

Gunderson High School
ATHLETICS HANDBOOK
for Athletes, Parents, and Coaches



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Gunderson High School

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LETTER FROM THE ATHLETIC DIRECTOR

To the parents/guardians of Gunderson High School Athletes:

As the Athletic Director, I would like to welcome you and your family to the Gunderson High School Athletics program. I look forward to getting to know you and your family during your time with our athletics program.

It is our goal at Gunderson to provide a positive athletic experience where students feel comfortable exploring their passions for sports, while also challenging themselves to become the best version of themselves. Gunderson Athletes feel a great sense of camaraderie and unity when they join our athletics community, as we look to create an inclusive environment that ensures high ethical standards and expectations for equality, fairness, and sportsmanship for all of our student-athletes, families and coaches.

Our athletics program is successful because we have devoted coaches, active support from the student and parent community, outstanding leadership from school administrators, and most significantly, a great sense of pride encouraged by the entire community. It is our mission to work together as a community to create a safe space for our student athletes, so that they can develop life skills both on and off the athletics field/court. We are committed to our athlete's development as a student and a person. The rewards our student athletes will experience during their time as a Gunderson Athlete will last a lifetime.

Did you know that research shows that the utmost influence upon our student athletes is NOT the coach? By far, you as a parent or guardian have the greatest influence on your student athlete. Research has shown that parents can impact a student athlete's motivation, perceived competence and their enjoyment of the sport. The feedback and behavior of a parent will affect how long an athlete stays involved in a sport and how the athlete perceives their abilities. I encourage all Gunderson High School parents and guardians to be supportive and positive with your student athlete during their upcoming season. Provide a non-judgmental space where your student athlete can feel comfortable expressing the ups and downs they experience as a Gunderson Athlete. You will be amazed with the results.

In creating a positive athletic experience, we must understand that both parenting and coaching are extremely challenging vocations. It is important for parents and coaches to create a positive relationship, where we can work together to support our student athletes. By working together, we can create a support system that will allow our student athletes to push their comfort zones and accomplish their goals.

As a parent, you have a right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of the respective team. Communication from your student athlete's coach that you should expect is:

- Philosophy of the coach
- Location and times of practices and events

- Team requirements and expectations
- Team discipline and behavior

Communication that coaches can expect from the parents/guardians:

- Concerns expressed directly to the coach and in a professional manner
- Advance notice if the student-athlete will miss practice or a contest
- Notification that the student-athlete is ill or injured
- Clarifying questions about team procedures and time commitments
- Any concerns are first addressed directly to the head coach only, not other parties

As your student-athlete becomes involved in the programs at Gunderson High School, they will experience some of the most rewarding moments in their life. It is important that your student-athlete understands, that just like life, there may be times when things do not go the way they expect. At these times, discussion with the coach by your student-athlete is highly encouraged.

There may be times that it is very difficult to accept your student-athlete's lack of playing time or the position(s) they have been asked to play. The coaching staffs at Gunderson High School are dedicated and committed to their student athlete's success. They make decisions based on what they believe to be best for the team. Certain things can be reviewed with the coach but other things, such as playing time, team strategy, other players, etc., should be left to the preference of the coach.

There are situations that may require a conference between the coach and parent. It is important that both parties involved have a clear understanding of the athlete's position. The following procedures should be followed to help promote resolution following communication between the player and coach:

- Contact the program head coach to set up an appointment at least 24 hours after a game. Please do not attempt to confront a coach before, during, or after a game. This time can be emotional for all. Meetings of this nature do not promote resolution.
- If the meeting with the coach did not provide satisfactory resolutions, then a meeting with the Athletic Director and Coach is the next step.

I hope that you are excited as we approach another year of Grizzly Athletics. This privilege extended to your student-athlete will lay the basis for future success in life. I am grateful to be associated with Gunderson High School Athletics and I will work hard on your student athlete's behalf to encourage and strengthen the values of our programs.

Go Grizzlies!

Sincerely,

Brian Chew
Athletic Director

Philosophy

The Athletic Department is an integral part of the total educational program of Gunderson High School. Involvement in education-based athletics is an extension of the classroom yet offers lessons that are not commonly seen in a classroom setting. Athletics provides students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community. Gunderson High School encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics.

Purpose

The purpose of the athletic program at Gunderson High School is to promote, direct, and conduct interscholastic athletics in a manner which furthers the aims of general education, promotes friendly relations with other schools, encourages participation by students, and teaches sportsmanship.

Sportsmanship

As members of the Gunderson High School athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

Commitment

All team members are valuable and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, family trips and other events, which come in conflict with the training and competition schedules. Learning how to make choices is one of the most valuable life lessons an athlete takes from a good athletic program. All players are expected to attend all practices and competitions, even if the sport is a *"no cut"* sport.

Coaching Staff

Gunderson High School strives to hire experienced coaches, committed to educating student athletes in individual skills, teamwork, good sportsmanship and fair play. Our preference is always to recruit coaches from our faculty and staff. For those coaches hired from outside the school, every effort is made to integrate them into the entire school community. The same behavior expected of a teacher in the classroom is expected of all coaches during practices and games. Coaches manage their teams under the supervision of the Athletic Director. Varsity coaches have general oversight of the JV and Frosh/Soph programs for their sport. The Athletic Director reports to the Assistant Principal in charge of Athletics, and ultimately to the Principal. The Athletic Director provides for overall leadership and coordination of the various sports to facilitate programs that provide student athletes with worthwhile learning experiences.

