

# Folsom Cordova Unified School District COACHING HANDBOOK



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# INTRODUCTION

## Welcome!

Welcome to the Folsom Cordova Unified School District (FCUSD) Athletic Programs and Thank You for becoming a coach. What a privilege to be a coach to have the opportunity to guide young people in athletics. As a coach, think of yourself as being in the “positive persuasion” business. Coaching is a great way to honor your sport and share that passion with our student-athletes. Developing sportsmanship and character is paramount to the success of our student-athletes and programs. You are very fortunate to join our communities. Folsom and Rancho Cordova are very supportive of our sports programs and truly help us excel at developing positive coaching.

Your time, dedication, and enthusiasm are truly appreciated by our student-athletes. FCUSD is here to support you and help guide your coaching experience. As stated in the book, Coaching for Character, we believe in developing character above all:

*“If the game is valuable, if we play the game for its joy, for its educational value, for its intrinsic beauty, for the truth about ourselves that it opens up, then sportsmanship is indispensable. Why sportsmanship? Because it matters what sort of human beings we are – and what sort of human beings our children become. Because it is better for human beings to be courageous, disciplined, fair, honest, responsible, humble, and wise than not to be... Why sportsmanship? Because good character is good for its own sake, whether we are rewarded for it or not.”*

Please familiarize yourself with these guidelines to ensure that you are aware of all necessary procedures and expectations. Contact the Director of Athletics if you have any questions or concerns.

On behalf of the FCUSD School Board and District Office, Welcome!

## Handbook Purpose

The purpose of this handbook is to acquaint you with general policies and procedures of FCUSD which governs and affects your responsibilities as a coach.

Because this handbook is a general source of information, it is not intended to be and should not be interpreted as a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board Policy or Administrative Regulations, the Policies and Regulations govern. It is the employee’s responsibility to refer to the actual policies for further information. Complete copies of those documents are available at <http://fcusd.org> .

Any employee is free to review official policies and is expected to be familiar with those related to his/her job responsibilities.

## **District Mission Statement**

FCUSD is committed to providing excellence in educational programs that carry high expectations for each student's achievement and success.

## **Athletic Program Philosophy**

The athletic program will promote sportsmanship and foster the development of good character by enhancing the academic, emotional, social, physical, and ethical development of student athletes while teaching positive life skills that will help students become personally successful and socially responsible. As the governing body of high school athletics, the California Interscholastic Federation (CIF), affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. (CIF article 2, bylaw 200)

It is the intent of the Board of Education that students participate in as many athletic activities for which they are eligible and their parents approve. To this end, coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school, as referenced in BP 6145.2.

## **Concepts and Roles**

The Governing Board recognizes that the District's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. *“The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation. (BP 6145.2)”*

## **PROGRAM GUIDELINES**

### **Equal Employment Opportunities**

FCUSD is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of District employees or job applicants based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. Title IX Compliance Officer; Assistant Superintendent, Human Resources, 1965 Birkmont Dr., Rancho Cordova, CA 95742, 916-294-9000.

## **Nondiscrimination Statement and Title IX Notification**

**FCUSD Non-Discrimination Statement:** The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent or designee shall review District programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing District programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

**Title IX Information:** Title IX is a critical Federal Civil Rights Law that prohibits discrimination on the basis of sex (including sexual harassment) in our schools - 34 C.F.R. § 106.31 et al. It protects male and female students and employees in any educational entity that receives Federal funds. In addition, Title IX protects transgender students and students who do not conform to sex stereotypes.

State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

The California Department of Education's (California Education Code Section 221.8) specifies individual's rights as it applies to the Sex Equity in Education Act.

To report incidents related to Title IX please follow the FCUSD Complaint Procedures website - <https://www.fcusd.org/Page/26068>.

## **STAFF RESPONSIBILITIES**

### **Supervision of Coaches**

Coaches shall answer directly to the Principal who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Principal shall retain the responsibility for the satisfactory conduct of the athletic program.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as district property.

## **Process for Resolving Issues**

The FCUSD process is a defined five-step and progressive procedure:

**STEP 1:** Contact the Head Coach of your sport directly

**STEP 2:** Contact the Athletic Director at your site

**STEP 3:** Contact the appropriate Assistant Principal

**STEP 4:** Contact the Principal

If you feel that the issue has not been resolved and you need further assistance:

**STEP 5:** Contact the District Director of Athletics

## **Athletic Program Volunteers**

Athletic program volunteers are persons who do not receive compensation for assisting in program activities. All volunteers shall work only under the direction and supervision of the coach, Principal, or other designated member of the professional administrative and teaching staff. Volunteers must complete proper District paperwork before attending any school / sports activities.

