

# **REDLANDS UNIFIED SCHOOL DISTRICT**

## **COACHES' HANDBOOK**



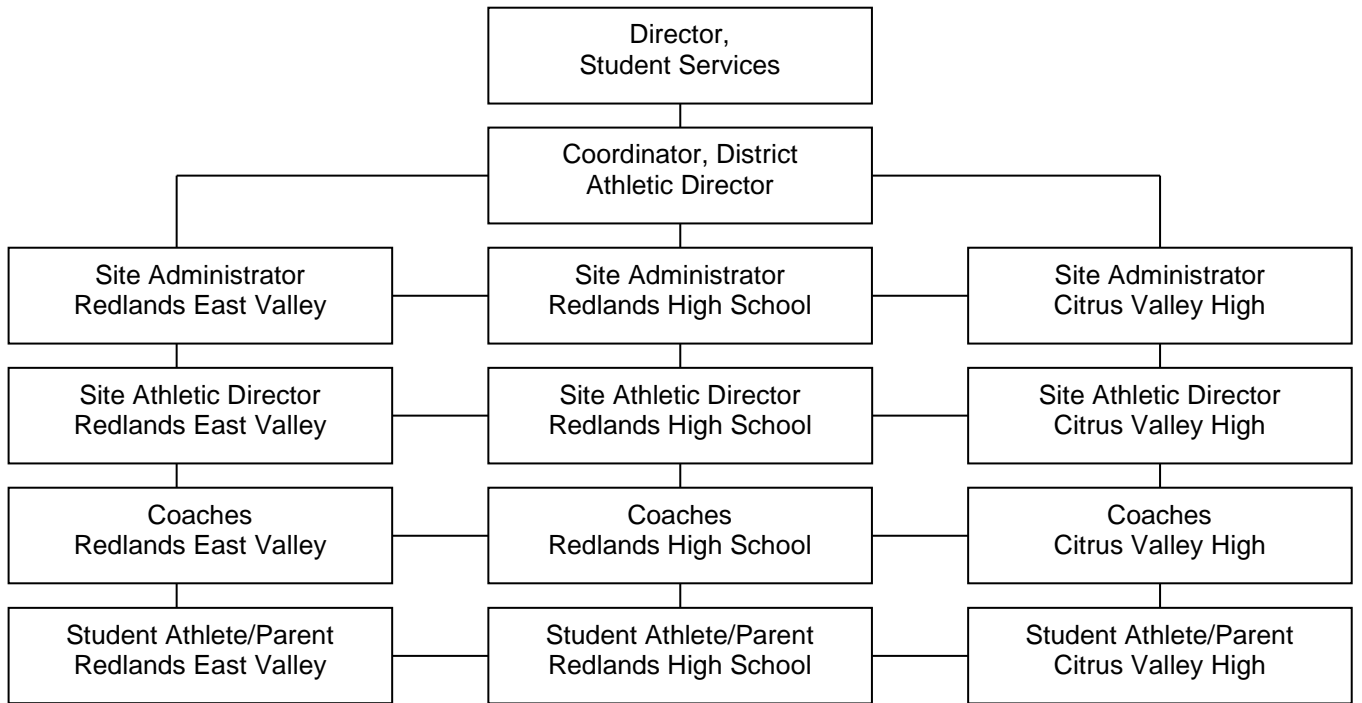
**2024-2025**

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**REDLANDS UNIFIED SCHOOL DISTRICT  
STUDENT SERVICES DIVISION  
CHAIN OF COMMAND  
ATHLETICS**



## **CONTACTS**

### **STUDENT SERVICES**

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### **CVHS**

Boyd Lium, Athletic Director (909) 799-2300 (ext. 35401)

### **RHS**

Eric Memory, Athletic Director (909) 307-5500 (ext. 31110)

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Chad Blatchley, Athletic Director (909) 389-2500 (ext. 32777)

## **ADMINISTRATION**

Each school has an assistant principal overseeing the athletic programs at their site.

## **PHILOSOPHY**

The Redlands Unified School District Athletic Program strives to provide as many positive, competitive experiences for as many students as possible.

