

Upland High School **Athletic Handbook**



General Operating Guidelines 2022/23



UPLAND UNIFIED
SCHOOL DISTRICT

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UHS ATHLETICS PHILOSOPHY

The Upland High School Athletic Programs are an important partner in the overall educational experience that a student-athlete receives while attending Upland High School. Our athletic programs will be conducted in a way that is complementary and supportive of the academic programs and will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. UHS Athletics will assist in developing the habits, attitudes, and ideals necessary to compete in an ethical manner whether on the athletic field or in the workplace.

The balance between enriching young people through a spirit of cooperation while learning how to compete and reach their individual potential is fostered by a well-conducted athletic program under competent leadership. Furthermore, the athletic program will provide our students with life-long lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, responsibility, and leadership skills.

We fully understand that academics will open doors for our young people and it is our expectation that our student-athletes will strive for success in the classroom each and every day. However, we believe that their athletic experience will allow them to “stay in the door” by empowering them to persevere and stay the course leading to a successful and fulfilling professional and personal life as they move forward.

Sportsmanship will be the top priority of interscholastic athletics. Commitment to fair play, integrity, and genuine empathy for others must be taught, practiced, and modeled if coaches are going to make a difference. Athletics should assist in the development of a well-rounded individual, and

encourage the qualities of good citizenship. Sports play an important role in developing a healthy self-image as well as a healthy body and mind. A student-athlete's self-esteem and self-concept should be elevated throughout their experience in the UHS Athletic Programs. As a result, our athletic programs will contribute to helping elevate school and community pride.

Interscholastic athletics is a voluntary program. Thus, participation is a privilege and not a right. Along with that privilege, student-athletes have the responsibility to conform to standards and expectations established for the UHS athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with the rules. In order to provide the greatest benefit to participants, UHS will provide adult role models (coaches) who exemplify the kind of behavior and leadership that is to be developed from our athletic programs.

The ultimate goal of UHS Athletics is to empower and enrich all student-athletes through their experience within our programs. Although we want to compete at the highest level possible when the athletes reach the varsity level, we will never compromise nor make a decision that is not in the best interest of the student-athletes themselves. We believe that the well-being of our student-athletes comes first and that through their dedication and commitment, their performance on the field, in the water, on the track, or in the gym, success will take care of itself.

UHS Athletics will constantly strive to develop well-rounded individuals who will go on to make a positive impact on their community and our society.

SECTION 1 - District Policies

Student Harassment/Bullying

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies are available on the UUSD website and in each of our school's offices.

The District prohibits bullying as defined in Education Code Section 48900(r) including, but not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code Section 220, which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Acts of discrimination, harassment, intimidation, or bullying must be brought to the attention of the principal. A complaint may be made anonymously by contacting the school administration. If there is sufficient corroborating information, the District will commence an investigation. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and expulsion. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

Positive School Climate (BP 5137)

The Governing Board desires to enhance student learning by providing an orderly, caring and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements.

The school environment should be characterized by positive interpersonal relationships among students and between students and staff. All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills

Sexual Harassment (BP 4119.11)

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation.

The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

Hazing

Hazing comes in many forms and no matter what form it takes, such behaviors cannot be tolerated. People often picture hazing as serious behavior that includes harassment, violence, forced alcohol consumption, and other illegal acts. Yes, that is a more serious and illegal side of hazing but it can also take the form of seemingly innocent acts that are often thought to be part of “team-building” or “team bonding.”

“Soft” hazing can take the form of forced dress-up days and face painting for new team members to be “embarrassed” at school, or even something as innocent as having the sophomores bring the balls in from practice every day. Anytime a group is singled out for embarrassment or as a way to “initiate” them to the team could be considered hazing – and that will not be tolerated. In fact, any serious offense could lead to termination.

The Head Coach is responsible to report incidents of hazing to the school administration and it is vital that he/she be proactive and draw the line against hazing in their program. Protect our student-athletes with a zero-tolerance policy and proactive education about hazing. Assume nothing. Even if you think your team/program is immune, you need to discuss the subject, lay out the ground rules, and enforce them unequivocally



SECTION 2 - Coaches' Professional Expectations

Communication

Successful coaches are also skilled communicators. Remember, communication is widely considered to be 70% non-verbal, so coaches must be aware of their facial expressions and body language, as well as their tone when delivering a message. Also, athletes do have a right to express their views and opinions when appropriate, so a coach must also become an active listener if effective communication is going to take place. Communication involving foul language is not appropriate from students and staff and will not be tolerated.

Cooperation

Coaches in UUSD are expected to uphold cooperation between all individuals associated to any degree with our comprehensive program. Coaches must work hand in hand with the Athletic Director, Principal and other members of the Administrative staff.

Discipline

Every facet of discipline is the coach's responsibility. Before athletes can perform or compete at their best, clear behavioral expectations must be set. Rules and expectations must center on the greater good of the individual and the team to empower them to become responsible, disciplined, hard-working, and compassionate members of both our school community and society as a whole as they move forward with their lives. Discipline must be fair, consistent, clearly defined, and in line with athletic department and District policies. Good sportsmanship and good citizenship must be the cornerstones of your athletic program. Remember, a coach must "walk-the-walk" as well and must be willing to follow the expectations that are laid out for their athletes.

Management/Leadership

In addition to possessing the necessary program management skills to run a successful individual athletic team, coaches must also exhibit unwavering leadership as positive role models. Showing up every single day with energy, enthusiasm, passion, and a genuine love for both the game and the players will pay dividends in a coach's ability to be an effective leader. As role models both on and off the field, all coaches must be cognizant of appropriate dress, and personal appearance, as well as their own personal behavior not only in connection with school activities, but also out in our community.