## **Donations / Fundraising Activities**

All athletic fund-raising activities shall be approved in advance by the Principal; this includes any and all messaging sent home by boosters, coaches or parent representatives. Donations and fundraising are strictly voluntary and any contribution or donation may be made to support the athletic program at each site. This is not intended to limit a student-athletes' ability to participate, nor is it a requirement to participate.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to participate in door-to-door selling. All groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable State and Federal laws, including taxable income reporting requirements when conducting fund-raising activities to benefit the school or the District.

Funds raised by athletic program booster clubs shall comply with the requirements established by the Board. Coaches and other athletic staff and volunteers shall not collect money from students for any school sponsored activity.

## **Drug and Alcohol-Free Workplace**

The Governing Board believes that the maintenance of a drug and alcohol-free workplace is essential to staff and student safety to help ensure a productive and safe-work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code [8355](#); 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

### **Use of School Property**

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or other materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

### **Use of School Facilities**

Coaches should schedule the use of school athletic facilities with the Assistant Principal in charge of on campus events. District facilities, fields, and property are under the jurisdiction of the District Office and all outside organizations must go through the Facilities Department to submit a facilities use agreement via civic permit in order to gain access. **Coaches and Athletic Directors do not have rights to make any agreements with other organizations for the use of facilities, fields, or property.** All scheduling should be directed to the Facilities Department.

### **Employee Use of Technology**

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources for purposes related to their employment. Compliance with the law and all policies, guidelines, and procedures for the appropriate use of the District's technology resources is a condition of employment. The Superintendent or Designee will provide access to current policies, guidelines and procedures, relating to technology use via the District's website, any of which may be periodically updated. District employees agree to periodically review, familiarize themselves with, and ensure that they understand current policies, guidelines, and procedures as the District deems necessary before using District technology resources. (BP 4040)

Employees shall not use District technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical, or that promotes any activity prohibited by law, Board Policy, or Administrative Regulations. (BP 1114)

Athletic websites must adhere to the District policy regarding design standards, guidelines for content and may not be used for political reasons. (BP 1113)



## **Inventory of Athletic Equipment**

Athletic equipment shall be the responsibility of the site Athletic Director, Head Coach, and Principal. Coaches shall be responsible for maintaining inventory and providing directions on the use and care of the equipment. At the end of each season, the Head Coach is responsible to submit an inventory of athletic equipment to the site Principal. (BP 3440)

## **Equipment / Uniforms**

The Folsom Cordova Unified School District and the individual school sites provide a great deal of money to purchase and maintain equipment. Equipment is to be handled properly for cost reasons and to teach students responsibility.

1. All equipment / uniform will be inventoried, numbered, and checked out by coaches.
2. Students are responsible for the security of their equipment and uniforms.
3. Students are expected to turn in the same piece(s) of equipment / uniform checked out to them.
4. Equipment / uniform should be returned in the same condition as it was received, subject to any reasonable wear and tear; alterations are prohibited. Equipment and uniforms should be cleaned before being returned. Students are expected to make arrangements to have torn or ripped clothing repaired prior to turning in to the coach.
5. All equipment / uniform must be returned within one week of the last game.
6. Students must return or pay for all lost equipment and uniforms. In some cases, particularly with game uniforms, the replacement fee may be higher than the original purchase price because special processing and printing may be required to duplicate the uniform. When a significant amount of money is owed, arrangements for repayment can be made with the coach and the administrator.
7. Students who leave a team prior to the end of the season must turn in their equipment and uniform within one week of quitting.
8. Parents can opt to purchase uniforms if that option is available.

## **Debt Recovery Replacement of Equipment / Uniforms**

Assembly Bill 1974 (AB 1974), prohibits public schools from issuing a debt for a fee. It also does not allow public schools from placing a hold on: credit for an assignment, withholding grades, transcripts, or diplomas, nor can a student be prevented from participating in extracurricular activities, club or sports. However, AB 1974 does allow public schools to recover cost for student vandalism, replacement of public school books, supplies, or property loaned to a pupil and not returned. It also allows public schools to offer nonmonetary forms of compensation to settle debt with permission of the parents / guardians.