## **MISSION STATEMENT**

Redlands Unified School District Athletics will be used to help student-athletes enhance their academic performance level, improve positive character traits, strive for excellence, and increase their overall level of confidence through athletic competition.

## **CREDO of RUSD ATHLETICS**

The most important people are our student/athletes. Our mission is to use Athletics to enhance academics, help our students mature and become student athletes, and to give them athletic training that will enable them to compete in their sport at the highest level. Our method will be to look for, find, and develop the qualities that are necessary for success in life.

We will partner with parents to always keep the best interest of athletes as the primary focus. We will strive to keep parents informed of what we are doing and why. We will treat parents with respect and will always listen with an understanding that we are responsible for our parents' most precious commodity.

We will treat fellow coaches as family members. We understand that we are all a part of something greater than ourselves or our sport. Our task is not to compete with one another but to complete one another.

## **OBJECTIVES OF THE RUSD ATHLETIC PROGRAM**

1. **Build Character:** It is the goal of the Redlands Unified School District Athletic Program that, through the athletic experience, our student-athletes will become fine individuals. Our focus is to promote sportsmanship and foster the development of responsible citizens. Student-athletes will be held accountable for their actions and for their behavior.
2. **Build Class:** It is the goal of the Redlands Unified School District Athletic Program that, through the athletic experience, our student-athletes will treat opponents, officials, and teammates with kindness, dignity, fairness, and respect. Our student-athletes are expected to follow the RUSD and CIF Codes of Conduct and present themselves as positive role models on and off the field.
3. **Build Confidence:** It is the goal of the Redlands Unified School District Athletic Program that, through the athletic experience, our student-athletes will acquire a strong work ethic. The commitment that is required of our student-athletes will result in positive personal growth through their endurance and ability to strive for excellence.

## **PARTICIPATION IN RUSD SPORTS**

All athletes should be encouraged to participate in any and all sports in which they desire to participate. **DO NOT** put pressure on an athlete, directly or indirectly, to “specialize” in any one sport.

To have an outstanding athletic program at our schools, ALL coaches must encourage and participate in “selling” the total sports program to our students. We are here to serve the young people. If you wish to “sell” your sport to a student-athlete of another sport on campus, it is in your best interest to have the head coach of the other sport in attendance. Coaches are *not* allowed to visit the middle schools with the purpose of recruiting athletes (undue influence).

RUSD Athletics ensures equal opportunities for participation for all students in our extra-curricular athletic programs. Per the California State Department of Education, it is incumbent upon all RUSD coaches to be familiar with these requirements and analyze the programs you oversee for appropriate compliance. Should you have specific questions, please consult with your site athletic director or site administrator in charge of athletics.

Also, no pupil shall be denied participation in a sport for lack of monetary payment (Fee). A fee waiver or other offer of ‘scholarships’ does not make a fee permissible. Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.”

Section 5 of Article IX of the State of California Constitution guarantees students a “free public education”. The State Supreme Court concluded in the 1984 case *Hartzell v. Connell* (35 Cal.3d.899 (1984)), “that all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities.” This same ruling held that “mandatory fees for participating in extra-curricular activities such as Drama, music, and athletic competitions were illegal under the State Constitution.”

## EXPECTATIONS

Three people are necessary for an athletic program to be successful; the athlete, the coach, and the parent. Each has their specific role. If each does his or her part, good things happen.

1. Athlete---Has two expectations – attendance and attitude. The athlete must be on time, every day, with an attitude of great expectation.
2. Coach---The coach must teach sport-specific skills, give the athlete a plan to improve physically and mentally, and must make sure the athlete understands what it takes to play in a contest. The coach should use athletics to teach positive life skills (character, class and confidence). The coach must have a handbook and hold a Parent Night to present the handbook to the parents.
3. Parent---Parents should support their student-athletes unconditionally. The level of parental support should not be based on the performance of an individual or a team.