GENERAL INFORMATION

Gunderson High School has a duty to assure that their athletic programs impart important life skills and the development of good character. At all practices and athletic contests, coaches, players and parents are expected to emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

CIF/Central Coast Section defines sportsmanship as taking a defeat without complaint, or victory without gloating. A good sportsman is one who treats opponents with fairness, courtesy, and respect.

Sportsmanship is a primary goal of this department and of the Central Coast Section (CCS). Good sportsmanship does not happen accidentally. It takes hard work, courage, and dedication. As coaches, sportsmanship is one of our most important responsibilities. If we are successful in developing positive character in our athletes, our impact has more life-influencing effects than any championship could bring. Because the values we seek from athletics cannot exist without good sportsmanship, we can ensure support from educational institutions only if those involved in high school athletics promote the highest sportsmanship possible.

Good conduct and sportsmanship are expected at all games from all coaches and athletes. This includes respect for other teams, their fans, and the officials. The CCS Sportsmanship policy states that the following behavior is unacceptable at all CIF/CCS high school contests:

Berating your opponent's school or mascot, berating opposing players, obscene cheers or gestures, negative signs, artificial noisemakers, or complaining about official's calls (verbal or gestures).

Coaches and athletes are expected to behave in a respectful, responsible, and mature manner. Appropriate language is required and our coaches must always act in ways that are not detrimental to the reputation of the team or the school.

Academic/Athletic Eligibility

Coaches must ensure that all participants on the team meet these requirements to be eligible to participate in the athletic program. If an athlete participates without being eligible, the team will forfeit the games in which the athlete competed in.

1. An athlete must be enrolled in the school and live within the boundaries of the district or have an inter-district transfer.
2. Central Coast Section eligibility rules demand that all athletes must have a 2.00 GPA at the end of the previous grading period of the sport. If the athlete is below a 2.00 GPA, the athlete will not be allowed to compete.
 - a. If a student-athlete finds himself or herself academically ineligible, there is an Academic Probation program available. In order for students to qualify for the academic probation program, students must have had a previous semester GPA of 2.0, get a recommendation from their coach and then setup a meeting with the Athletic Director for an Academic review. All grades from every year at Gunderson will be reviewed and taken into consideration when

approving students for academic probation. Student-athletes may apply for the waiver one time during their Sophomore year and one time during their Junior-Senior year. Freshmen are not eligible for academic probation during their first semester of school. Please contact the Athletic Director for more information.

3. Any students that are double ineligible in two consecutive seasons, may not continue their sport and will not receive the PE/Athletics credit for that season.

Health Eligibility

Every participant must have completed an online profile at www.registermyathlete.com and a health physical prior to try-outs.

The health form MUST have the signature of a doctor who has examined and cleared the student for competition, signed permission from a parent, and information about the required insurance. The health form can be scanned and uploaded on to the athletes *registermyathlete account* or can be turned into the Athletic Director (preferred to turn into Athletic Director) in order to be cleared to participate in try-outs. Athletes who do not complete a health physical will not be allowed to participate in any activities (conditioning, tryouts, practices, or contest) until the requirements have been completed.

If a student does not have health insurance, please see the Athletic Director for more information.

Transfer Eligibility

All students who transferred to Gunderson (meaning the previous year they did not attend a full year at Gunderson excluding 9th graders) from another High School must be approved by the Central Coast Section before participating in any games. Students must see the athletic director to fill out the appropriate transfer paperwork. Please see the Athletic Director for more information.

Tryouts

Student-athletes should listen to announcements, check the Athletic Director office, or visit the school website for announcements regarding pre-season meetings and conditioning schedule for each sport. Generally, coaches will hold a pre-season meeting for all interested student-athletes explaining any pre-season voluntary conditioning sessions and tryout schedule. All athletes meeting eligibility requirements may try out for any team. Prospective athletes are given a minimum of 2 days to try out for a team. Multi-sport athletes must finish the current sport's season before trying out for a new team. However, it is recommended to communicate with the coach of the new team of intentions to try out after the current season ends. Athletes coming from another sport are given the same 2-day tryout once their season ends.

Students that do not complete their season due to quitting the team, behavioral issues, failure to meet time commitments or grades are ineligible for the next sports season unless approved by the athletic director and will not earn PE/Athletics credit for that season.

Physical Education Credit

All freshman is required to take PE their first year of high school. Students may opt out of PE during their Sophomore year if they have completed enough credits to fulfill the California High School Graduation Requirement for Physical Education. Students who participate and complete the entire sport season will receive 5-credits. Any student that quits or is dismissed will not receive credit. The student-athlete's coach will determine the student's grade by using the SJUSD A-F Grading System.

Conflict with Other School Commitments

Athletes may request to miss a practice or game in order to participate in another academic school activity. Athletes are expected to arrange this directly with their coaches and to inform them before missing the practice or game.

School Attendance, Class Tardiness and School Suspensions

It is expected that athletes will attend at least two-classes on school days in order to attend/participate in practice or competitions. If a student has a known cut/unexcused absence, then they will not be able to participate in practice or competition. Per school policy, all unexcused absences need to be excused with the school attendance within 3 days of the unexcused absence. Athletes with excessive cuts/unexcused absences are subject to be removed from the team by the athletic director.