## **Alteration of School Property**

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds, renovation of the school buildings or the alteration of any part thereof, or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only under the direction of the Chief

Operations Officers in accordance with the approval of the project by the Superintendent or Board upon the Superintendent's recommendation. (AR 7111)

## **Advertising**

The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by non-school groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. No advertising shall be allowed in the facilities or on the grounds or school property, except as expressly approved by the Superintendent or designee. *“Prior to distribution, posting or publication, the Superintendent, Principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board Policy.”* (BP 1325)

## **Copyrighted Materials**

The use of copyrighted material for educational purposes by school personnel shall be within the generally accepted uses delineated by applicable law and procedures developed by our Board and the Superintendent. *“The Governing Board recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.”* (BP 6162.6)

## **Civility and Mutual Respect**

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

This policy promotes mutual respect, civility and orderly conduct among FCUSD employees, parents/guardians, and the public. *“This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. Employees, parents/guardians, and the public should be free from threat, harassment, intimidation, or harm in person, on the phone, or through written or social media communications. In the interest of presenting FCUSD employees as positive role models to the children of District programs, as well as the community, the Superintendent encourages positive communication, and discourages volatile, hostile, or aggressive actions. The Superintendent seeks public cooperation with this endeavor.”*

*“If any member of the public uses obscenities or communicates in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the person to communicate civilly. If corrective action is not taken by the abusing party, the FCUSD employee will notify the abusing party that the meeting, conference, telephone conversation, or written communication is terminated and if the meeting or*

*conference is on school premises, the offending person will be directed to leave promptly.” (BP 1313)*

As soon as possible, after any such incident, employees should submit a written incident report to their immediate supervisor.

## **Required Reports**

Although you may be directed to make additional reports, the following reports are required by Law and/or Board Policy:

- As a mandated reporter you must report concerns regarding child safety / welfare.
- Notify your supervisor immediately after sustaining a work-related injury or accident.
- Complete an Incident Report for any student-athlete related injury or accident. In addition, if the student-athlete has suffered a concussion complete Concussion Report for that and submit both to the District Business Office. (Incident Report and Concussion Report forms)
- Report to the Principal / immediate supervisor, District Athletic Director or to the Assistant Superintendent if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination.
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal, District Athletic Director or to the Assistant Superintendent.
- Report in writing to your immediate supervisor any potential safety or security hazard that you observe.
- Report to the Principal any threats you receive (oral, written, or electronic).

## **PRE-SEASON PLANNING**

### **Notifications to Students/Parents**

Prospective student-athlete may only communicate with the school site Athletic Director, and must not be in communication with any coach, booster member, or staff affiliated with the school. This is a CIF policy that applies from grades 7 - 12. Student-athletes already enrolled at your school site will receive information from the coach. Coaches will be responsible for distributing info about sports programs and providing support in using “Home Campus” for completion of Athletic Clearance.

### **Coach-Student / Parent Communications**

Our student-athletes are learning lifelong lessons while attending our schools and participating in our athletic programs, it is our responsibility to model appropriate forms of communication and demonstrate positive interaction with peers. Athletics can be very emotional and bring out the best in all of us, please understand that our students need our guidance. Coaches need to represent themselves, the school and administration with sound judgment and with a calm demeanor. Any written communication with students and parents needs to be approved by the site Athletic

Director; this includes program expectations, fundraising, spirit pack flyers and booster club information.

Communication with parents is paramount to the success of the program and vital to developing relationships. In our business, word of mouth pre-determines parents' perceptions about a coach, program, and school. Be positive, courteous, and solution focused. Listen more than you speak and only address the issues/concerns presented. To demonstrate the District's commitment to productive school-home communications, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday, or the day before a break in the school calendar, every reasonable effort shall be made to respond in a timely manner.

## **Scheduling**

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Principal.

Scheduling of athletic competitions shall be approved in advance by the Principal and meet all applicable District, League, Sac-Joaquin Section, and State CIF policies.