# **RUSD COACHES' RESPONSIBILITIES**



## **WHAT NOT TO DO AS A COACH.....**

1. Allow any student to participate in try-outs, practices, or games without proper athletic clearance;
2. Allow your keys to be used by any student or be out of your sight;
3. Allow any unsafe condition to go unreported;
4. Allow students to participate without proper supervision;
5. Allow students to be transported to or from contests in any vehicle other than the prescribed transportation (unless appropriate paperwork has been completed and submitted to the school's athletic department);
6. Contact students at "feeder" schools or allow them to visit you or practice with your team;
7. Be other than loyal to your program and its head coach;
8. Allow confidential information concerning students (i.e., grades, medical data, personal notes, etc.) to be made public;
9. Distribute information concerning summer camps without clearing said information with your Athletic Director;
10. "Date" or socialize with a Redlands Unified School District student.
11. Do anything which has not been properly cleared through the site Athletic Director and site Administration. This includes correspondence of any kind to students and/or parents that involve money or requests for money.
12. Recruit or use "undue influence" in getting student-athletes to attend your school.
13. Create an undue influence on any student to participate in any non-school activity (i.e. camps, tournaments) or create the belief to the student or parent that the lack of participation would bear any adverse impact on the student's participation with the team.
14. Be a signatory on your sport's Booster Club's checking or savings account, or any member of your immediate family to have such authority.

15. Collect money from students or parents and have it deposited in any account that is not directly associated with the school.
16. Keep cash without keeping a record and turning it in to the site for deposit. Payments to any Booster organization are not be collected by the coach or District representative.

## **ASSUMPTIONS**

These are three assumptions we begin with:

1. You want to be the best coach you can be.  
This is important because every policy and procedure is drawn up with this assumption in mind. It is our job to help you, and, in some cases, push you to accomplish this. If this assumption is not true, we will constantly have problems, as we will be going in two different directions.
2. You want to be an integral part of a championship District Athletic Department.  
No decision will be based on individuals—all decisions are based on the department as a whole. We cannot allow one sport or one individual's best interest to overshadow what we do as a district. It is assumed that you are willing to give up the "I" for "us" just as you do for your players. We are role models for this.
3. You want to be the best person you can be.  
Please be cognizant of your actions and how they impact our young people. You have chosen to be a teacher/coach.

This is the "why" we coach. If we have a "why," the "how" will never be the focus. If these assumptions are not true, it is best that you not be a part of the RUSD Athletic Program.

There are two expectations for coaches:

1. Teach sport-specific skills to athletes.
2. Use athletics to teach lessons of life— Character, Class and Confidence within your program and in your athletes. Every coach should have a mental training plan that teaches/builds character, class and confidence.

## **RESPONSIBILITY POLICY**

You are assigned specific responsibilities and are encouraged to visit with your supervisor (please see Chain of Command on page 3) if you have any questions or concerns about this.

Failure to carry out your duties will necessitate the need for you to present a detailed plan to accomplish your responsibilities in the future. Before you initiate said plan, the plan must be approved by your immediate supervisor.

If you still fail to carry out your responsibilities, you are exhibiting one of two statements:

1. I do not choose to carry out my assigned responsibilities.
2. I cannot handle this responsibility.

**RUSD coaching positions are year-to-year positions that serve at the discretion of the site administration.**

## **HANDBOOK/PARENT NIGHT**

Every head coach must have a handbook of team policies, rules, etc. A simple rule is this—try to fit consequences with choices. Our athletes make choices every day. Before your season begins, ensure that your athletes and parents know what the consequences of each choice will be.

All head coaches will have a Parent Night to go over the handbook/program expectations. Parental involvement is essential for the success of the program.

An athlete has not officially quit any program until you have made contact with the parent and informed them that their student-athlete has quit the team.

## **DRESS/APPEARANCE**

Coaches and athletes need to be in proper uniform. We often only have one chance to give a first impression, so it is important that we are **ALWAYS** dressed professionally.

The purpose of the uniform is to conform to a standard. There is no room for individualism in athletics. It must be a team effort. The responsibility of coaches is the following:

- 1) Be the role model
- 2) Teach players the importance of uniform and uniformity

An easy point to remember and stress to the athlete: Your dress and appearance reflect the importance you place on your job.

In every opportunity we have to represent RUSD Athletics, we need to make sure we do so in a manner befitting to this school district. The dress, appearance, and action of our players reflect on us as coaches and send either a positive or negative message to our parents and the community.

