports Illustrated*. 14 April, 1997, pp 62-70.
- Bedall, Doug. Seeking Solutions: Study Shows Scare Tactics Against Steroids Don't Work. *Dallas Morning News*. 26 December 1995. <http://www.newstimes.com/archive/dec2695/spg.htm>
- Drugs of Abuse. Washington, DC: Drug Enforcement Administration, 1996. <http://www.usdoj.gov/dea/pubs/abuse/contents.htm>
- Get It Straight: The Facts About Drugs. Drug Enforcement Administration and the Boys and Girls Clubs of America. <http://www.usdoj.gov/dea/pubs/straight/cover.htm>
- Johnson, Jay, and Jane Maxwell. *TCADA Dictionary of Slang Terms*. Austin, TX: Texas Commission on Alcohol and Drug Abuse, 1997.
- More Bad News for Steroid Abusers. *Forensic Drug Abuse Advisor*. Vol. 7 (9) October 1995.
- Steroids. Drug Free Resource Net, Partnership for a Drug Free America. <http://www.drugfreeamerica.org>
- Tips for Teens about Steroids. Center for Substance Abuse Prevention. Substance Abuse and Mental Health Services Administration. <http://www.health.org/pubs/tips/teenster.htm>
- Discharge, Trent. Guide to Information about Steroids. *METNET Drug Information Base*. CESAR Board: Center for Substance Abuse Research, University of Maryland, 1993. <http://www.inform.umd.edu/EdRes/Colleges/BSOS/Depts/Cesar/metnet/steroids.htm>

**Common Warning Signs and Symptoms of Possible Steroid Use by a Student Athlete**

The following is a list of the most common warning signs and symptoms of possible steroid use by a student athlete:

- Aggressive, combative behavior
- Severe acne and oily skin
- Jaundice (yellowing of the skin)
- Foot swelling and water retention in the legs

- Quick weight and muscle gains
- Purple or red spots on the body
- Increased injuries to tendons and ligaments
- Trembling, nausea and vomiting
- Persistent unpleasant breath odor

Steroid use is detrimental to both the body and school athletic programs, learn more about the risks and effects of using steroids.

### **Risks & Effects of Steroids on Student Athletes**

Professional and Olympic athletes become role models to our youth, becoming larger than life stars. Many times, they want to emulate them and dream of the success they enjoy. All too often though, they see that their hero's success may be aided by performance enhancing drugs. They don't understand the effects of using these drugs:

- Liver Damage & Cancers
- High Blood Pressure & Heart Disease
- Blood Clots & Stroke
- Urinary and Bowel Problems
- Headaches, Aching Joints, and Muscle Cramps
- Nausea & Vomiting
- Sleep Disorders
- Increased Risk of Tendon & Ligament Injuries
- Severe Acne
- Baldness

When males, in particular, use steroids, their bodies start to produce less of their own testosterone, which leads to the following negative effects:

- Reduced Sperm count
- Impotence
- Enlarged Prostate
- Enlarged Nipples & Breasts

When females, in particular, use steroids, it acts as a male hormone, which causes the following negative effects:

- Increased Facial & Body Hair
- Deepened Voice
- Menstrual Problems
- Reduced Breast Size

In addition, performance enhancing drugs, like steroids, have a very negative effect on the integrity of athletes and the school athletic programs:

- Performance-enhancing drugs disguise an athlete's natural abilities
- They are a substitute for dedication and focus
- Performance-enhancing drugs cheapen sports
- They create a false sense of accomplishment
- They deprive virtuous and superior athletes the victories that should theirs.