Athletic competitions shall be scheduled, if possible:

1. Minimizing travel distances and compete with schools of comparable size and classification.
2. Avoid overlap with other school athletic activities already scheduled on the same date.
3. Assure that scheduling of District facilities, practice times, and competition times for both male and female sports are consistent with Title IX requirements.
4. Avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved of in advance by the Principal or Assistant Superintendent.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- a. Conflict with end of semester exams
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship
- d. Conflict with school open house events

## **Cancellation of Athletic Activities**

The decision to cancel athletic activities is made by the Principal or designee of the school with consultation with League and Section rule when necessary. If activities are cancelled, the Principal or Designee will ensure that the Head Coach is notified and takes measures to notify the public through various means. These means may include website (school and District), an automated calling system, and local media as conditions warrant. Principal or Designee will ensure the Transportation Department is notified or the Head of Officials is notified.

If coaches are notified regarding the cancellation of an away competition, they should notify the Principal or designee who will take measures to notify the public through various means as mentioned above.

In the event of a cancellation, the activity should be re-scheduled at the earliest convenient date as long as all League and Section Bylaws have been followed.

## **Athletic Trips**

Both the Principal and the Superintendent must approve all regularly scheduled athletic events and all athletic trips which are part of a tournament or playoff that the school is participating. A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips.

Parents are to be informed of all athletic trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips. District students, their teachers, coaches, Directors or leaders, and those serving as supervisors or chaperones may be transported by District vehicles.

## **Transportation Info**

Parents can select from the following option for transporting student-athletes to athletic event/s:

a. District provided bus with transportation fee paid to student accounts or a [confidential waiver request](#) completed and submitted to Principal. The District provides transportation to almost all away events/games. Students are encouraged to ride to and from events/games on District-provided transportation.

i. FCUSD Transportation Department and the associated league/conference often determine bus departure times.

ii. At the coach/advisor's discretion, students may be signed off the return bus by the parent/guardian. If the student will be riding home with another adult, the [Student Alternate Transportation Form](#) must be on file indicating the appropriate drivers and the [ACTIVITY TRANSPORTATION Sign-In/Sign-Out Sheet](#) must be initialed by the appropriate driver.

b. Parent drives their child to the event.

For all District-sponsored events, self-transportation or transportation provided by parents/guardians (or other adults authorized in writing by a parent or guardian) is permitted only when the driver of the vehicle has [filed required transportation forms](#) with the school office. Coaches/Supervisors are prohibited from releasing a student to self-transport or obtain transportation from a parent, guardian or other adult absent pre-Activity compliance with this requirement. No student may ride in a vehicle driven by another student, whether or not an adult

is present in the vehicle. Students transported in an alternate manner fully assume the risk of harm of such transportation; the District assumes no liability or obligation associated with such methods of travel.

c. On rare occasions when a bus is not available for an off campus game/event, a coach/advisor may make arrangements for parent/guardian drivers. Parent/guardian drivers must be a cleared Category 2 Volunteer and have a [Volunteer Personal Auto Use Form](#) on file. See Volunteer Category 2 Requirements listed on the school's website or contact the school office for more information.

d. Only under certain circumstances will approval be granted for a student to drive their own vehicle to and/or from a game/event. The coach/advisor must receive advance notice from the parent/guardian of this request. Requests will be considered on a case-by-case basis by the administration. All applicable forms must be completed and on file prior to the game/event including, an [Alternate Student Transportation Form](#) (signed by parent/guardian, student, and coach/advisor), and a [Student Personal Auto Use Form](#) (signed by parents/guardians and student). IMPORTANT- No additional students are permitted to ride in the vehicle.

## **Student Discipline**

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the [Code of Conduct](#). A student who has been suspended from school for violating the Student Code of Conduct will be suspended from any practices/games occurring during that same time period. In addition, with approval of the Athletic Director and Principal, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season. Students are required to return a form to the coach signed by both the student and the parent/guardian signifying their receipt of, and agreement to abiding by the rules. Coaches shall keep these forms on file for the duration of the sports season. In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student-athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings. Serious disciplinary problems shall be promptly reported to the Principal, Assistant Principal, and/or Athletic Director, and to the parent(s) of the student. The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated school/district rules and regulations.

## **Crowd Control**

Coaches shall coordinate with the Principal to promote the orderly conduct and safety of students and other spectators who attend athletic events. In all cases, crowd control procedures shall include supervision by appropriate school officials. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel at the discretion of the school administration.