Professional Growth/Improvement

A coach must constantly take advantage of opportunities presented for self-improvement through professional growth. Attendance at seminars, clinics, and workshops are highly encouraged. Keeping abreast of current sport trends, literature, philosophy, and coaching methods are integral components of professional growth.

Rapport/Relationships

A coach must be able to develop good rapport with a multitude of individuals and groups including but not limited to: student-athletes on the team, the student body, professional staff (faculty, administration, maintenance, custodial, etc.) the community as a whole, spectators, officials, fellow coaches, media representatives, and the parents of his/her players. Coaching at the high school level is a relationship business and all coaches have an opportunity to positively affect every member of the team; as a result, communication and establishing an authentic and meaningful relationship with every student-athlete should be the goal for every coach.

Coaches And Risk Management

The definition of risk management is exactly what it says, managing risk. Your objective is to provide the safest environment possible. In an effort to reduce risks, coaches consider the following duties:

Legal Duties of a Coach

1. Duty to Plan :

Comprehensive requirement to analyze potential hazards, and create plans to reduce incidence of injury. This includes the following areas: coaching competence, medical screening, appropriate activities, environmental conditions, facility and equipment use, injury response, and child advocacy. Plans should be created and implemented at all times. Plans should become policy documents agreed upon by coaches, student-athletes, and administration and updated regularly.

2. Duty to Supervise :

A coach must be physically present at all times. The coach will provide supervision over the following: bad behavior, competent instruction, structured practices that are appropriate, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. Student-athletes should never be unattended while in or using a school facility. All major injuries should be reported to the Athletics Director and trainer.

3. Duty to Assess Athletes Readiness For Practice and Competition-

A coach should ensure all athletes are prepared for practice or competitions for their level of play. This includes medical screening(physicals), review of special physical or medical conditions an athlete may have, and pre-practice/game stretching and physical preparation.

4. Duty to Maintain Safe Playing Conditions :

UUSD, UHS, and the coach need to provide a safe practice and game environment at all times. This requires assessment of safety in playing areas (gyms, fields, weight rooms, locker rooms, etc.), equipment used, drills, and physical expectations in practices and games. The coaches/school must inspect and provide proper equipment to ensure safety at all times. This also includes providing safe conditioning practices. In conditioning, to maintain safety, coaches should use a progressive model that is applicable to athletes maturity and initial fitness. Also considerations of weather and climate should be considered, especially in terms of heat (heat stroke).

5. Duty to Instruct Properly :

Instruction of athletes must be progressive in manner, matching physical, maturation, and skill levels of athletes. This progression must be appropriate and sequential to maintain the safety and proper development of the athletes.

6. Duty to Provide Emergency Care and Develop An Emergency Response Plan :

Coaches will be given a comprehensive plan for emergency situations including medical emergencies, fire, environmental disasters, and or criminal activities. These plans should be well defined, communicated, and taught/learned by applicable employees. All employees should have direct knowledge on how to respond to any emergency situation.

7. Duty to Provide Proper Transportation:-

UUSD and UHS currently provide transportation for athletes to and from games/practice via district transportation (buses and vans). All other forms of transportation should be communicated and cleared with the athletics department. If athletes are going to self/parent-transporting plans should be put in place before this transportation takes place. This may include parent permission slips, off-campus practice travel release forms(UHS provided), field trip permission forms, or a parent note releasing the student to travel in non UUSD transportation. Players may also be released to travel home with a parent after a game, yet a coach must formally have a plan of documentation and communication for players leaving with parents after games. Also a player can only be released to their parents, players may not travel home with a friend's parent etc.. Communication of this rule is key at pre-season parent meetings. Coaches must also wait until the last player has been picked up by their parents before they leave, ***DO NOT leave a player waiting in the parking lot alone!!***

8. Duty to Select, Train, and Supervise Coaches/Lower Level Coaches :

It is the responsibility of the head coach to select, communicate, train, and supervise all lower level coaches in their programs. An initial pre-season meeting should take place where the head coach discusses and reviews expectations, rules and regulations, schedules, and processes and protocols within the program. Head coaches should provide a means of direct communication with the head coach, and head coach should be available at all times for their lower level coaches. Frequent meetings should take place between the head coach and lower level coaches to check progress, review program practices, and answer questions. Coaches should not be coaching if they have not been officially hired and cleared by the district. Follow the UUSD/UHS hiring process if your program requires a coach for an open coaching position.



Emergencies

Each coach is responsible to see that an Athletic Emergency Card is on CIF-SS Home Campus for every student present. Be aware of any medical issues a parent may have indicated on the emergency card. This includes all student-athletes, any students serving as managers, scorekeepers, and statisticians. Again, make sure that your medical kit is with you and familiarize yourself with the location of all AEDs on campus.

Accidents/Injuries & Accident Reports

Athletic trainers will provide and replenish medical kits to head coaches of every program by the beginning of the season. The medical kit must be available at every practice and competition. It is the duty of the high school Athletic Trainer to help assist and treat athletic injuries.

As an athletic coach, you will experience accidents with your players. A few basic steps can often save time for both you and the player and possibly save further injury to the player. Coaches must fill out an Accident Report within 24 hours (or next school day if on weekend) for any athlete that receives a significant injury in an athletic activity. Simple strains and pulls that do not require medical attention do not require an accident report; if you are not sure about the severity, be conservative and fill one out to be safe.