Make sure all athletes are aware of dress expectations for public meetings. These young people are our representatives—how they look and act is a direct reflection on the impact we are making.

## SCHEDULING

It shall be the joint responsibility of the coach for each sport and site Athletic Director to develop the schedules for their sports, grades 9 through 12.

Schedules will not be approved that do not conform to the provisions of the annual budget, rules and regulations of the designated leagues, RUSD and CIF policies and administrative regulations, and that are not in the best interest of the student participants and the total athletic program.

Give your players and parents schedules, directions/maps to the contests, and any information that will be helpful to them.

## OFFICIALS

Officials are our guests. Any mistreatment of an official will not be tolerated.

## MEDIA

Your plan for handling the media is to build interest and support for your program. Do not give your control away just because someone wants to visit with one of your student-athletes. You determine whom they talk to and what is discussed, not the media. Do not let them make negative comments about our student-athletes.

Keep this in mind when talking to the media: You cannot take back what you say.

Here are some important points to remember when it comes to the media:

1. Be sure to post/report all results win or lose. Athletes love to see their name in print and your fans want to know the results.
2. Never criticize your athletes, officials or players of the other team.
3. Always provide accurate information.
4. Take the blame and give praise.
5. Counsel your players in advance about remarks to the media.
6. Do not release or discuss non-athletic student information with the media.
7. Remember, there is no such thing as “off the record.” What you say can and will be used.

## INSURANCE/PHYSICAL EXAMINATIONS

Before a male or female can participate in any athletic practice or game, he/she must be cleared in the athletic office (via the school’s Home Campus account; see link below). **No one is allowed to participate in any games, practices or events prior to completing clearance requirements on Home Campus.** Visit <https://www.homecampus.com/login> or the high school websites (CVHS, RHS or REV) for the appropriate links and information. **Note:** Students and parents cannot start the process of clearance on Home Campus prior to enrolling at their new school.

## ACCIDENTS AND ACCIDENT REPORTS

As an athletic coach, you will experience accidents to your players. A few basic steps can often save time for both you and the player and possibly save further injury to the player.

For serious injuries requiring immediate medical treatment, the Head varsity, JV, and frosh coach of each sport is responsible for items 1-7 below:

1. Call the Paramedics - 911
2. Call the parents or the person or persons listed on the Consent to Treatment card.
3. When time permits, notify your Athletic Director.
4. Fill out an Accident Report form (forms are available in each schools' Health Office) and send it to the Athletic Director's office by 8:00 a.m. the following workday.
5. Make contact with parents as a follow-up on the injury - call and inquire about your player.
6. Before a player can return to practice, he/she must have a doctor's release stating he/she may again participate in athletics.
7. Never allow an injured player to leave practice or a game without first contacting his/her parents about the injury and determine how that player is to be transported home. Do not allow injured players to leave practice or games with someone other than a parent without first getting parent approval.

If the injury does not require immediate hospitalization or medical attention, then, in collaboration with the athletic trainer, treat the injury and follow steps 2 through 7 above.

## AWARDS

Head coaches will determine the awards for their programs. Athletes will need an ASB sticker to receive their letters and inserts.

## BOOSTERS

These organizations of parents and other community members are important to you and the program. These are independent of the high school and district. They are support groups for the sports who have their own identity including letterhead and their own funds which cannot be commingled with funds at REV, RHS and CVHS. Donations are made to the respective school or district for use by the athletes. Coaches are the liaison between the school and the boosters to help them determine needs and should never act as an officer of the organization or be an authorized signatory on any booster club accounts nor act as an agent of the Booster Club or Parent Organization. All activities are coordinated through you and your site Athletic Director. Fundraising is a big emphasis for these groups so help them support your supplemental needs.

It is required that all booster groups apply for renewal on an annual basis to operate as a Board approved organization associated with your school **and that at least one Board member of each booster group attend the annual Parent Organizations and Booster Clubs presentation offered by the District.** All appropriate documentation must also be on file at the district office including

the required liability insurance. For additional information, please refer to the [Guidelines for Parent Organizations and Booster Clubs](#) available on the district website under the “Parent Information” link.