Athletes are expected to be on time to every class. Students will miss game time if they have more than 3 overall tardies during their season. Three overall tardies during their season will result in the athlete missing a quarter of their next game. Every tardy after the third one will result in an additional quarter of missed playing times. The athletic director will adjust the tardy count to appropriately hold students accountable for their tardies in the sports where they can't miss a portion of their game such as cross country, wrestling, track and field and badminton. (Example: 5 tardies for a wrestling match would mean missing the next match)

Any student athletes that are suspended from school will be also suspended from their next game. Any students that are suspended multiple times during their season are subject to be removed from the team.

Practice & Game Attendance

Athletes will establish regular and prompt attendance at all practices and games, except in case of illness, or when the coach excuses the students.

- **First offense:** conference with the coach
- **Second offense:** suspended from the next contest
- **Third offense:** banned from the team

Non-School or Outside Competition Rule

According to CIF rules, a student-athlete on a high school team becomes ineligible if the student-athlete competes in a competition on an “outside” team in the same sport during the student-athlete’s high school season of sport. Individual sport athletes like swimming, wrestling, golf, tennis, badminton, and track and field may compete in the same sport but MUST enter the outside competition in “unattached status.”

Transportation

Most teams will organize their own team transportation to their games depending on their sports. When the school provides bus transportation, all team members are expected to ride with the team to and from contests.

With prior approval from the school administration, students may drive their own cars. Students must fill out a Student Driver Waiver to be able to transport themselves to games (Please see athletic director for more waiver). At no time should students ride with a student driver.

With prior permission of the coach, parents may drive their child after a contest. If a parent wants to help transport other students, parents must fill out a volunteer driver packet from the district. Please see athletic director for more information.

Social Media Guidelines and Expectations

The wide variety of social networking available can provide student-athletes with easy access to important news and events, team practice schedules, and parent information. While tools such as Facebook, Twitter, and Instagram can have many benefits in today’s world, using them in an inappropriate manner can have negative consequences and possible legal action when used for the wrong reasons.

Gunderson High School Athletic Department supports its student-athletes right to freedom of speech and the right to use social media. In this context, Gunderson High School Athletic Department also reminds each student that participating and competing for Gunderson High School is a privilege not a right. The student-athlete represents his or her school as well as the Gunderson community.

Student-athletes are therefore expected to conduct themselves, in a positive and safe manner at all times. Any online postings done by student-athletes must be consistent with federal and state laws, as well as school and district policies. The Gunderson High School athletic department has developed a set of guidelines for all student-athletes to follow to ensure that they make good decisions when using of social media platforms. Violations of these guidelines may result in immediate removal from the team.

Prohibited behaviors for student-athletes include but are not limited to:

- Any postings of sexually explicit, profane, lewd, indecent, or defamatory language.
- Derogatory language regarding school personnel or other students. This includes posting comments about opposing teams and their coaches.
- Comments designed to harass or bully students and /or school personnel.

- Nude, sexually oriented or indecent photos, images or altered pictures. This includes links to pornographic websites or inappropriate material.
- Postings personal attacks or racially motivated comments in regards to students, coaches or school personnel.
- Photos, videos, comments or postings showing the personal use of alcohol, drugs and tobacco e.g. holding cups, cans, shot glasses or tobacco products.
- Postings that encourage or depict or advocate unacceptable, violent or illegal activities such as hazing, sexual harassment, assault, fighting, vandalism, academic dishonesty, underage drinking or illegal drug use.

The Social Media Policy & Guidelines for Student-Athletes agreement must be signed and dated for students to be eligible. This form can be found on page 29.

Uniforms & Equipment

Student-Athletes are issued uniforms and equipment for each team. All equipment and uniforms must be returned to the athletic department within 7-days of the last game. A student will be charged for the replacement cost of uniforms after 7-days. If the uniform is not returned nor the uniform bill paid, the student-athlete will not be cleared for athletic participation for the next sport season and grades/schedules will not be released until either of the obligations are met.

Athletes should be appropriately attired if out of the athletic area of campus (i.e. swimmers and water polo players should wear clothing outside of the pool deck). Deck changing is strictly prohibited by CCS rules.

Some teams will have their students' athletes purchase their own team uniforms, as some teams like to customize their uniforms with their names. Please reach out to the coach with any concerns about uniform costs.

Club Sports

Many athletes and coaches are involved with club sports. Gunderson teams are independent from all club sports. Participation in club sports does not fulfill your PE requirements, nor is it a criterion for playing on any Gunderson team. Participation on an outside club sports team is not a valid excuse for missing Gunderson team practices or competitions.

Hazing & Bullying

Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Please remember that what you may find "funny and harmless" can be perceived as embarrassing and traumatic to new teammates. Hazing is strictly prohibited under the California Education Code.