The Head Coach for Varsity or Lower Level team within each sport is responsible for all items (#1 - #9) listed below. If the injury is serious and requires immediate medical treatment, do the following:

1. Call Paramedics – 911
2. Call parent(s) or person(s) listed on the Emergency Card.
3. During school time, notify School Site Nurse, Athletic Director and/or School Site Administrator; if after hours, attempt to call Athletic Director and/or Administrator (if contact attempts fail, try again the next day by 8:00 am.).

4. Fill out an Accident Report form and send it to the Athletic Director's office by 8:00 a.m. the following workday (must not exceed 24 hours to report – or next school day if on a weekend or holiday).

Google form link for accident report:

<https://forms.gle/TtFKRrA1jzdWfQK76>

5. Athletic directors and/or Head Coach will forward appropriate documentation to the school nurse within 24 hours or the next school day.
6. If Paramedics (911) called, contact School Nurse and/or Athletic Director to fill out 911 Call Log
7. Make contact with parents as a follow-up on the injury - call and inquire about your player.
8. Before a player can return to practice, he/she must have a doctor's release stating he/she may again participate in athletics.
9. **Never allow an injured player to leave the site (practice or a game) without first contacting his/her parents about the injury** and determining how that player is to be transported home. Do not allow injured players to leave practice or games with someone other than a parent without first getting parent approval.

If the injury does not require immediate hospitalization or doctor's attention, then in collaboration with the athletic trainer treat the injury, call the parents after practice, fill out an Accident Report form and send completed report to the Athletic Director's office by 8:00 a.m. the following work day as per #4 above. Coach or trainer will follow-up with the athlete and parent. This is to get information only.

Return To Play Procedures

As you know, **CA State Law AB 25** was passed a few years ago and mandates certain concussion protocols for athletes return to play. A few highlights include that no athlete can return to play sooner than 7 days after being diagnosed with a concussion of any magnitude. In addition, there is a four stage recovery (see attached) that our new trainer will be following.

It is important to note that an athlete cannot move to Stage II until after they have returned to school ("Return to Learn"). So, protect your athletes as best you can and make sure that the protocols are followed with an ultimate written medical clearance needed from either our team doctor or their own physician.

In addition, the attached Return to School form must be filled out by the attending physician and submitted to the school nurse by the athlete (or his/her parent).



Section 3 - Fundraising

Fundraising Guidelines

In accordance with Education Code 51521, programs, fundraisers or other activities sponsored by booster and school-connected organizations must be authorized and conducted according to local board policy, laws, and school rules. At the beginning of each school year, each booster and parent organization shall submit to the Activities Director a list of the fundraising events that each organization proposes to hold that year – this also includes any individual sport that conducts all financial business through the School ASB. The Activities Director shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program.

The following are guidelines for booster/parent organizations fundraising activities within the Upland Unified School District:

1. Use of districts' /schools' name in fundraising activities must be approved by the school principal/designee and will comply with district policies and state law.
2. Students shall not be involved in fundraising activities except as volunteers for the booster organization.
3. It is possible for a private, non district, non-ASB nonprofit group, such as a parent group, education foundation or booster club, to conduct raffles as long as the organization is a tax-exempt nonprofit organization with an approved tax identification number pursuant to Revenue and Taxation Code 23701d. The organization must have been licensed to do business in California for at least one year, must register with the attorney general's Registry of Charitable Trusts and must receive written confirmation of the annual registration before holding the initial raffle. These nonprofit groups must register every 12 months and distribute at least 90% of the proceeds to

beneficial or charitable purposes. They must also submit an annual report with gross receipts, expenses, net profit and the charitable purpose for which they used the money. The raffle tickets and stubs must be numbered, and adults must supervise the drawing, which may not be conducted over the Internet.

4. All booster funds are collected and maintained by the organization. The district's tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.

Fundraisers

ASB approval is required for all fundraisers. If Booster Club involved fundraising (see fundraising guidelines under Booster Clubs above).

1. A request form must be filled out along with a revenue potential form for approval by ASB before the event.
2. Ten (10) days after the conclusion of the fundraiser, all completed paperwork (sales analysis report) must be returned to the Activities Office.
3. **NO RAFFLES ALLOWED** (Unless you have a license issued by the state through a charitable organization). Penal Code Section 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct raffles *which require the payment of a fee* for a chance to win a prize. Public schools are not "eligible organizations" but parent organizations with a 501(c)(3) status are eligible. Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's website:

[California Department of Justice](https://www.sos.ca.gov/attorney-general/)

Section 4 - Booster Clubs and School-Connected Organizations

General Information

Booster Clubs and other Parent Organizations, composed of parents, community members, and staff members, come together for the purpose of supporting specific school activities for the benefit of students. These groups are commonly referred to as school-connected organizations. They are important means of connecting parents and other community members with the curricular and co-curricular activities of students and the Board welcomes and encourages parental interest and participation.

Booster and parent organizations are separate from school districts with which they are associated and are not governed by the Education Code. However, booster and parent organizations do not have free access to schools and their students. The school district governing board and administration have, and must maintain, exclusive control and management of its public school system. Education Code Section 51520 and 51521 require any school-connected organization and/or activity be one that is authorized by law and permitted by Board Policy.

In order to be recognized as a school-connected organization, applications must be completed, tax I.D. numbers must be on file and submitted to your school's administrator. Once approved, the liaison for each school-connected organization will be notified. Approval of school-connected organizations are reviewed annually by the school administration.