## **Benchwarmers**

Benchwarmers is the community booster group for all high school sports. They meet on the third Tuesday of each month to review requests. Forms for requests are available from each school’s Athletic Director. They must be completed with information regarding your request prior to the meetings. The requirement is that you have reviewed your request with the athletic office. Primarily this is to keep communication open regarding support and needs. Boosters enrich programs with donation to the program. The site Athletic Director must sign off on the request.

## **Donations and Facility/Program Improvements**

All upgrades, repairs, and/or improvements to district facilities including but not limited to fields, pools, gymnasiums, and team rooms or the purchase of new equipment must be pre-approved by the district’s Campus Improvement Application (CIA) Committee. Please submit a completed [Campus Improvement Application](#) (see below). This form is available on the district website and please allow at least two weeks in advance for consideration by the Committee.

The district does not allow parent or booster clubs to hire staff to perform services. If a booster club wishes to pay for additional coaches and/or extra-curricular services, the person to provide the services must be hired through the Human Resources Division. The booster or parent organization must deposit sufficient funds into a district account to pay the salary and benefits due the employee.

Booster clubs should serve as auxiliaries to the school program and should conduct activities and fundraising events involving the primary participation of parents and other adult community members. No booster funds shall be kept in ASB accounts. **No student will be required to raise funds in order to participate in school programs and events.** Funds raised by students for students shall be deposited directly into the ASB.

## **Campus Improvement Application (CIA)**

The Redlands Unified School District and its Coaches are grateful that our Booster Clubs and supportive community provide additional support for our students involved in co-curricular activities. The Campus Improvement Application Committee consists of representatives from the following departments: Purchasing, Facilities, Maintenance and Operations and Student Services.

So that the Redlands Unified School District may work more cohesively with, and better assist Booster Clubs or individual donor(s) who wish to contribute (funds, materials, equipment and/or labor) to improve RUSD Co-Curricular Activities, the following procedures were established. CIA and these procedures are in place to ensure good communication among booster clubs, coaches, advisors, and RUSD for the betterment of our students and their programs.

### **Procedures:**

1) Coaches communicate with site Athletic Director or Assistant Principal and district personnel early in this process to maximize the collective efforts of your booster group or individual donor(s), and RUSD.

- 2) Varsity Head Coaches, Booster Club personnel, or Club Advisors meet with and apprise site AD's or AP's of requested program improvement to be funded or completed by their booster club or individual donor(s).
- 3) Site Athletic Director or Assistant Principal complete the Campus Improvement Application.
- 4) Site Athletic Director or Assistant Principal review requested improvement(s) with Principal
- 5) Site Athletic Director or Assistant Principal presents the request to the CIA Committee for final approval.
- 5) Upon final approval, improvements may begin.

## **EQUIPMENT**

Equipment for each sport is under the control of each coach. It is his/her responsibility that this equipment is inventoried and kept up to safety standards. It is recommended that each coach work out an appropriate system for checking out and checking in equipment from each athlete.

Athletes are responsible for equipment issued to them by a coach. It is the responsibility of the coach of a sport to collect all issued equipment. Athletes will not be cleared for another sport until they have returned their equipment from the previous sport.

## **FACILITIES**

Facility request forms may be obtained through each individual school's Facilities office. **ALL** requests must have the proper documentation completed (use of facility form, proof of liability insurance is required by the RUSD Business Services Office, etc.) prior to the use of a requested facility.

You are responsible for ANY facility while you are using it. Be sure to secure the area completely upon leaving. Do not give permission for others to use any RUSD facility.

## **MAINTENANCE of FACILITIES**

We have a DISTRICT maintenance department. Their job is much broader than just our needs. They have to fit our needs into their schedule. We need to do everything possible to help them maintain our facilities.

Your responsibility with regard to fields/facilities is to inform your respective Athletic Director and to give any specific recommendation you feel would be helpful. This should always be in written form. It is the Athletic Director's responsibility to make our maintenance department aware of your needs. The athletic department is responsible for the *product* on the field/facilities; the maintenance department is responsible for all District fields/facilities.