Bullying (Ed Code section 48900(r)) is defined as any conduct that is:

Severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more of the followings:

- Sex Harassment (48900.2) | Hate Violence (48900.3)
- Threats, harassment, intimidation (48900.4)
- Has or reasonably predicted to have one or more of the followings:
 - Reasonable pupil in fear of harm to person or property
 - Reasonable pupil to experience substantially detrimental effect to physical or mental health
 - Reasonable pupil to experience substantial interference with academic performance
 - Reasonable pupil to experience substantial interference with ability to participate in or benefit from services, activities, or privileges provided by the school

Conflict Resolution

When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student athletes and parents to recognize that coaching strategy and playing time are not appropriate subjects for complaint. In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

- **First step:** Student Athlete contacts coach – The student athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.
- **Second Step:** Parent contacts coach – If needed, a parent may contact the coach directly – but not just before, during or just after a practice or game. A parent should email or call the coach to set up an appropriate time to discuss the issue.
- **Third Step:** Contacting the Athletic Director – If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution.
- **Fourth Step:** Contacting the Assistant Principal (AP) of Athletics – If there is still not a satisfactory resolution, the student or parent may contact the AP of Athletics. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.
- **Retribution/Retaliation:** Retribution/Retaliation is prohibited in the California Education Code. Students and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at Palo Alto High School.

Gunderson Sports Boosters

Gunderson Athletic Boosters supports the athletic programs at Gunderson High school. In recent years, Gunderson parents, through the Athletic Boosters, has funded special requests from the coaching staff for Gunderson's athletic programs.

- **Donation:** The high school athletics program at Gunderson High School cannot function without your support. The athletic programs are self-funded except for coaching stipends. Your donation would be used to pay for various operating costs including equipment, first aid supplies, requests from coaches, and team/athlete awards. A contribution of *any amount you can generously donate* to the Gunderson Athletic Boosters, would be greatly appreciated.
- **Membership Card:** The booster card allows for admittance to football, basketball, wrestling, and volleyball games. A value exceeding \$200 per individual.
- **Fund Raising:** The Booster Club has helped raise money through a variety of activities including Gunderson High School Concessions, Mattress Fundraisers and Merchandise Sales.

- **Roles:**
 - **President:** Chief executive of the club, organizes the fulfillment of the mission, issues, and enforcement of the rules.
 - **Vice President:** Assist with the responsibilities of the President and other members as needed.
 - **Treasurer:** Takes care of everything financially.
 - **Secretary:** Point of contact for all communications and records meeting minutes for the organization.
- **Committees:**
 - **Concessions Committee:** Helps facilitate and organize the Snack Shack for all home games.
 - **Membership Committee:** Helps with membership plans and organizing recruiting table at on-campus events.
- **Parent Participation/Team Parent:** Parents are encouraged to support their athletes, go to games, serve as team parents, join a committee, help in the concession stands, coordinate fund raising efforts and other events. Everyone is encouraged to attend monthly Athletic Booster meetings to share comments/suggestions/ideas. Information about time and location will be included on the school website. In order to facilitate communication between the different teams and the Athletic Boosters, each team is encouraged to have a Team Parent who represents their team at the Boosters meetings. Please contact the Athletic Director if you are interested in being a part of a committee, or hold seat on the Boosters Board.

SAFETY

Accidents/Injury

Coaches will have access to players' medical information (through *Registermyathlete*) at all practices and competitions. Coaches are trained in basic first aid and CPR. If an accident or injury occurs, the coach submits a written accident report to the Athletic Director within 24-hours and updates the *Registermyathlete* athlete profile. If the injury is serious the coach will call 911, (9-911 on our school telephones) and notify the parent.

A coach will stay with the student until help is secured. Coaches should treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice or competing in competition.

The Concussions Information Sheet must be signed and dated for students to be eligible. This form can be found on page 28.

Physical Contact

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian of said student) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player, it should be in a visibly public site. Some coaches are expressive – using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done.

In a public setting, those acts are understood. Gunderson High School acknowledges there are appropriate times and places for showing such approval. However, there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety. During an out of town competition, a non-parent custodial adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and bathrooms at all times. Suspicious behavior by an adult of a sexual nature or abuse of any kind must be reported to the Athletic Director, Head Coach, or any other school official immediately. Protecting our children and our coaches is everyone's concern.

Illegal & Performance Enhancing Substances

Any athlete found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics during the season, while attending school or at any Gunderson-sponsored activity, will be suspended from athletics for a period of time determined by the Gunderson Administration. Performance enhancing substances are strictly prohibited. Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplements. Coaches shall educate students about the dangers of using these substances. Use of energy drinks (i.e. 5 Hour Energy, etc.) is highly discouraged and detrimental to an athlete's health and athletic performance. Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign an agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition. A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, and board policies, and administrative regulations. The Superintendent or designee shall ensure that District schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

Student-Athlete Code of Conduct

The purpose of this Student-Athlete Code of Conduct is to set a high standard of conduct and eligibility.

Students who participate in athletics do so with the understanding that the established rules and consequences will be observed. During the season, students will be expected to faithfully follow these regulations. The season starts with the first allowable practice by CIF and ends with the last contest, including playoffs.