Booster Club/School-Connected Organization Responsibility

Organizations of parents and other community members are important to coaches and the athletic programs. Booster Clubs cannot have money that is co-mingled with any ASB and/or UUSD funds that exist at each school. Any funds secured by these Booster Clubs are used for the sole purpose of supporting our student-athletes. Coaches are the liaison between the school and the booster club to help them determine needs. All activities are coordinated in this manner.

Fundraising is one of the main purposes for these groups so coaches must take an active role in this area. Budgets must revolve around balancing program needs and program wants. All booster groups must have the appropriate documentation on file at the district office and carry the required liability insurance.

Under no circumstances shall school-connected organizations or their individual members hire a person to be a District employee or pay any District employee directly. Any funds received for the purpose of funding extracurricular positions shall be paid through the District, but only after the funds are deposited with the District which will in turn hire personnel and pay the appropriate wage.

Booster Club Communication

All communication distributed by the booster club must be approved by the head coach prior to distribution (i.e. email, documents, flyers, website, etc.). Parents must give permission (opt in) for email to be used for correspondence. Once permission is granted, all group email distribution lists may not show individual email addresses. Head coaches must be copied on all emails sent to parents.

Section 5 - Transportation

Coach Transportation Day-of Checklist:

- ☐ Know your Departure time & Be on time.
- ☐ Food stops must be planned with the Athletic Department prior to the event.
- ☐ A coach must be present on the bus (In an Emergency please reach out to the Athletic Director for alternative supervision).
- ☐ Get the name and phone number of your driver.
- ☐ Know your headcount prior to leaving, and have a roster of who is present on the bus.
- ☐ Send a picture of your bus attendance to the Attendance Office
(uhsattendance@upland.k12.ca.us)
- ☐ Use the Athletic Self-transport release form if a student does not return with the team on district provided transportation.
- ☐ Please do a quick sweep of the bus for trash and items left behind.



Athletics And Co-Curricular Transportation Guidelines:

UUSD policies state that a coach must accompany a team on all district transportation options. The various transportation options are listed below.

Transportation Options:

The following options may be used relative to student transportation to athletic and co-curricular events:

- **District Bus/Charter Bus:** District or charter buses must be used whenever possible. Students must be transported during school hours or immediately following dismissal. Exception: Weekends or during other non-school days. This option should also be used any time student safety, distance traveled, or other factors (time/day of game) deem appropriate. Only the site Principal, in consultation with the Assistant Superintendent- Student Services, can approve exceptions. Due to limited buses and drivers, charter buses may be available during the designated home-to-school transportation time windows, or whenever a trip's logistics would encroach on this window.
- **District Van:** Students may be transported via an available district van instead of a district bus provided the driver is a qualified and approved district employee with proper driver forms and valid insurance declaration on file with Athletic Director. Also, The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. (Education Code 39830) District vans can only be used for local transportation, if you plan on traveling farther than 75 miles a motor coach or rental van will be provided.

- **Private vehicles of approved/cleared voluntary drivers:** Other than as specified and required above, students may be transported by private vehicle using approved/cleared Volunteers that are also approved as drivers provided that all conditions of UUSD are met relative to driver registration with the district, minimum private vehicle insurance mandates, parent permission, etc... All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)
- **Student-arranged self-transport:** With coaches approval, students may choose to arrive at a destination by arranging their own transportation provided that ALL the following conditions are met:
 - a. *The site Principal has approved student self-arranged transportation for the activity.*
 - b. *Parents have been notified in writing as to which events/dates students/parents will be required to arrange their own transportation, and the district*
"Parent/Guardian Permission Form for Student-Arranged Self-Transport to an Off-Campus Activity"
has been completed for each student who will arrange self-transport.
 - c. *The need for transportation does not occur during the normal school day or immediately following dismissal unless the Principal has granted a specific exception in consultation with the Assistant Superintendent - Student Services.*
 - d. *No district employee may assist with arranging student self-transportation, assigning carpools, etc. under any circumstances. Students and parents must arrange self-transportation on their own.*

Attendance Accountability

All athletes are expected to be in attendance during their 5th and 6th period academic classes at all times unless one of the following circumstances arise:

1. **Home Game-** On day of 5th or 6th period academic class (3rd period on block days): Athletes will be dismissed no earlier than one hour prior to contest start time. **If athletes are needed to set up a field, prior approval will be needed from the Principal to release athletes earlier than one hour.**
2. **Away Game-** On day of 5th or 6th period academic class (3rd period on block days): Athletes will be dismissed no earlier than 15 minutes prior to bus departure.

Coaches must communicate with the Athletic Director when there are issues with their Athletes Attendance due to games/practices. The Attendance Office is responsible for clearing all athletes who have games scheduled.

Coaches MUST email the attendance office the roster of students on the bus. Students will not be cleared until the attendance office has this list.

Athletic Class Attendance

If a coach has an athletic class during the school day (academic periods 0 - 6), the head coach or member of coaching staff must be present to work with athletes. If there is a schedule conflict, it is the coach's responsibility to contact the site Athletic Director.

An athletic class may not be canceled at any time. If inclement weather occurs or other unforeseeable circumstances arise, coaches will provide an alternate activity as students are not permitted to leave campus without appropriate authorization. Possible alternate activities can be study hall or indoor training.

Section 6 - Coaching Expectation & Responsibilities

Budget

During the pre-season (or even earlier if possible) the head coach will formulate a budget for their specific program based on needs vs. wants. The budget should include the basic needs of the program, as well as a prioritized list of needs versus wants, based on the amount of funds secured. Remember that all financial goals cannot include any solicitation of fees of any kind; they are to center on Fundraising and Voluntary Donations. A copy of any proposed budget(s) will be submitted to the Athletic Director by the end of May of the previous year.