**ARTICLE XVI**  
**PROCEDURES 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:
  - A. Completed Physical Examination Form
  - B. Medical History Form
  - C. Medical Emergency Authorization Form
  - D. Sports Consent/Proof of Insurance Form
2. Each coach must have a completed participation check sheet indicating each athlete has completed all 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.
7. 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 XVII**  
**PROCEDURES PRIOR TO FIRST CONTEST**

1. Submit a copy of uniforms and identification numbers to the ATHLETIC DIRECTOR as soon as possible.
2. 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.
3. 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.
4. Make sure all emergency forms are in your medical kit.
5. Read through the Athletic Trip Basic Rules.
6. Issue team room 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 team room or designated area.
7. 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).
8. Transportation fees must be paid in full or a waiver been granted prior to the first contest. Athletes that have not paid their fee will not travel or be on the team bench.
9. Prior to any contest, Saturday School hours must be at 15 or below. All High Schools will operate under the same Saturday School Accounting System.

## **ARTICLE XVIII** **ATHLETIC TRIP BASIC RULES**

All trips, dates, destinations and vehicle use must be approved by the Athletic Director.

A certificated employee or a coach must be the supervisor of a team trip.

Only a certificated employee, coach, or individual approved by the District Transportation Department may drive a school vehicle van, car, etc.

All students must have an emergency form signed by their parents prior to leaving. These forms shall be kept in the team medical kit.

At least one adult must ride in the front of the bus.

When transportation is provided, students must ride the bus or van from Kimball/Tracy/West High School, both to and from the activity. Athletes are not allowed to transport themselves.

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 XIX** **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 and school site principal's approval.
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 **Kimball/Tracy/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: Wolf pack

Colors: Navy Blue and Vegas 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 coach's 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 XX**

### **PROCEDURES AT COMPLETION OF SEASON**

1. All head varsity coaches are accountable for all equipment inventories, including equipment issued to sophomore and freshmen athletes.
2. Completion of next years schedule must be submitted to the ATHLETIC DIRECTOR 6 months prior to first contest.
  - A. 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, TCAL and VOL. 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.
  - B. 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.
  - C. 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.
3. Each head coach must submit a list of uniform items (including identification numbers) collected to the ATHLETIC DIRECTOR prior to their pay period. Coaches will be held accountable for uniforms and keys prior to the issuing of their check.

**ARTICLE XX1**  
**PROCEDURE PRIOR TO FINAL PAYCHECK**

1. All coaches must turn in all school keys to the school person assigned by the Athletic Director.
2. Budget request forms are available through the school bookkeeper.
  - A. 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.
  - B. The budget is to include all areas of money spent, such as equipment, officials, supplies, rental fees, equipment repairs, and entry fees.
  - C. 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.
3. Inventory of equipment: Head varsity coaches will be responsible for care, issuing, and storage of athletic equipment and uniforms for their program.
  - A. All uniforms shall be marked for permanent identification. An itemized list will be submitted to the ATHLETIC DIRECTOR
  - B. 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 year's budget request.
  - C. 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.
  - D. 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 ATHLETIC DIRECTOR on storage location.
  - E. 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.
4. 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 Paychecks will not be issued unless all certifications are valid and have been submitted to the Human Resources Office.

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

**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).
2. 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.

### **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.

### **Issuing Awards**

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 at the coach's 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. An athlete must have demonstrated good citizenship, attendance and sportsmanship. The head coach may use his discretion on final determinations for lettering

## **ARTICLE XXIII** **SPORTS AWARDS AND BANQUETS/DESSERTS**

### **Awards**

Submit the following information to the Athletic Director at least two weeks prior to your team banquet:

1. The date of your presentations
2. A complete alphabetical roster with all names spelled correctly as they should appear on the certificates. Delete players who have quit, etc.
3. Previous awards won by the individual. Did he/she letter last year? How many years has he/she been on the varsity team, etc.?
4. Awards
  - A. First year at Frosh, Soph, or JV level-certificate and insert
  - B. Second year a Soph or JV level-certificate and insert
  - C. First complete varsity year-certificate and Block T/W with insert for sport
  - D. Second varsity year-certificate and insert
  - E. Third varsity year -certificate and insert
  - F. Fourth varsity year-certificate, insert and trophy
  - G. Certificates will be given to any scholar-athlete with a 3.7 GPA or better
5. 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)
6. You may only order one plaque or trophy per award with Athletic Director approval.
7. 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).
8. 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.
9. Return the special awards requisition form to the Athletic Director no later than one week prior to your dinner/presentation.
10. Completed Awards may be picked up at (by coaches only):  
Tracy Trophy  
48 W. 10<sup>th</sup> Street  
Tracy, Calif. 95376  
Phone: (209) 836-5029

**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.

Head coaches should order the awards for all levels in their program. One coach will order for all.