## **Athletic Program Purchasing**

Employees are required to follow applicable State Law and Regulations and District Policies and procedures when making purchases on behalf of the athletic program, including equipment and uniforms. All purchases shall require the prior approval of the Principal or Designee. All school and booster account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. For additional assistance, coaches should contact site Principal, school Account Clerk, or FCUSD Fiscal Services Department.

## **Expense Reimbursement**

Coaches should not make purchases without following District process. We also understand that at times because of necessity and to expedite the process, purchases are made. Please understand that a coach making a purchase from his/her own personal funds takes the risk that he/she will not be reimbursed. All purchases should be made with Principal or Designee pre-approval. In compliance with BP 3310 and Administrative Regulations, employee reimbursements must follow guidelines:

- Equipment purchases are not allowed and will not be reimbursed.
- Reimbursements over \$300 are not allowed. **NOTE: receipt splitting is considered one purchase and will not be reimbursed.**
- All expenditures must be supported by original receipts. Photocopies, credit card statements, and other non-original receipts are not acceptable.
- Multiple purchases made by an employee will be monitored for compliance with Board Policy.

## **STUDENT OVERSIGHT**

### **Eligibility**

#### **(STANDARDS OF ELIGIBILITY)**

(Please refer to the CIF Constitution article 2, Bylaw 201)

Only students enrolled in public, charter, and private CIF member schools, grades 9-12, who meet all standards of athletic eligibility established by CIF, their respective CIF Section of membership, their respective League, District, and school are considered students in good standing and eligible to compete for their school of enrollment. Students who are enrolled in school programs or member schools whose membership status has been established as a multi-school/campus should also refer to Bylaws 302, 303, and 304 for additional eligibility requirements.

#### **A. Enrollment Standards**

- a. Student must be enrolled full time (minimum 20 units) at the school for which they are competing.
- b. Student will be considered enrolled in a school for purposes of participation in interscholastic athletics when they have:
  - (i) Been entered as a full-time student; 20 units or equivalent in a non-traditional program in attendance in classes at that school. OR

(ii) Participated in a Fall sport when the tryouts and/or practices of that team begin before Fall classes at the school. Such a student will be considered to be enrolled during that practice time as long as they have registered for, and are enrolled as a full-time student for the Fall semester of that school year.

## **Academic Eligibility**

### **Under CIF bylaw 205 A. Initial Scholastic Eligibility (9<sup>th</sup> graders)**

1. An incoming 9<sup>th</sup> grader will be eligible to participate in athletics until the end of the first school site grading period (1<sup>st</sup> quarter). If GPA is not at a 2.0 by the end of the first school site grading period, student can be placed on an Academic Probation if they meet the criteria listed below for the remainder of the current semester. If the GPA is not at a 2.0 by the end of the semester, student is no longer academically eligible.

### **Under CIF bylaw 205 B. Continuing Scholastic Eligibility (10<sup>th</sup> to 12<sup>th</sup> graders)**

#### **2. Minimum Requirements**

- 2.a. 2.0 GPA achieved in previous grading period;
- 2.b. enrolled in at least 20 semester credits;
- 2.c. passing at least 20 semester credits during most recent grading period;
- 2.d. maintaining minimum progress toward high school graduation requirements;
- 2.e. student maintained 2.0 GPA during previous grading period.

### **Academic Probation Applied:**

If a student does not have a 2.0 GPA, they can be placed on an Academic Probation from the beginning of the quarter until the end of the next quarter or semester. Example: beginning of 1<sup>st</sup> quarter to end of 1<sup>st</sup> quarter or end of 1<sup>st</sup> semester; or beginning of the 3<sup>rd</sup> quarter to the end of the 3<sup>rd</sup> quarter or end of the 2<sup>nd</sup> semester. A student may not start Academic Probation at the beginning of the 2<sup>nd</sup> quarter until the end of the 3<sup>rd</sup> quarter. Quarters are not recognized as academic grading periods for credit; only semesters are academic grading periods for credit. A student requesting academic probation must complete an Academic Probation Application to be reviewed and approved / denied by Athletic Director.

### **Criteria for Qualifying for Academic Probation**

FCUSD student-athletes who are seeking academic probation must meet the following criteria:

1. A minimum of 1.5 GPA (FCUSD requirement);
2. Passing at least 20 semester credits (CIF 205.B. (c) for high school only);
3. No school disciplinary issues during probationary period (BP 6145).