Schedules

Baseline League Athletic schedules are created and maintained by the athletic director. Schedules are published by individual sport and all changes must be communicated to the athletic director for approval. Varsity head coaches are responsible for creating the pre-season game schedule (athletic director can help if needed). Schedules must be submitted to the Athletic Director prior to the CIF deadline: Fall - May 1st; Winter - June 1st; Spring - November 1st. Coaches are responsible for loading contracted games into Home Campus. Schedule changes need to be communicated with the Athletic Director, coaches will make appropriate changes on Home Campus.

Equipment/Inventory

The Varsity Coach is responsible for the issuing and collection of all equipment. Inventory, issuance, collection, and record keeping for equipment must be coordinated with the Athletic Director. Coaches are responsible for all team equipment; the support of student managers may assist in this process. If athletes fail to return equipment, a fee will be put onto their student account (submitted by the Coach to the student store clerk).

Role Model

Clear Expectations For Coaches/Parents

Please carefully consider the language you use when speaking to or in the vicinity of any of our student athletes and/or members of the community. Remember that your school is an educational institution first and foremost and that you are part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, don't expect the Student athlete(s) under your direction to maintain theirs. Profanity laced outbursts can never be defended by the Administration and can lead to termination.

Locker Rooms

It is the responsibility of each Head Coach to ensure that **all locker rooms are kept secure and that the environment is a safe place for all athletes and is free of harassment, bullying, hazing, and any other destructive behaviors.** The locker room must be kept clean at all times and athletes must abide by the rules of **NO FOOD, NO CLEATS, NO DRINKS** (except water). Remind your athletes daily that lockers need to be secured and to avoid storing valuables inside.

Team Rooms

If your team has access to any specific "team" room it is the responsibility of the Head Coach to ensure all rules are followed (see locker rooms above). The biggest difference between a team room and a general locker room is supervision. Any specific room designated for a particular team must be supervised by an approved coach at all times. Gender issues and athletes using the room for changing their clothes presents challenges, but nonetheless the coach is accountable for athletes behavior.

PRE-SEASON

Athlete Clearance Procedure

Prior to participation in tryouts or team practice, all athletes must be cleared through the High School Athletic Office. Athletes are considered "cleared" when a completed UUSD Athletic Clearance Packet with proof of insurance is turned in and accepted by the Athletic Director. Athletic Clearance Packets are available on the UUSD website or in the Administration Office. Athletic physicals are valid for one year and must be updated for each school year; if a physical expires, an athlete is not eligible to participate until a new physical examination is completed.

1. Coaches must have proof students have been cleared by the Athletic Office. Clearance includes a pre-participation physical form, proof of insurance/risk warning form, handbook acknowledgement form and academic eligibility. Student athletes are given clearance by the Athletic Trainer.
2. Coaches must submit a list to the Athletic Office of athletes prior to the first day of practice. School Athletic Directors will provide specific timelines and directions for clearance procedures.
3. Each coach will abide by and instruct all student athletes according to the Athletic Codes and rules of the contests as established by UUSD, the Baseline League and the California Interscholastic Federation (CIF).
4. Coaches will issue uniforms and equipment and keep records of all issues regarding their issuance. Coaches will advise student athletes of the return procedure.

Athletic Eligibility

5. A student must meet CIF, League, and Upland Unified School District eligibility requirements.
6. A student/athlete must pass a physical examination given by a physician.
7. A student/athlete must obtain health insurance or show evidence of coverage to replace insurance that affords the required coverage.
8. A student/athlete may not compete on an outside (of school) team in the same sport during the season.
9. A student in Grades 9-12 shall have earned a minimum 2.0 GPA in all enrolled classes during the preceding grading period based on a 4.0 scale. GPAs of students in AP honors classes will be calculated using the 5.0 scale for AP honors course work.

*An "A" is worth four (4) grade points,
a "B" is worth three (3) grade points,
a "C" is worth two (2) grade points and
an "I" will receive zero (0) grade points.*

The grade point average will be determined by dividing the total number of grade points by the total number of courses. All student/athletes must have a 2.0 GPA, and must pass four or more classes. Once the minimum standard is met, the athlete will be allowed to participate in contests.

Recruitment And Selection - Non-Discrimination Policy

Tryout Procedures

1. All coaches participating in a school team tryout shall be solely focused on player evaluation and have no secondary assignment or task during player assessment and evaluation.
2. Tryouts will be open to all eligible students, per CIF and district guidelines. Tryout dates will be announced at a minimum via school website for at least five school days prior to the first day of tryouts.
3. Coaches affiliated with a private club team may not advertise the school's logo or mascot on their private club website.
4. All coaches also involved with a private club team may not indicate the name of the club team to which they are affiliated on the school website or the website for any school program (i.e. the team's official website or webpage) or wear private club attire.
5. Athletes in-season with another sport will be given the opportunity to try-out at a later date determined by the coach.

Non-Discrimination Statement

The Upland Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For concerns or complaints, please contact:

Jen Alcazar

Director, Human Resources

390 North Euclid Avenue, Upland CA 91786

(909) 985-1864

Walk on Coaches / Volunteers

Hiring and clearing of walk on coaches and volunteers must follow the processes developed by the district Human Resources department. The following link will connect you to the Coaching Packet for clearing Volunteers and Walk on Coaches.