### **Banquets/Desserts**

Each sport shall hold a banquet/dessert 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/desserts are encouraged but not mandatory.
3. Banquet/dessert dates and sites must be cleared by the Athletic Director and the student activities director. Allow at least two weeks advance notice.
4. Banquets/dessert 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/dessert. In cases where a public bar is open at the banquet/dessert site, no liquor may be served in or brought into the banquet/dessert room.
6. Team coaches shall not consume alcohol at any team function or banquet/dessert.
7. The principal and Athletic Director should be invited to all team awards banquets/dessert.
8. Banquets/dessert must be financially self-supporting. No athletic department funds are available to cover shortfalls.

### **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 coach's 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 athlete's 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 is 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 (The Blanket 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.

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.

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.

Each Varsity Sport gets one vote.

If the Athletic Director is not a Varsity Head Coach, he/she will be allowed one vote.

### **Tracy High School 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 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 Lions Club  
 Tracy Rotary Club  
 Student of T.U.S.D.  
 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 or no 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 or through sheer physical effort.

7. 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. These individuals play any defensive position. Statistics may or may not be used to determine this recipient.

### **Varsity Coach's 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 athlete's varsity experience.

#### **Selection Criteria**

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.

1. Most improved player in a single season
2. Most improved player from one varsity season to another varsity season
3. Degree of contribution (value of player as to the need to fill a void)
4. Commitment (e.g. spring ball, passing league, weight training, attendance)
5. Attitude (practice, team work, school rules, grades, citizenship)
6. Coach ability (does this athlete follow directions and cooperates with coaches)
7. This athlete need not be a starter
8. 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 to a 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 teammate who best exemplifies the meaning of the title, "Inspirational", as described below:

Inspire team-mates to give fully of their physical ability.

Never unduly criticize a fellow team-mate's weakness.

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

Put forth every effort to so live your life as an example for others to follow.

Instill self confidence in your fellow team-mates.

Respect the thoughts of your fellow man, even though you may not agree with him.

Allow happiness to overcome anger, worry, and fear.

Think kindly toward others and overlook their mistakes.

Invite with an open mind constructive criticism

Only an untruthful person is the one who never admits to making mistakes.

Never dwell on past mistakes.

Attendance at all practice and team sessions.

Loyalty 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 Lineman |                   |

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 Boys' 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 are 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 male 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 no 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 National Team. He set a World 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) Rothschild Award**

At the Women's Varsity level the MARVIN (MARV) ROTHSCHILD AWARD is given to the top athlete or most valuable female 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 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 name 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 West 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 an athlete at Tracy High. He ran there 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 Manuel 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>SPORT</b>	<b>NAME OF TROPHY</b>	<b>WHO PICKS</b>	<b>WHO BUYS</b>
<b><u>BASEBALL</u></b>			
Varsity	M.V.P. Blaney	Team	SBA
	Best Hitting Average	Statistics	SBA
	Fitzpatrick	Team	Joe Wilson
Soph	M.V.P./Top Hitter	Team	SBA
Frosh.	Offensive/Defensive Player	Team	SBA
<b><u>BASKETBALL-BOYS</u></b>			
<u>Varsity</u>	M.V.P.	Team	SBA
	Most Improved Player	Team	SBA
	Outstanding Defense Player	Team	SBA
	Most Inspirational	Statistics	SBA
<u>Soph.</u>	M.V.P.	Team	SBA
	Outstanding Defense Player	Team	SBA
	Most Improved	Team	SBA
<u>Frosh</u>	M.V.P./Most Improved	Team	SBA
<b><u>BASKETBALL-GIRLS</u></b>			
Varsity	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Best Defense	Statistics	SBA
Soph	M.V.P.	Team	SBA
	Best Defense	Statistics	SBA
	Most Improved	Team	SBA
<u>Frosh</u>	Most Valuable	Team	SBA
	Most Improved	Team	SBA