Additional option for middle school students (to be determined by administration):

1. Satisfactory citizenship in all classes;
2. Complete a weekly progress check (include attendance and behavior).



## **Student Transfers**

### **Transfer Eligibility**

(Please refer to CIF Constitution Article 2, Bylaw 207)

#### Determination of Transfer Student Status-Standards of Enrollment

A student shall be considered to be a transfer student when:

- a. The student has attended class at their former school (School A); AND/OR
- b. The student has played in an athletic contest for their former school; AND/OR
- c. The student has tried out for or practiced with a team prior to the beginning of the school year for five days or more; AND
- d. That student withdraws from School A or has completed the courses in which they were enrolled in at School A, so that student is no longer enrolled in at School A; AND
- e. That student enrolls as a full-time student in a new school (School B). THEN that student shall be determined to be enrolled in and having transferred to School B if all conditions of Bylaw 201.A. (1) are met.

### **Recruitment Violations**

A student at any grade level (7<sup>th</sup> to 12<sup>th</sup>) shall not be recruited to a school for the purpose of participating in athletics, including recruitment under the guise of academics. Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a District school for the purpose of participating in athletics. A coach utilizing an intermediary including a staff member, booster member, another school employee, or anyone affiliated with the athletic program, for the purpose of recruiting a student athlete shall be in noncompliance. **Please refer to CIF Article 5, Bylaw 510.**

### **Supervision Responsibilities**

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

All athletic practices and events shall be under the direct supervision of a qualified employee of the District. All persons employed by the District as a coach for any school athletic activity or sport shall meet training requirements and have completed all Human Resources(HR) paperwork. **Prior to assuming their duties**, Principal or Designee must ensure coaches have been cleared by HR. Follow-up training shall be provided annually.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students, or visitors by any party.

A coach or an approved designated adult, who is an approved District volunteer, is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up.

## **Attendance**

1. Game Day: Non-attendance for any part of the school day may result in non participation in an event or athletic contest unless prior approval has been received from site Assistant Principal in charge of Athletics.
2. Practice: Students not attending school may not participate in practice without prior approval from the site Assistant Principal in charge of Athletics.

## **Insurance**

Students participating in interscholastic athletics must present evidence of accident insurance as part of their Athletic participation packet / Athletic Clearance.

## **Safety and First Aid**

The safety of students shall be the first consideration in all athletic practices and events. Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board Policies, State Law and Regulations, and requirements of CIF. Coaches need to be proactive and communicate with parents any minor injuries to solicit parent support.

If an athlete has sustained a serious injury, an incident report must be completed, given to site administration and submitted to the Business Office of the District. If an athlete has sustained a concussion, the coach must follow the concussion protocol as set forth by the CIF. A concussion report must be completed and submitted with incident report to the Business Office of the District.

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall obtain permission from a physician before the player re-enters the game or participates in practice.

## **Care of District Property**

Coaching personnel shall be responsible for program equipment, supplies, furniture, and facilities under their care and use. Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. (see BP 3440)

## **Precautionary Measures**

### **Equipment Inspection and Oversight**

The Head Coach of each sport, in consultation with the Principal or designee (with District input as requested), is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement. Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the site Athletic Director immediately so that corrective measures can be initiated.

### **Key Standards**

1. **Availability of Water** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.
2. **Game/Practice Scheduling** – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the CIF guidelines for limitation of seasons (Bylaw 504) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.
3. **Severe Weather / Air Quality** – Coaches are encouraged to use best judgements when it comes to severe weather, air quality, or lighting advisory. Make sure to communicate with your site Principal or Designee regarding practice and game conditions. Pre-plan logistics with the staff: water breaks, duration of practice time, and use of indoor facilities if applicable. As need is indicated by air quality, reasonable accommodations will be made to physical education and athletic programs (AR 5030). To check on air quality, refer to <http://www.airnow.gov> . For swimming and diving, in case of lightning, ensure that all student-athletes are out of the pool and off the pool deck, everyone should be indoors.

### **Drug Testing of Students**

Coach who suspects that a student-athlete is using drugs should communicate with the site Athletic Director and Principal. District procedure allows for participation in the District's drug testing program which requires the written consent of a student's parent/guardians. (see BP 5131.61)

## **Sportsmanship**

### **Sportsmanship Preamble**

CIF member schools 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 members 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. Complaining about officials' calls (verbal or gestures).
  