[Coaching Packet Link](#)



Parent & Athlete Pre-Season Meeting

Coaches are responsible for conducting a parent meeting prior to the beginning of the season. Meeting dates must be communicated to the Athletic Director prior to the meeting date to avoid conflicts with other school events. The parent meeting is an opportunity to discuss program goals, team rules, practice schedules, budget, fundraising, etc. Additionally, the chain of command needs to be explained if a parent has concerns with the program as follows:

Chain of Command for parent communication:

1. Coaches-coach; Players-play;
Parents-parent
2. Athlete talks to Coach * If not solved, then...
3. Parent and Coach meet * If not solved, then...
4. Parent and Coach meet with Athletic Director

Student-Athlete Handbook/Team Rules and Guidelines (including behavior/program expectations) are to be addressed with parents.

Remind parents that both the athlete and parent must sign a form acknowledging receipt and agreement to follow rules/expectations as communicated in the handbook. A copy **MUST** be presented to the Athletic Director prior to the start of the season. (See student-athlete handbook section below)

Student-Athlete Handbook/Team Rules (Behavior/Program Expectations)

Student-Athlete Handbook topics to be addressed should include, but are not limited to the following:

1. Head Coach's Philosophy
2. Team Objectives for the year
3. Calendar of Events
4. Informed Consent
 - a. CIF Code of Conduct/Ethics Handout
 - b. Practice & Policies Handout

5. Lettering Requirement for Varsity
6. Team Rules and Expectations for Players
 - a. Attendance (excused vs. unexcused)
 - b. Punctuality
 - c. Dress Code
 - d. Academic Eligibility/Expectations
 - e. Drug/Alcohol/Steroid Policy (Education Code 48900)
 - i. Follow the Suspension policy outlined in your Team Expectations, which was handed out at the beginning of the season.
 - ii. Encourage enrollment in Voluntary Drug Testing Program through Student Services
 - f. Calendar – Practices, Games, and other organized Team Activities
 - g. Hazing/Bullying/Sexual Harassment Prevention Policies
 - h. Classroom Behavior; Study Habits; Off-Field Behavior (In-Season/Off-Season)
 - i. Social Media Responsibility
7. Schedule of games and practice times
8. Transportation policy
9. Discuss drug, alcohol, tobacco and steroid usage, signs, prevention
10. Discuss sportsmanship expectations - athletes, coaches, fans
11. Solicit volunteers at your meeting for booster club help
12. Encourage parent/booster involvement, stress importance of supporting their child
13. Parent attendance at games/contests - crowd control
14. Discuss the parent/coach role – chain of command

***Note:** Copy of Student-Athlete Behavior/Program Expectations must be submitted to the Athletic Director prior to publishing/distributing. The Athletic Director will keep these on file while in season.

IN - SEASON

Probationary Period (For Student-Athletes)

The UUSD School Board grants students with less than the minimum required GPA a probation period of one semester (grades 9-12) as long as they pass at least four (4) classes (CIF Rule). Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent or designee may grant an ineligible student a probation period of not more than one semester. (B.P 6145)

Websites

Team websites are an invaluable tool for parents and the community to gain information about our programs quickly without having to call the school site. If you maintain a team website, it is expected it is kept up-to-date and should include the following:

1. Game schedules (all levels, times, opponents, etc.).
2. Player rosters - required for state reporting purposes.
3. Coaches and their contact information.
4. Copies of team rules & policies.
5. Include any information you feel is important to mention about your team and program.

If sport websites are not up to date, Administration will remove the tab from the school website.

[Link to UHS Athletics Information Web Page](#)

Media Relations/Score Reports

The parents, students and general public enjoy reading about student-athletes. **It is the Head Coach's responsibility to get proper information to the media** – especially results immediately following each game/match/meet. Update contest results to the following:

1. CIF Southern Section Home
2. Home Campus
3. Individual Team/Program Website

Full cooperation with all representatives of the news media is vital if "good press" is to be expected. This includes providing preseason and pre-game publicity, providing facilities for representatives of the news media during athletic events, and providing all post game publicity. It is expected coaches be professional in all dealings with the Media. Be measured and always pause and take time to answer the difficult questions. Coaches and parents are asked to remember: Nothing is ever "off the record", be careful when a member of the media takes that position leading into a charged question.

If media reaches out to a Coach, it is the coaches responsibility to inform the Athletics Director and the Assistant Principal over Athletics.

Athletic Awards/Varsity Lettermen

Varsity head coaches will establish the requirements for the awarding of varsity letters for their sport. Those requirements must be provided in writing to the athletes and their parents before the beginning of the season. Copies of the requirements must also be provided to the athletic director for approval before distribution. Coaches will be provided with a set amount of individual certificates to honor all athletes at the team's sport banquet. Communicate with your athletic director regarding the award budget for CIF awards (not league Awards)

POST-SEASON RESPONSIBILITIES

Banquets

Scheduling of sports banquets must be coordinated with the Athletic Director. If utilizing a school facility, all paperwork must be filed with the Facilities Clerk to reserve space and custodial support. If utilizing an off-campus facility, no alcohol can be served. If you choose to charge your Athletes to attend your end of season banquet, you cannot turn an Athlete away for non-payment. Booster clubs assisting with banquet coordination may charge parents and guests if they choose to eat at the banquet, but attendance will be free of charge if guests simply want to attend the award portion of the banquet ceremony only.

Coaching Evaluations

Each varsity head coach will meet at the end of his/her season with the Assistant Principal of Athletics and/or Athletic Director. This meeting is meant to be used as a tool for positive reinforcement and to offer constructive feedback. Assistant Coaches and their effectiveness will be one of the topics of discussion during the meeting. Head coaches will meet with and evaluate all assistant coaches.