## Trophies (cont.)

<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>CROSS COUNTRY-BOYS</u></b>			
Varsity	Coaches Award	Coach	SBA
	Most Valuable	Coach	SBA
Frosh/Soph	Most Valuable/Improved	Coach	SBA
<b><u>CROSS COUNTRY-GIRLS</u></b>			
	Coaches Award	Coach	SBA
	Most Valuable	Coach	SBA
<b><u>DIVING</u></b>			
	Most Valuable (B)	Coach	SBA
	Most Valuable (G)	Coach	SBA
	Most Improved	Coach	SBA
<b><u>FOOTBALL</u></b>			
<u>Varsity</u>	Peter B. Kyne	Civic Comm.	SBA
	Weeks Award	Determine by grades	SBA
	John Rita Most Improved	Coaches	Rita Family
	Richie Silva Outstanding Lineman	Coaches, press, 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
<b><u>GOLF</u></b>			
Boys & Girls	Outstanding Golfer	Best Record	SBA
	Most Improved	Coach	SBA
<b><u>GYMNASTICS</u></b>			
<u>Var., J.V., Nov.</u>	Outstanding Gymnasts	Team	SBA
	Most Valuable Gymnasts	Team	SBA
	Coach's Award	Team	SBA

## Trophies (cont.)

<b>SPORT</b>	<b>NAME OF TROPHY</b>	<b>WHO PICKS</b>	<b>WHO BUYS</b>
<b><u>SOCCER</u></b>			
Boys & Girls	John Chao Perpetual	Team/Coach & L.A.C.L.A.C.	
	Outstanding Offensive	Team	SBA
	Outstanding Defensive	Team	SBA
	Most Improved	Team	SBA
	Coach's Award	Team	SBA
Frosh/Soph	MVP Defense	Team	SBA
	MVP Offense	Team	SBA
<b><u>SOFTBALL</u></b>			
Varsity	Shawna Dias-Davis	Dias Family	Dias Family
	MVP Defensive		
	Most Valuable	Team	SBA
	Coaches Award	Team	SBA
	Most Improved	Team	SBA
Frosh/Soph	Most Inspirational	Team	SBA
	Most Valuable	Team	SBA
Freshman	Most Valuable	Team	SBA
	Most Inspirational	Team	SBA
<b><u>SWIMMING – Boys &amp; Girls</u></b>			
(Boys only)	Nate Wandruff Award	Team	SBA
	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Coach's Award	Coach	Coach
Frosh/Soph	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Coach's Award	Coach	Coach
<b><u>TENNIS</u></b>			
Girls	Most Outstanding	Team	SBA
	Most Valuable	Team	SBA
Boys	Most Valuable	Team	SBA
	Most Improved	Team	SBA
<b><u>TRACK-BOYS</u></b>			
Varsity	George Parker (MVP)	Coaches	SBA
	Most Inspirational	Coaches	SBA
	(Lynn Dell Hawkins for THS)		
	Outstanding Field Event Performer		
	(Manuel Costa Award)		
Frosh/Soph	Team Inspirational (Richard Romero Award)		SBA
	Most Valuable (Henry Welch)	Coaches	SBA

## **Trophies (cont.)**

<b><u>SPORT</u></b>	<b><u>NAME OF TROPHY</u></b>	<b><u>WHO PICKS</u></b>	<b><u>WHO BUYS</u></b>
---------------------	------------------------------	-------------------------	------------------------

### **TRACK-GIRLS**

Varsity	Most Valuable (Rothschild)	Coaches	SBA
	Outstanding Field Event Performance		
	(Manuel Costa Award)		
Frosh/Soph	Most Valuable	Coaches	SBA