1. Athletes must meet all academic eligibility requirements: pass all classes with an overall GPA of 2.0 or better and receive no grade of “F”. Eligibility will be declared at the beginning of each year and following each grading period. Ineligible students may practice with the team, but may not wear the game uniform, play in a game, or get an early release out to travel with the team.
2. Administration may suspend athletes from a team during a season due to an “F” grade received on mid-quarter progress reports.
3. Athletes will not be allowed to practice or compete unless they attend school that day.
4. Athletes who quit a team or are dropped due to disciplinary reasons cannot participate in another sport until the team has completed its season or until released by the coach.
5. Athletes must refrain from fighting:
 - **First Offense:** Suspended from practices and at minimum of 3-games.
 - **Second Offense:** Removed from team.
 - **Third Offense:** Loss of athletic privileges from the remainder of the school year.
6. Athletes will not use or possess tobacco (smoking, chewing, or snuff), alcohol, non-subscribed steroids or illegal drugs on or off campus. This rule applies to the athletes 4-years of high school, for example:
 - **First Offense:** Subject to be removed from team for the remaining of the season.
7. Consequences for athletes who receive other in-school suspension or home suspension:
 - **First Offense:** Suspended from practices and at minimum of 3-games.
 - **Second Offense:** Removed from team.
8. Athletes and parents will represent Gunderson High School by:
 - Displaying cordial conduct to opposing team members, coaches, fans, and cheerleaders.
 - Displaying good sportsmanship and citizenship.
 - Respecting the integrity and judgement of the officials.
 - Avoiding profanity, vulgarity, rudeness and obscene or illegal actions of any nature.
9. Athletes must follow additional rules established by coach, administration, or Athletic Director.

Athletes must finish the league season as a team member in good standing to be eligible for an award.

Consequences for Violations of Athletics Code of Conduct

Players, coaches and/or fans may be ejected from a contest for inappropriate behavior. For persistent violations for the code of conduct, parents and/or fans may be asked by the coach or AD not to attend future competitions.

For student-athlete's violations of code of conduct during games or practices: playing time may be reduced, student-athlete may be removed from the team, or student-athlete may be referred to Administration and disciplined according to Gunderson school procedures.

In addition to the above, coaches agree to abide by the State Board of Education's Code of Ethics during games or practices. Unprofessional conduct will be addressed according to SJUSD board policies and procedures. Parents and players are encouraged to address concerns about code of conduct violations through the conflict resolution process outlined below. Egregious conduct violations by parents, players and/or coaches will be brought to the attention of the Athletic Director and Principal immediately.

The Interscholastic Student-Athlete Policies and Agreement must be signed and dated for students to be eligible.

This form can be found on page 28.

COACHES' CODE OF CONDUCT

Education Code 35179.7 requires districts to adopt rules and regulations establishing standards of ethical conduct applicable to each permanent, probationary, or temporary employee or volunteer providing supervision and/or instruction in interscholastic athletic programs and activities. The following standards of ethical conduct are established by the Gunderson High School Athletics Department.

An individual providing supervision and/or instruction for any athletic program or activity shall:

- Provide for player safety and welfare and place it as the highest priority.
- Model fair play, sportsmanship, and proper conduct, with other coaches, players, officials, and parents.
- Demonstrate respect for players, officials, and other coaches.
- Communicate with game officials in a manner that demonstrates a respect for their integrity, responsibility, and decision-making role.
- Properly instruct players in the safe use of equipment.
- Provide proper supervision of student at all times.
- Use discretion when providing constructive criticism and when reprimanding players. Refrain from demoralizing and demeaning terms and tone.
- Be consistent when requiring all players to adhere to the established rules and standards of the game to be played.
- Never influence pupils to take lighter academic courses in order to be eligible to participate in athletics.
- Never exert undue influence in a pupil's decision to enroll in an athletic program at any public or private cost-secondary educational institution.
- Communicate with parents in an effective manner, including returning phone calls and electronic messages within 24 hours.
- Never influence a pupil's decision to enroll in an athletic program for personal gain.
- Never recruit athletes from other schools.
- Actively discourage, report, and counsel any athlete when an athlete is discovered using nonprescription drugs, anabolic steroids, tobacco products or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or the American Medical Association.
- Follow the rules of behavior and the necessary procedures for crowd control as established by the host administration, local board of education, and the league in which the district participates.
- Behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the school.

A Coach Should Never:

- Allow any student to participate in try-outs, practice, or games without proper athletic clearance.
- Allow students to participate without proper supervision.

- Leave students unattended after practice or a game. Coaches should make sure that all athletes have been picked up by their parents after games/activities.
- Allow him or herself to be alone with an athlete in a room with the door closed.
- Transport an athlete anywhere without official designation or direction from the Athletic Director.
- Allow hazing of athletes.
- Contact students from other schools or allow them to visit the school.
- Allow confidential information concerning students to be made public.

A Coach Must:

- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Verify that each athlete has had a baseline impact concussion test.
- Know and understand all the responsibilities that are involved in being a coach.
- Know and understand the CIF and SCCAL bylaws that pertain to the sport.
- Make sure that all athletes have appropriate authorization to participate.
- Have emergency cards, training kit, and ice available for every athlete at practices or games.
- Use only school-approved transportation to all games and practices.
- Look, act, and sound like a professional educator.
- Appropriately report information about student harassment, bullying, intimidation, or other suspected behavior and/or related matters.
- Inform the Athletic Director, by the next day/or related matters.
- Inform the Athletic Director, by the next day, any time that a coach is ejected from a game.
- Make the Athletic Director and Principal aware of any parent concerns and any actions taken to respond to those concerns.

Form of Address

Although not mandated, we suggest that coaches require all athletes to call you “Coach”, Mr., Miss, Ms., or Mrs. as appropriate. Keep a professional distance between yourself and your athletes.