## **PLAYER TRANSPORTATION**

All players will be transported by school vehicles to the majority of away athletic events. When this is not the case, the appropriate district forms must be completed. Forms are located at each school's athletic office. Parents must also be given the dates of these specific contests where district transportation will not be provided. When district transportation is provided, but students are not

utilizing District transportation a request must be made in writing and have prior approval from the site Athletic Director.

All buses depart from a designated location at each individual high school. Your site Athletic Director will notify you of this location. Your time and the driver's time is valuable—honor these commitments. Proper bus behavior is expected of all student-athletes, and coaches are responsible for ensuring proper conduct. You must supervise and stress to the students/athletes the importance of appropriate behavior. If you want to know the rules, check with the drivers. Coaches must always ride the bus. Only approved team members and coaches may ride on the bus.

**General Rule:** Do not transport athletes in your own vehicle. If there is an emergency which requires you to transport a student, take someone with you. Never go alone.

If you are showing videos on the bus, remember there are content guidelines which must be adhered to Board Policy.

### **TRANSPORTATION REQUESTS**

Original transportation requests will be handled by the Coordinator of Athletics based on the schedules submitted by the site athletic directors. If schedules from coaches are not sent to the site AD well in advance, then there is no guarantee that bussing will be provided for a given team on certain dates. Also, if there is a change in departure time for an athletic contest, you must notify the site AD or their secretary AS SOON AS POSSIBLE. The times for dismissal and departure must be included on the daily announcements. Be accurate and do not give athletes incorrect times.

Trip requests are only for the official CIF season of sport/playoffs. Any additional requests for athletic trips (attending camps/clinics, team-building events, off-season tournaments, etc.) will be entered/processed by staff at the school as regular field trip requests *if approved by site administration*.

### **STUDENT DISMISSAL FROM CLASSES**

In cases where students must miss class because they are traveling to contests, the site Athletic Director, in conjunction with the RUSD Transportation Department, will establish departure times for the team. In establishing departure times, travel and warm-up time will be considered. The intent, however, will be to keep students **IN CLASS** as long as possible. Students are **NEVER** to be excused from class to get “mentally ready” for a contest.

Whenever students are released early from class, the coach **MUST** be in the locker room to assist students. The physical education staff have their own classes and can not be responsible for athletes.

### **OVERNIGHT TRIPS/SUPERVISION**

Any athletic trip that requires an overnight stay must have prior approval by the Board of Education. See your site Athletic Director for the proper form and the process to follow. On all overnight trips, there are special parental permission slips that must be completed in addition to the athletic packet. A complete itinerary and cost must be approved prior to the trip.



## **COMPOSITION OF JUNIOR VARSITY TEAMS**

Head coaches determine the team layouts for their program. A general guideline is that JV teams are the training ground for future varsity players and as such, should be composed of only sophomores and juniors. To allow seniors to compete on JV teams can be depriving a sophomore or junior the opportunity to develop his/her full athletic potential.

## **END OF SEASON CHECK-OUT**

Each coach is responsible for completing a check-out list at the end of his/her season of sport through their respective school's athletic department by working with the site AD.

## **COACHES' NEGLIGENCE/LIABILITY**

The one constant in life is that everything continues to change. What we learned as student-athletes, what we saw and participated in, might not be acceptable today. The coach, school, and District can be sued for a participant or spectator injury, regardless of fault. The injured person is not alleging that the staff intentionally caused them harm, but simply that the coach failed to act in a reasonable or prudent manner.

### **Duty to Report Suspected Child Abuse**

California Education Code and Board Policy dictate that all public school employees are designated mandated reporters for the purpose of reporting any case of suspected child abuse. This designation includes all RUSD coaches, regardless of whether they are paid or on volunteer status. Coaches must report all suspected cases of child abuse to site administration and work with them to file the necessary CPS report.

### **Duty to Act**

As the coach, you are the expert and must act in a reasonable and prudent manner. (For example, if you fail to inspect for and/or remove a slippery or dangerous substance on a playing surface, a court may find that your failure to do so was a substantial factor in the cause of an athlete's injury.)