Coaching positions are tendered for one year at a time to both certificated staff (those with UUSD teaching contracts) and walk-ons. All coaches, certificated and 'walk-on', serve at the discretion of the Principal.

Equipment/Uniform Return

Set up immediate equipment and uniform return so that athletes do not incur fees. Any athlete that fails to turn in any item can be billed for it. The coach should submit an athlete debt notice to the Student Store office following equipment return.

Program Evaluation

All aspects of the program must be evaluated shortly after the season concludes. From practice plans to financials to personnel needs, every aspect of the program needs to be evaluated so improvement can take place moving forward. Great athletic programs that are successful over long periods of time continue to self-evaluate with the purpose of seeking improvement each and every year, even after a championship run.

Scholar Athlete Distinction

Any Varsity student-athlete with a 3.5 total weighted GPA from the previous semester will earn Scholar Athlete distinction. Please communicate with the Athletic Director to ensure certificates are printed before your banquet.

Team Meeting (Post-Season)

Review season's goals; recognize athletes and staff; encourage 2nd sport participation; recommend offseason camps, clinics, and supplemental conditioning opportunities. Set-up uniform/equipment turn in (if not done already).

Additional Coach Responsibilities

1. Do not allow any student to participate in tryouts, practices, or games without proper athletic clearance from the athletic director or athletic trainer.
2. Keys are never given to any student.
3. Report any unsafe conditions (equipment and facility) to the athletic director.
4. Proper supervision must be in place at all times.
5. Do not allow students to be transported to or from contests in other than prescribed transportation (unless appropriate paperwork has been completed and submitted to the school's athletic department).
6. Do not contact students at "feeder" schools or allow them to visit you or practice with your team. These students can attend approved "youth camps" or participate on a travel/club team that you are affiliated as long as CIF rules are followed (see #7 below).
7. Do not recruit, use "undue influence", or violate CIF-SS regulations in getting student athletes to attend Upland High School.
8. Confidential information concerning students (i.e., grades, medical data, personal notes, etc.) may not be discussed with other athletes, parents, or be made public.
9. Do not distribute information concerning summer camps without clearing the information contained therein with your Athletic Director.
10. Create clearly defined student-to-coach boundaries. A coach should understand the professional boundaries apply to not only the real world, but also the social media world as well. Inappropriate behavior in the online/cyber world of communication will not be tolerated. Be aware of male/female boundaries such as meeting alone or riding in a car alone. Be smart and professional in this area at all times.
11. Become familiar with **CIF Blue Book Regulations** including but not limited to "undue influence" violations, sport specific rules, summer dead period, etc.
12. Become familiar with **Baseline League Bylaws** and sport specific regulations.
13. Become familiar with **UUSD Board Policies** as they relate to athletics and student athletes.

Section 7 - Overnight Trips

Field Trips - Supervision

Any athletic trip that requires an overnight stay must have prior approval by the UUSD Board of Education. A properly filled out **Field Trip Request packet** must be submitted to the appropriate site Administrator. A complete itinerary, roster (student and chaperones) and cost must be approved prior to the trip. Coaches should make every effort to schedule travel to avoid student-athletes missing school (whenever possible). If a trip is outside of California and beyond a border State, approval must be obtained by the school Principal, UUSD, and the CIF-SS (see Athletic Director).

Timelines (UUSD)

Timelines must be followed well in advance in order for all overnight trips to be approved. If any parents are chaperoning the trip or acting as volunteer drivers, parents (chaperones) must be cleared Volunteers. [Volunteer Packets](#) must be submitted 60 days prior to the event.

State/CIF Tournaments

If it is expected that your team would make state playoffs for that season, you must submit a **Field Trip Request Packet** at the beginning of the year.

Note: *Field Trip Request Packets can be obtained in the Athletic Director's office*



Section 8 - Grounds And Weather

Grounds & Weather Guidelines

Requests for maintenance or repairs to facilities must be made in writing to the Athletic Director (use of the facility may be restricted during the period of repair).

Establish a rain policy for outdoor sports. Inform your team parents of this policy. Have an alternate practice plan in the event of rain.

Please clean up after games/practices. Please ask your opponent prior to the game to pick up after their team. With a little effort, together we can keep our facilities clean.

Heat Illnesses

This heat index chart is designed to provide general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. In addition, studies indicate that the susceptibility to heat disorders tends to increase with age. **Exposure to full sunshine can increase Heat Index values by up to 15° F.**

Asphalt and Turf

Remember that temperatures on asphalt and artificial turf are much hotter than the air temperature. Below are potential surface temperatures during afternoon heat.

Air Temperature	Asphalt Temperature
77 degrees	125 degrees
86 degree	135 degrees
87 degrees	143 degrees

80° to 90°	Exercise caution: dehydration likely if athlete fails to drink adequate fluids
91° to 103°	Exercise extreme caution: Heat cramps or heat exhaustion possible
104° to 124°	Danger: Exertional heat cramps or heat exhaustion likely, heat stroke possible
125° and up	Extreme Danger: Exertional Heatstroke highly likely

**Listed below are general guidelines for preventing heat related injuries
during practice, or any athletic event:**

Adequate Hydration

- The athlete should arrive at practice well-hydrated to reduce the risk of dehydration.
- Water or sports drinks should be readily available to athletes during practice and should be served ideally chilled in containers that allow adequate volumes of fluid to be ingested.
- Water breaks should be given at least every 30-45 minutes and should be long enough to allow athletes to ingest adequate volumes of fluid.
- Athletes should be instructed to continue fluid replacement in between practice sessions.