Language

Please carefully clarify consider the language you use when speaking to or when in the vicinity of any of our students, parents, and members of the community. Remember that District schools are educational institutions first and foremost and that you are now part of a team of educators. The language and habits that you student-athletes observe will become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs. Gunderson High School has a zero tolerance for profanity or inappropriate behavior.

Conduct of Coaches – BVAL Constitution: Article 20 – Section 5

- A. In all contests, any player/coach ejected from a contest for unsportsmanlike behavior will be disqualified from participation for a minimum of one contest. The disqualification will take effect at the teams next contest. If the player/coach was ejected from the last contest of the year from that team, disqualification would carry over to that team’s first regularly scheduled league contest the following year. A disqualified coach may not attend the next game. (3/12/98)
- B. Any player/coach who participates in the next contest following his/her ejection will be treated as an ineligible participant for that contest. (3/12/98)

- C. 1. A coach ejected from a contest may only be replaced by a certified member of the school.
2. Coaching is defined as a contact with a student-athlete during pre-game, warm-up, and during the game.
3. Non-school personnel who are going to assist in the coaching of the team need to remain off the playing field until the conclusion of the contest. (4/21/05)

STANDARDS, EXPECTATIONS, and RESPONSIBILITIES FOR THE ATHLETIC DEPARTMENT

Gunderson High School has standards and expectations for coaches.

A new coach will receive an evaluation by the Athletic Director in cooperation with the Principal. Experienced coaches will receive intermittent evaluations. The coach's evaluation will be based upon expectations outlined below as well as the job description and student athlete survey results. The job description, survey instrument, and evaluation document are included in this season.

Gunderson High School Athletic Program Goals:

- To promote the development of good health and positive character of each athlete through the values of self-discipline, teamwork, competition, leadership, time management skills, fair play, ethical behavior, high academic standards and an overall commitment to personal excellence.
- To provide safe, supportive, and knowledgeable coaching to promote the physical, mental, ethical, social, and emotional, well-being of the athlete.
- To help students and parents understand the responsibilities which accompany the opportunity and privilege of sport and team participation by providing a model of good sportsmanship.
- To clearly communicate behavioral expectations and to enforce consistent consequences for violations of school rules and regulations.
- To provide a positive and meaningful experience for each athlete.

High School Athletic Director Daily Responsibilities and Duties:

1. Work with the principal to identify the amount and type of sport to schedule for the school year.
2. Facilitate pre-season and post-season meetings with coaches.
3. Assure that coaches and players adhere to the CIF and site athletic bylaws.
4. Verify that all athletes are medically cleared, have insurance, have been released by parents, and have signed Interscholastic Student-Athlete Policies and Agreement.
5. Schedule all competition, including pre-season activities and competitions.
6. Arrange supervision for home competition.
7. Work with coaches to provide for athlete and coach recognition activities.
8. Keep and update all student-athlete school sports records.
9. Verify that all athletes are academically eligible to compete.
10. Provide adequate practice and playing facilities.
11. Respond to all parent concerns and calls. Respond to all staff concerns and email messages.
12. Serve as the District Advisor to and liaison with the Booster club.
13. Serve as a support for present and future District youth sports.
14. Troubleshoot the day-to-day operations of a high school athletic program.

15. Ensure that each varsity coach maintains an accurate inventory of equipment and materials, and file inventory with the principal at the conclusion of each season.
16. Responsible for the development of a schedule of varsity and junior varsity and freshman events, and in the absence of the coach prepares a schedule.
17. Responsible for securing officials for all home events.
18. Responsible for the orientation of all coaches regarding site and district policies, procedures and expectations; ensures that all coaches comply with CIF rules and procedures. Works closely with the coaches and the school nurse to schedule athletic physicals and processes necessary forms.
19. Serves as a liaison between the athletic booster groups, coaches, and site administration.
20. Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct, which is consistent with the goals of the staff, administration, and the district.
21. Responsible for development and oversight of Athletic Department budget.
22. Assist the principal in developing a quality athletic program.
23. Advise on and assist in the selection of the coaching staff.
24. Coordinate the scheduling of athletic events in accordance with CIF regulations.
25. Assure that the athletic program meets League and CIF regulations.
26. Requisition and issuance of athletic equipment and uniforms.
27. Assure that inventory and athletic equipment are maintained.
28. Assure the proper care of athletic facilities.
29. Budget and facilitate the transportation for all athletic programs.
30. Assure the certification of coaching staff and walk-on coaches in accordance with District, CIF, League, and State guidelines.
31. Participate in fundraising, letters of recommendation, press releases, awards, and community events related to the athletics program.
32. Adhere to the California Education Code, CIF regulations, Title V, Title IX, and carry out Board Policies and Administrative Procedures.
33. Abide by professional standards of ethics.
34. Maintain punctuality for all prescribed functions.
35. Assume the responsibility for the safety and welfare of students.
36. Assist coaches in resolving athlete-to-athlete, athlete-to-coach, and parent-to-coach, and coach-to-coach conflicts.
37. Assist resolution for District program related league conflicts.
38. Participate cooperatively in the development of the school budget.
39. Perform other related duties as assigned by the Principal.