### **VOLLEYBALL**

Varsity	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA
	Most Spirited	Coaches	SBA
Frosh/Soph	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA
Freshman	Most Valuable Player	Coaches	SBA
	Most Improved	Coaches	SBA

### **WATERPOLO – Boys & Girls**

Varsity	Most Inspirational	Team	SBA
	Most Improved	Team	SBA
	Best Defense	Team	SBA
	Coaches Award	Coaches	Coaches
Frosh/Soph	M.V.P	Team	SBA
	Most Improved	Team	SBA

### **WRESTLING**

Varsity & J.V.	M.V.P.	Team	SBA
	Most Improved	Team	SBA
	Coaches Award	Coaches	Coaches

## **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 player's 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 | <u>(3)</u> |
|  | 11         |

#### Procedures 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.

## **ARTICLE XXIV** **HIGH SCHOOL HEAD COACH/ASSISTANT COACH** **EVALUATION PROCESS**

1. The Athletic Director will evaluate the Head Varsity Coach of each sport with input from the Site Principal/Designee. The Athletic Director will meet with the Head Varsity Coach for their evaluation, with assistance from the Principal/Designee as needed.
  - A. If the Head Varsity Coach receives a less than satisfactory evaluation, then he/she will meet with the Principal/Designee and Athletic Director.
2. The Head Varsity Coach in charge of each program will evaluate all lower level head coaches and assistant varsity coaches within the program, with input from the Athletic Director and Site Principal/Designee. The Head Varsity Coach will meet with the lower level head coach(es) and assistant varsity coach(es) for evaluation, with assistance from Athletic Director and Site Principal /Designee as needed
  - A. If their evaluations are less than satisfactory then they will meet with the Principal/Designee and Athletic Director.
3. The Head Coach at the lower levels will evaluate assistant coaches in their program with input from the Varsity Coach, Athletic Director and Site Principal/Designee.
  - A. If less than a satisfactory evaluation, the Athletic Director and Varsity Head Coach will participate in the presentation of the evaluation.
4. All paid coaches will be evaluated using this process.
5. Copies of the evaluation will be provided to the evaluatee, the principal's office and the Human Resources Office.

Established 11/20/09, Revised 12/15/09



**TRACY UNIFIED SCHOOL DISTRICT**  
**HEAD COACH EVALUATION FORM**

Evaluatee \_\_\_\_\_ School \_\_\_\_\_

Sport \_\_\_\_\_ Level \_\_\_\_\_ School Year \_\_\_\_\_

Evaluator \_\_\_\_\_  
\_\_\_\_\_

S = Satisfactory

RI = Requires Improvement

U = Unsatisfactory

**I. Professional Duties and Responsibilities**

- a. \_\_\_\_\_ manages all matters relating to the organization and administration of the team under his/her direction
- b. \_\_\_\_\_ abides by all relevant Board policies and administrative guidelines
- c. \_\_\_\_\_ enforces all rules of the California Interscholastic Federation (CIF) related to his/her sport
- d. \_\_\_\_\_ maintains required certifications for coaching, including CPR, First Aid, TB test, Water Safety (if applicable), etc.; takes/passes appropriate coaching course as required by the CIF
- e. \_\_\_\_\_ assigns duties to assistant coaches and evaluates their performance
- f. \_\_\_\_\_ plans all practice sessions with specific training objectives
- g. \_\_\_\_\_ prepares public information releases regarding his/her sport
- h. \_\_\_\_\_ assists and/or coordinates special events such as freshman orientation, summer camps, banquets, etc.
- i. \_\_\_\_\_ maintains a complete and accurate team roster and submits copies to the athletic director as requested
- j. \_\_\_\_\_ cooperates with the athletic director in setting up physical examination schedules and verifies that no student is issued equipment or allowed to practice until his/her examination card has been completed and his/her insurance coverage is in effect
- k. \_\_\_\_\_ assigns at least one (1) coach to be with the team at all times, including locker room supervision until all team members have left the building