5. The following rules regarding noisemakers and bands are to be followed by all CIF Sac-Joaquin Section schools.
  - a) Noisemakers at ALL indoor events are prohibited. Non-mechanical handheld devices (i.e., small cow bells and thunder sticks) are allowed at outdoor events, excluding baseball and softball. One authorized, school sponsored air-powered/mechanical noisemaker (i.e., cannon) is allowed to be used by the home team at football games only, and only after a scoring play or the end of the game; this device may not be used if the point differential is 35 points or more or a running clock is in effect. This noisemaker must be approved at a League meeting. All other whistles, air horns and other air-powered/mechanically powered noisemaking devices are prohibited.
  
  - b) Bands and sound systems are the sole responsibility of home schools at non-playoff contests. Visiting teams may bring school bands and sound equipment to non-playoff contests provided they receive prior administrative approval from the home school Principal or designee.
  
  - c) Bands are encouraged to attend and participate in playoff contests. The visiting school must make prior contact with the home team if they plan on bringing a band to a playoff game to ensure appropriate seating. The Section office, prior to the event, must approve bands participating at neutral site Section finals.

- d) Bands are not allowed to play during the course of the actual contest.
    - (i) In the sport of football, bands may play during timeouts, halftime, or in between plays. Bands must stop playing when a team breaks the huddle or in the case of a no huddle offense, when the quarterback lines up in position to take a snap.
    - (ii) In the sport of basketball, the band may play during timeouts, at the end of each quarter or during halftime.
  - e) It is the responsibility of the site administrators to make sure the above stated regulations are enforced.
  - f) The game officials may stop a game and seek help from the site administrators if they believe the regulations are not being enforced.
6. The following action plans are recommended.
- a. A script should be provided to the announcer including:
    - (i) Welcome;
    - (ii) Sportsmanlike expectations;
    - (iii) Acknowledgement and introduction of the game officials;  
NOTE: There should be a short statement endorsing the officials as neutral persons who have been certified as official by the NCOA.
    - (iv) Introduction of players;
    - (v) Sponsorship recognition.
  - b. Include the CIF Code of Ethics in the game programs.
  - c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF competitions.
    - (i) This shall be directed to coaches, players, cheerleaders, and spectators in the day(s) prior to the contest.
    - (ii) Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins, and P.A. announcements are all appropriate venues.
    - (iii) Contact the Principal or administrator-in-charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.
  - d. It is the responsibility of the administration of each participating school to designate an administrative representative:
    - (i) Who will check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest;
    - (ii) Enforce the highest standards of sportsmanship within his/her own student body;
    - (iii) Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

## **Awards and Recognitions**

The Board recognizes that a significant part of interscholastic athletics is the recognition of achievement by student-athletes. All teams shall hold an end-of-season recognition ceremony where student achievement is recognized. The individual sport shall establish the criteria that will be used to determine whether or not an athlete has achieved status as a varsity, junior-varsity, etc., member and whether a varsity letter will be awarded.

The criteria shall be clearly defined and communicated to the team members at the beginning of the season

# **Appendix**

## **FCUSD Code of Ethics for Coaches**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he/she were the coaches' own, and his/her welfare should be uppermost at all times.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the CIF.

Accordingly, the following guidelines for coaches have been adopted by the CIF:

### **CIF 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, moral, social 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.

### **SUMMARY OF KEY POINTS TO REMEMBER**

Following these procedures will reduce the possibilities of accident/injury within the inherent risks of the sport:

1. Maintain a safe sports environment by:
  - a. Making sure fields or indoor facilities are safe, including weather conditions if applicable. If in doubt, cancel or postpone competitions or practice.
  - b. Make sure equipment has proper certification or approval by nationally recognized testing authority (if applicable).
  - c. Make sure equipment is appropriate for the sport.
  - d. Make sure equipment is in good repair.
  - e. Make sure equipment fits properly.
2. Make sure competition occurs within the rules.
3. Teach or train using accepted methods or techniques.
4. Reinforce to the team that they are to compete and practice within safety rules, including enforcement of consequences for violators, without exception.
5. Make sure that participants do not engage in horseplay or activities outside the waiver/release signed by the parents while competing, practicing, or while attending practice/competitions.
6. If district transportation (van) is to be used to transport athletes, ensure that parents/guardians are aware and that the appropriate Volunteer/Personal Automobile Use Forms are completed.