Head Coach Daily Responsibilities and Duties:

1. Serve as a liaison between the coaching staff and the Athletic Director.
2. Have a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the San Jose Unified School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Submit coaching expectations and rules to the Athletic Director for approval.
4. Communicate coaching expectations and rules to athletes, parents, and other coaches.
5. Establish the fundamental philosophy, skills and techniques to be taught by the staff.
6. Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
7. Maintain discipline, mediate concerns and complaints, and work to increase morale.

8. Assist the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assist in the necessary preparation for scheduled home sports contests or practices and adhere to scheduled facility usage times.
10. Coordinate facility needs/repairs with the Athletic Director.
11. Provide proper safeguards for eminence and protection of assigned equipment.
12. Recommend policy, method or procedural changes to the Athletic Director.,
13. Monitor the grades and conduct of the athletes.
14. Provide assistance, guidance, and safeguards for each participant by presence at all practices, games, while traveling, and when returning from off-campus events.
15. Complete paperwork on all disabling athletic injuries on proper forms and submit these forms to the Athletic Director by the next school day.
16. Direct student managers, assistants, and statisticians.
17. Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is suspended, dropped, or becomes ineligible.
18. Recommend/select equipment and uniforms within budget appropriations.,
19. Be accountable for all equipment in the program and submit notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.
20. Arrange for issuing, storing, reconditioning of equipment, and submit annual inventory.
21. Properly mark and identify all equipment before issuing or storing.
22. Secure all doors, lights, and windows. Lock and store all equipment before leaving building or area.
23. Supervise locker room area before or after practice.
24. Instill in each player a respect for equipment and school property, its care and proper use.
25. Maintain good public relations with news media, parents, officials, volunteers and fans. Communicates regularly with families. (i.e., emails, flyers, meetings)
26. Report scores and information after every home or away contest to the Athletic Director and media including reporting required statistics to local media and league representatives.
27. Perform other duties as assigned by the Athletic Director or Principal.

Assistant Coach Daily Responsibilities and Duties:

1. Have a thorough knowledge of the Rules and the By-Laws of the California Interscholastic Federation, the League, and the San Jose Unified School District as they pertain to the sport, including the clearance of all staff members and student-athletes.
2. Be aware of all public/staff/departamental meetings that require attendance.
3. Maintain discipline and work to increase morale and cooperation within the school sports program.
4. Assist in the necessary preparation to hold scheduled sports events or practices and adhere to scheduled facility usage times.
5. Coordinate facility needs/repairs with maintenance and school employees at the request of the Head Coach.
6. Provide proper safeguards for maintenance and protection of assigned equipment.
7. Provide assistance, guidance and safeguards for athletes and spectators by being present at all practices and competitions, and while traveling or supervising on campus and at events.
8. Be accountable to the Head Coach for all equipment. Assist with issuing and collecting of equipment and submit annual inventory to the Head Coach.
9. Secure all doors, lights, and windows. Lock and store all equipment before leaving areas.
10. Supervise locker room area before and after practice.
11. Instill in each player a respect for equipment, school property, and their proper use.

12. Instruct team members as to changes in the rules and teach fundamentals of the sport as outlined by the Head Coach.
13. Work within the Head Coach's basic framework and philosophy.
14. Advise the Head Coach in a professional manner and never criticize, admonish or argue with the Head Coach or any staff members in front of parent, athletes, spectators, or other staff members.
15. Contact the Athletic Director immediately in case of any emergency.
16. Perform other duties that are consistent with the nature of the position or requested by the Head Coach.
17. Assist the Head Coach in carrying out assigned responsibilities.

Drugs and Alcohol

Alcohol, tobacco, narcotics and other controlled substances negatively affect the athlete's physical well-being. Student-athletes are expected to refrain from use of tobacco alcohol, and drugs. All athletes must sign the "Interscholastic Student-Athlete Policies and Agreement". Anyone who violates this policy will be subject to disciplinary action as outlined in that policy. Coaches are expected to be familiar with and help enforce this policy.

Pre-Season Meetings

1. Each sport's Head Coach must hold a parent and an athlete meeting either separately or together to discuss the following:
 - A. Introduction/Personal Background in Coaching Philosophy
 - B. Eligibility
 - C. Safety Requirement/Rules/ Policies
 - D. Parent/Spectator Behavior
 - E. Parent Involvement/ Communication (get all contact information at meeting and keep list)
 - F. Sportsmanship Expectations of Athletes
 - G. Transportation Policy
 - H. Team Rules
 - I. Co-curricular Drug and Alcohol Policy
 - J. Other items the Head Coach feels should be included

League Meetings

Head Coaches are required to attend a pre-season and a post-season league meeting. If the Head Coach is unable to attend, the assistant coach must attend to ensure district representation at the meetings. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent your school on all-league teams.

High School Schedules

Coaches are responsible for scheduling any pre-season contests. The complete schedule for fall sports should be given to the Athletic Director by February 1st, winter sports by June 1st, and spring sports by October 1st.

Coaches must plan schedules in advance and must get advanced Athletic Director/Principal approval for tournaments or overnight road trips before submitting them to the Governing Board for approval. All overnight trips must be submitted for Governing Board approval 6-weeks in advance of the trip.

Team Rosters

Give a roster of your team to the Athletic Director as soon as possible and update it as necessary.

Team Pictures

The Athletic Director schedules team pictures at the beginning of each season. Envelopes will be distributed a few days prior to picture day. It is the coach's responsibility to distribute the envelopes and help organize students on the day of the event.