Gradual Acclimatization

- Intensity and duration of exercise should be gradually increased over a period of 7-14 days to give athletes' time to build fitness levels and become accustomed to practicing in the heat.
- Protective equipment should be introduced in phases (start with helmet, progress to helmet and shoulder pads, and finally fully uniform).

Hydration Status Record Keeping

- The amount of fluid lost should be replaced by the next session of activity. An athlete should drink approximately 16 oz of fluid for each kilogram of fluid lost (1 kg = 2.2 lbs).
- The color of the urine can provide a quick guess at how hydrated the athlete. If the urine is dark like apple juice means the athlete is dehydrated. If the urine is light like lemonade in color means the athlete seems adequately hydrated.

Additional Prevention Measures

- The use of lightweight synthetic clothing which aids heat loss.
- Well-balanced diet which aids in replacing lost electrolytes.
- Avoid drinks containing stimulants such as ephedrine or high doses of caffeine.
- Alteration of practice plans in extreme environmental conditions.
- Adequate rest breaks in the shade.
- Allow athletes to remove unnecessary equipment during rest breaks.
- Athletes with febrile or gastrointestinal illnesses should not be allowed to participate until recovered.

Lightning Policy – A Significant Threat to Sports

Lightning is of particular significance to the sports and recreation sector because most events are held outdoors and often in wide-open areas with limited shelters.

Compounding the open-area issue is the fact that it can take considerable time to clear the large number of fans and participants from these open areas. For example, often the courses played on the PGA Tour are so large and filled with so many spectators that it can take more than 30 minutes to successfully clear people from danger.

It is not surprising, therefore, that 45 percent of injuries due to lightning in the United States each year occur at sports and recreation events.

Cloud-to-ground lightning

This type of lightning, the most dangerous, accounts for approximately 20 percent of lightning occurrence. It is the result of the connection between the negative charge at the base of the cloud and a positive charge at the ground.

Out Of The Blue

The most dangerous type of cloud-to-ground lightning is positive lightning, a net transfer of a positive charge from the cloud to the ground. While some positive lightning strikes reach the ground directly beneath the cloud, many emanate from the top of the storm (positive region), travel horizontally – sometimes more than ten miles away – and then veer downwards, striking an object on the ground (negative region). This strike is far from the storm and often appears, literally, from blue sky – hence the term ‘bolt from the blue.’ Because of the distance traveled, these positive lightning strikes tend to have five to ten times the voltage of a conventional lightning strike, increasing the probability of fire ignition or damage to infrastructure.

Positive lightning can move in the direction of the storm track or backward to the area that had already experienced the storm, or to either side.

Regardless of strike location relative to the storm, it strikes many miles from its origin thunderstorm cloud. For this reason, there continues to be lightning danger when thunderstorms have passed but are still in the region, and waiting 30 minutes or more after rain ends before resuming outdoor activities is recommended.

Lightning Safety Solutions

“Flash-to-bang” timing

The ‘flash-to-bang’ method sometimes is used to determine how far away lightning is when real-time lightning detection is not available. This method involves counting the time lapse between observing a lightning flash and hearing the associated thunder – the “one Mississippi, two Mississippi” approach. This method assumes sound travels approximately one mile every five seconds; accordingly, thunder heard within 30 seconds of lightning signals a storm to be within six miles – a point at which authorities commonly initiate field evacuation.

This ‘no-technology’ lightning safety solution has several drawbacks, making it a last-resort method for determining the location of lightning:

- Six miles is a conservative but not safe distance, as we know positive lightning can strike as far as ten miles from the thunderstorm.
- If the storm is fast moving, the 30-second threshold probably doesn’t provide ample time to safely clear a sports area crowded with spectators.
- Studies have shown that local geography and atmospheric conditions can bend sound

waves upward so that they miss the ground
– **invalidating the 30-second measurement.**

- Storms with a high flash rate can make it very difficult to correlate thunder with the appropriate flash.

Best Practice:

Establish an alert system

- Adequate alerting allows the time and resources needed to clear the sports or recreation area and get spectators to safety. Large crowds and venues such as golf courses that cover a large area require additional clearing effort and longer alert lead time. (*Note: our experience is that it can take up to 30 minutes to clear the course during a major golf event.*)
- The NCAA recommends a minimum lightning detection distance of **30 miles for issuance of a watch alert** for most sports events.
- Warning alerts for suspension of play are commonly issued when lightning is detected at a minimum distance of eight miles (ten-mile minimum for golf events).
- Resume-play alerts are typically issued 30 minutes after the last lightning strike has occurred. Most thunderstorms travel around 25 mph, which means that after **30 minutes, the thunderstorm will be about 10 to 12 miles away from the area, minimizing the risk for a 'bolt out of the blue.'**

For This Reason, We Recommend Doubling The 30-Second / Mile Rule To 60- Second / 12 Miles.

Best Practice: taking shelter in a safe location.

What is Safe? In a large, enclosed building.

- Away from windows
- Away from electronics and appliances
- Enclosed metal vehicle
- Crouched at lowest point if caught outdoors
- Away from windows

What is Unsafe...

- Dugouts Stands Under trees Near tall objects Near power lines Close to water In pools
- Open, higher ground Near metal objects Canopies and tents Picnic areas
- Smaller open shelters



UPLAND UNIFIED
SCHOOL DISTRICT