7. Keep medical treatment authorization forms readily available, in case of injury requiring medical treatment:
  - a. Take any complaint of personal injury seriously and handle appropriately.
  - b. Have a first aid kit available.
  - c. Have a plan for how to respond to a severe injury.
  
8. If an injury occurs, complete a Student Accident report, in detail, and submit it to your site Principal before sending it to Business Services as soon as possible. If a concussion occurs, complete the Concussion Report form, in addition to the Student Accident Report, and submit it to Principal before sending it to Business Services.  
Include:
  - a. Name and contact information of injured athlete.
  - b. Name and contact information of any witnesses.



**Folsom Cordova Unified School District**

**Application for Athletic Probation Period**

\_\_\_\_\_  
Student Name                      Date                      Sport                      School Year

Reason for Probation \_\_\_\_\_

Academic Probation period starts on \_\_\_\_\_ and ends on \_\_\_\_\_.

I understand this probationary period is a one-time per year probationary status that can only be used for one grading period, within one semester and meets the criteria listed below. I understand I am on Athletic Probation for one (1) school wide grading period during which time I must improve my grades to become/stay academically eligible for interscholastic athletics. Your signature below indicates you understand you are using your one (1) probationary period at this time.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

In my judgment, my academic performance last grading period was due to \_\_\_\_\_

\_\_\_\_\_  
My goal during this period is to become academically eligible. In order to do that, I plan to:  
(Be specific. State your plan for improvement, use additional paper if needed).

\_\_\_\_\_  
I have the help of the following people in my academic efforts: (List people who are going to help you).

**Criteria for Qualifying for Academic Probation**

FCUSD student-athletes who are seeking academic probation must meet the following criteria:

- 1. A minimum of 1.5 GPA (FCUSD policy);
- 2. Passing at least 20 semester credits (CIF 205.B. (c) for high school only);
- 3. No school disciplinary issues during probationary period (BP 6145).

Additional option for middle school students (to be determined by administration):

- 1. Satisfactory citizenship in all classes;
- 2. Complete a weekly progress check (include attendance and behavior).

Granted or denied

(reason): \_\_\_\_\_

\_\_\_\_\_  
The following people have indicated by their signature that they have reviewed this application:

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Athletic Director



## FCUSD CLASSIFIED COACH INFORMATION CHECKLIST

Directions: Please provide all required information in one packet with this form as the cover sheet to the Human Resource Department; either drop it off in person or scan and email.

- **CIF** (H.S. only)
- **First Aid** (2 years, can be completed online at [NFHSLearn.com](http://NFHSLearn.com))
- **CPR** (2 years)
- **Concussion** (2 years, can be completed online at [NFHSLearn.com](http://NFHSLearn.com))
- **Sudden Cardiac Arrest** (1 year, can be completed online at [NFHSLearn.com](http://NFHSLearn.com) )
- **Heat Illness Prevention Training** (2 years, can be completed online at [NFHSLearn.com](http://NFHSLearn.com))
- **TB** (4 years)
- **Coaching Authorization Walk-On form**
- **Athletic Coach Qualifications and Competencies Form**
- **Acknowledgement Form** (acknowledging code of conduct)
- **Background Check** (Completed at ESC, with data sheet)
- **Mandated Reporter** ( <http://mandatedreporterca.com/> ) or NFHSLearn.com “Protecting Students From Abuse”
- **EAAI form**
- **Payroll forms** (I-9, W4, CalPERS, CA Withholding, New Hire info sheet)
- **FCUSD Oath**
- **Warrant Recipient Designation form**
- **Acknowledgement Form**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
Please Print

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SCHOOL SITE:** \_\_\_\_\_ **SPORT:** \_\_\_\_\_



## Acknowledgement Form

I, \_\_\_\_\_, have received a copy of the Folsom Cordova  
*Print Name*

Unified School District Coaching Handbook, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/Supervisor if I should have any questions concerning its contents.

I understand and agree:

1. That this handbook is intended as a general guide for District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. That the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. That in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

Print Name: \_\_\_\_\_

Sport you coach: \_\_\_\_\_

School / Site: \_\_\_\_\_

*I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and the rules disseminated by FCUSD and/or the CIF and I agree to do so.*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

Return this signed form to the District Human Resource Department.