- l. \_\_\_\_\_ arranges for or conducts spot checks to confirm that all windows, doors, and gates are locked in any area that has been used; is prudent in the handling of keys for buildings and equipment
- m. \_\_\_\_\_ prepares a detailed equipment and supply request form and submits it to the athletic director in sufficient time to obtain the material when needed
- n. \_\_\_\_\_ arranges for the presentation of team awards through the appropriate school office
- o. \_\_\_\_\_ assists the athletic director in scheduling by recommending teams to be played and officials to be employed
- p. \_\_\_\_\_ enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to the Coaching Handbook and the Athletic/Parent Student Handbook
- q. \_\_\_\_\_ reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature; fills out required incident/injury forms
- r. \_\_\_\_\_ serves as a role model for his/her athletes (in the classroom, during the season, during the off-season)

In all cases, the coach confirms that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach secures the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

## II. Coaching Performance

- a. \_\_\_\_\_ develops respect by example in appearance, manners, behavior, language and conduct; suitable sideline conduct at all times (including practices and athletic events); maintains appropriate relationship with game officials.
- b. \_\_\_\_\_ maintains suitable sideline control at games and tournaments
- c. \_\_\_\_\_ provides proper supervision in all situations
- d. \_\_\_\_\_ maintains effective individual and team discipline and control
- e. \_\_\_\_\_ develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential
- f. \_\_\_\_\_ establishes the fundamental philosophy, skills and knowledge to be taught to the athletes
- g. \_\_\_\_\_ is fair, understanding, tolerant, empathetic and patient with team members
- h. \_\_\_\_\_ is innovative in trying and assessing new coaching techniques and ideas

- i. \_\_\_\_\_ shows an interest in athletes' academic achievements and on-season/off-season activities
- j. \_\_\_\_\_ provides leadership and demonstrates attitudes that produce positive efforts by participants
- k. \_\_\_\_\_ delegates authority with responsibility while remaining accountable for such delegations
- l. \_\_\_\_\_ models behaviors which reflect the values of good sportsmanship, fair competition and ethical behavior
- m. \_\_\_\_\_ provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort

### III. Professional and Personal Relationships

- a. \_\_\_\_\_ works cooperatively and develops rapport with the athletic director, coaching staff, teachers and district administration
- b. \_\_\_\_\_ conducts and/or participates in necessary in-service meetings and coaches' clinics to improve coaching performance and attends meetings as required by the district and/or athletic department
- c. \_\_\_\_\_ develops sound public relations by cooperating with newspaper, radio, television, Booster Club and interested spectators
- d. \_\_\_\_\_ promotes all sports in the athletic program
- e. \_\_\_\_\_ communicates and cooperates with parents

### IV. Evaluator's Comments

---



---



---

The coach's signature indicates only that all phases of the evaluation have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

### VI. Check One:

\_\_\_\_\_ SATISFACTORY (recommended for continued assignment)

\_\_\_\_\_ REQUIRES IMPROVEMENT (recommended for continued assignment provided an understanding can be reached in areas where improvement is suggested)

\_\_\_\_\_ UNSATISFACTORY (not recommended for continued assignment)