Emergency Cards

Each coach is responsible to keep an emergency information present and available at each practice and contest.

Publication Relations*

Each Head Coach of a varsity sport is expected to report scores and pertinent information to each of the local newspapers and School Social Media accounts (Twitter/Instagram). Allow yourself at least ten minutes after the contest in order to "cool off" and formulate your thoughts. Be sure that you are calm and in control of your emotions when speaking with members of the media in person or on the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual.

The San Jose Mercury News is published daily. Varsity only scores and highlights must be phoned in the same day/night of the contest. The sports desk contact information is:

Main Number: (408) 920-5000

Contact the Athletic Director to report scores for the school's social media accounts (Twitter/Instagram).

Daily Announcements

If you wish to announce game results, meetings, etc. please submit (by email) the information to the Athletic Director. All information should be submitted before 7:30 am the day after the event or at least 2 days before a scheduled meeting.

Summer Program and Facilities

Coaches who plan to have their teams participate during the summer months need to be fully be aware of CIF-CCS and Blossom Valley Athletic League policies regarding such participation. All activities need to be cleared through the Athletic Director. At this point in time, this is simply a matter of presenting a calendar of activities showing date, day, time, location, and level of participation. All facilities on campus must be reserved through the Athletic Director who will submit to the Assistant Principal or Principal for approval. Facilities fees may apply.

Safety/ Liability

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students or parents. Coaches must inform the Athletic Director of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if found negligent in our assignments. All head injuries are to receive immediate medical assessment.

Report Suspicious Activities

Coaches have a unique knowledge of student emotional and physical well-being. Because of this knowledge, coaches might be able to spot out-of-the-ordinary behavior earlier than others. If an athlete seems troubled, a verbal report, followed by a written report of concerns must be made to the Athletic Director and the Principal.

In accordance with Section 11166 of the Penal Code, coaches are mandated reports for any suspected child abuse. Do not investigate these matters yourself. If a coach's suspects or has knowledge that a child is being abused or neglected, the coach must immediately call the Family and Children's Service Hotline at (831) 454-2273 or toll free at (877) 505-3299, available 24-hours a day, and 7-days a week. Additionally, the coach must alert the Athletic Director or Principal to these concerns ASAP.

LEAGUE AND CIF INFORMATION

Fall Sports	Winter Sports	Spring Sports
<i>Earliest start date: August 3rd</i>	<i>State date: October 29th</i>	<i>Start date: January 28th</i>
Cross Country – Boys*	Basketball – Boys	Badminton – Boys/Girls
Cross Country – Girls*	Basketball – Girls	Baseball
Football*	Soccer – Boys	Golf – Co-ed
Tennis – Girls	Soccer – Girls	Softball
Volleyball – Girls	Wrestling – Boys*	Swimming – Boys*
Water Polo – Boys	Wrestling – Girls*	Swimming – Girls*
Water Polo – Girls		Track and Field – Boys/Girls
		Volleyball - Boys

* = no cut sports

Blossom Valley Athletic League

Gunderson High School is a member of the Blossom Valley Athletic League. The athletic directors of the member schools handle the management of the SCVAL.

Member Schools

Andrew Hill	Leland	Prospect
Branham	Lincoln	San Jose
Del Mar	Live Oak	Santa Teresa

Evergreen Valley	Mt. Pleasant	Silver Creek
Gunderson	Oak Grove	Sobrato
Independence	Overfelt	Westmont
James Lick	Piedmont Hills	Willow Glen
Leigh	Pioneer	Yerba Buena

As a member of the BVAL, Gunderson High School is responsible for following the Constitution, Bylaws, and Sport Regulations as established by the Executive Board of the BVAL. The BVAL Constitution, By-Laws, and Sport Regulations are continually being revised and up-dated. If there are problems or concerns with any of the above mentioned it is imperative that the coaches, through their league Representative, inform the Executive Board so the board may attempt to resolve the problem.

Varsity, JV & Frosh/Soph Teams

Gunderson's athletic program consists of Varsity, JV and/or Frosh/Soph teams within each sport. The Varsity coach supervises the athletic program for each sport. On occasion, Varsity coaches may select JV or F/S players to attend practices or games, and/or CCS playoffs. The coaches of Varsity, JV and F/S teams work together to build skills and develop players to compete successfully at all levels.

Freshman

In the case when a coach feels that a ninth grader has the skill and maturity to participate at the varsity level he/she will consult with Athletic Director prior to selecting a freshman athlete for varsity level play. Generally, all freshmen should play at the frosh/JV level. Special consideration will be given to the emotional, skill, and physical development of freshmen.

Central Coast Section of the California Interscholastic Federation (CIF)

Gunderson High School is a member of the Central Coast Section of the California Interscholastic Federation (CIF). CIF is the governing body of high school athletics in the state of California. The objectives of this organization are:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that Boards of Education and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
2. To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
3. To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
5. To promote equal opportunities for all involved in California secondary school athletic programs regardless of race, religion, gender, or national origin.

6. To promote the acceptance of the Cardinal Principles and Code of Ethics of the California Interscholastic Federation.

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 the 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.

Failure to follow the “spirit and intent” of CIF rules and regulations may result in the following penalties for your athletes and school: Forfeiture of all league games and championships and elimination of your school from play-offs in the particular sport.