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Administrator's Signature

\_\_\_\_\_  
Date

**TRACY UNIFIED SCHOOL DISTRICT**  
**ASSISTANT COACH EVALUATION FORM**

Evaluatee \_\_\_\_\_ School \_\_\_\_\_

Sport \_\_\_\_\_ Level \_\_\_\_\_ School Year \_\_\_\_\_

Evaluator \_\_\_\_\_  
\_\_\_\_\_

S = Satisfactory

RI = Requires Improvement

U = Unsatisfactory

**I. Professional Duties and Responsibilities**

- a. \_\_\_\_\_ assists head coach with matters relating to the organization and administration of the team
- b. \_\_\_\_\_ abides by all relevant Board policies and administrative guidelines
- c. \_\_\_\_\_ enforces all rules of the California Interscholastic Federation (CIF) related to his/her sport
- d. \_\_\_\_\_ maintains required certifications for coaching, including CPR, First Aid, TB test, Water Safety (if applicable), etc.; takes/passes appropriate coaching course as required by the CIF
- e. \_\_\_\_\_ assists in planning practice sessions
- f. \_\_\_\_\_ assists in preparation of public information releases regarding his/her sport
- g. \_\_\_\_\_ assists in coordination of special events such as freshman orientation, summer camps, banquets, etc.
- h. \_\_\_\_\_ cooperates with the head coach and athletic director in setting up physical examination schedules and verifies that no student is issued equipment or allowed to practice until his/her examination card has been completed and his/her insurance coverage is in effect
- i. \_\_\_\_\_ assists with supervision of athletes until all team members have left the building and/or field
- j. \_\_\_\_\_ arranges for or conducts spot checks to confirm that all windows, doors, and gates are locked in any area that has been used; is prudent in the handling of keys for buildings and equipment
- k. \_\_\_\_\_ assists with preparation of detailed equipment and supply request form and submits it to the athletic director in sufficient time to obtain the material when needed

- l. \_\_\_\_\_ assists with arrangements for the presentation of team awards through the appropriate school office
- m. \_\_\_\_\_ assists the head coach and/or the athletic director in scheduling by recommending teams to be played and officials to be employed
- n. \_\_\_\_\_ enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to the Coaching Handbook and the Athletic/Parent Student Handbook
- o. \_\_\_\_\_ reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature; fills out required incident/injury forms
- p. \_\_\_\_\_ serves as a role model for his/her athletes (in the classroom, during the season, during the off-season)

In all cases, the coach confirms that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach secures the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

## II. Coaching Performance

- a. \_\_\_\_\_ develops respect by example in appearance, manners, behavior, language and conduct; suitable sideline conduct at all times (including practices and athletic events); maintains appropriate relationship with game officials.
- b. \_\_\_\_\_ maintains suitable sideline control at games and tournaments
- c. \_\_\_\_\_ provides proper supervision in all situations
- d. \_\_\_\_\_ maintains effective individual and team discipline and control
- e. \_\_\_\_\_ develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential
- f. \_\_\_\_\_ establishes the fundamental philosophy, skills and knowledge to be taught to the athletes
- g. \_\_\_\_\_ is fair, understanding, tolerant, empathetic and patient with team members
- h. \_\_\_\_\_ is innovative in trying and assessing new coaching techniques and ideas
- i. \_\_\_\_\_ shows an interest in athletes' academic achievements and on-season/off-season activities
- j. \_\_\_\_\_ provides leadership and demonstrates attitudes that produce positive efforts by participants
- k. \_\_\_\_\_ delegates authority with responsibility while remaining accountable for such delegations

- l. \_\_\_\_\_ models behaviors which reflect the values of good sportsmanship, fair competition and ethical behavior
- m. \_\_\_\_\_ provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort

III. Professional and Personal Relationships

- a. \_\_\_\_\_ works cooperatively and develops rapport with the head coach, athletic director, coaching staff, teachers and district administration
- b. \_\_\_\_\_ conducts and/or participates in necessary in-service meetings and coaches' clinics to improve coaching performance and attends meetings as required by the district and/or athletic department
- c. \_\_\_\_\_ develops sound public relations by cooperating with newspaper, radio, television, Booster Club and interested spectators
- d. \_\_\_\_\_ promotes all sports in the athletic program
- e. \_\_\_\_\_ communicates and cooperates with parents

IV. Evaluator's Comments

---

---

---

The coach's signature indicates only that all phases of the evaluation have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Assistant Coach's Signature

\_\_\_\_\_  
Date

VI. Check One:

\_\_\_\_\_ SATISFACTORY (recommended for continued assignment)

\_\_\_\_\_ REQUIRES IMPROVEMENT (recommended for continued assignment provided an understanding can be reached in areas where improvement is suggested)

\_\_\_\_\_ UNSATISFACTORY (not recommended for continued assignment)

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

---

Athletic Director's Signature

---

Date

---

Site Administrator's Signature

---

Date