### **Duty to Properly Condition**

The coach must properly PREPARE AND CONDITION the athlete. Start slow and progress (i.e., always include a warm-up/stretching period). If an athlete collapses on the field of play, one of the first things the lawyers will look into is your conditioning program – Did the coach get them “ready”?

### **Duty to Offer Proper Instruction**

The coach who does not teach proper techniques in a progressive manner would be considered negligent. You not only teach what to do, but also what not to do! This area includes teaching your athletes what to do in case of a teammate injury. You should attend clinics and seminars in your specific sport so that you can stay up to date on current trends and techniques.

### **Duty to Supervise**

The lack of supervision (being present) is the most obvious and most cited reason coaches are sued. **DO NOT TAKE THE CHANCE** of leaving your players on the court or on the field without supervision. Supervision is tied to the term “foreseeable.” This supervision is **NOT** limited to the practice/playing area; it also includes the locker rooms and any other areas where your players gather.

### **Duty to Warn**

A coach must always warn their athletes about the dangers of the sport and the equipment being used. Coaches are to go over all protective equipment with the players, how it is to be worn, and the dangers of not wearing the equipment or using equipment incorrectly. Courts have stated that the coach must be prudent and must **warn** the players about potential risks.

### **Duty to Give Proper Care and Aid**

The coach is responsible for the proper care and aid of his/her student-athletes. Therefore, the coach must always place the welfare of the students first and foremost. The coach must also be trained in emergency first aid and CPR, AB 1451 Concussion Training, and any other mandated requirement for coaching (Ex: Sudden Cardiac Arrest-SCA). Coaches must have a written emergency plan that others can follow.

## **STRATEGIES FOR COACHES**

1. Always put the welfare of the student first. If you err, err on the side of conservatism.
2. Do not issue any equipment or allow the student to participate until you have written clearance from the Athletic Director.
3. Inform your athletes of the risks of the sport and the importance of following instructions.
4. **Record and keep** accurate practice plans. They should have timed and detailed progressions of your daily schedule.
5. Develop a medical response plan according to the resources available.
6. **ALWAYS** have your student emergency medical cards with you.
7. Inspect your equipment and practice fields/facilities daily.
8. Post signs regarding safety and behavioral expectations.
9. Always have supervision on site and in charge.
10. Keep your parents informed. Start with a pre-season parent meeting and use phone calls to keep parents up to date on any questionable behavior or situations. **COMMUNICATE!!**
11. **AVOID** terminology such as “suicide drill,” “death runs,” “killers,” and “hamburger drills.” These terms will come back to haunt you in court.

12. Join professional organizations that reflect your professional standing in athletics. Be sure to join local, state and national groups. Your professional standing will be called into question if a negligent liability lawsuit is filed against you. **The National Association of High School Coaches Association offers one (1) million dollar liability coverage to all members.**
13. In the event of injury, always follow-up with a visit or call the athlete and family. **NEVER place or admit blame.**
14. Isolate and keep under lock and key any equipment involved in a serious injury.
15. **SUPERVISE** student-athletes until they are picked up by their parent/guardian after the scheduled practice and/or contest.

### **ASSOCIATED STUDENT BODY (ASB)**

1. Ordering:
  - a. **A purchase order MUST be completed and approved prior to a purchase.**
  - b. No one may order directly from companies under their own name or the school name w/o a purchase order first. If you choose to do this, expect to pay for merchandise with your personal funds and not be reimbursed. These expenditures will not be paid from ASB funds.
  - c. Do not make purchases on your credit card and expect to be reimbursed later w/o having processed a PO request prior to the purchase.
  - d. District warehouse orders require the completion of a warehouse requisition and ASB PO Request. The principal's secretary will process the order.
2. Fundraisers
  - a. Obtain ASB approval for the items and dates of sales.
  - b. The application is available from the Finance Office.
  - c. Process the purchase order request for the items to be sold.
  - d. Do not make purchases on your credit card and reimburse yourself with money collected.
  - e. Do not take money you have collected from your proceeds to purchase more products w/o going through the finance office. There must be a documented paper trail for all transactions.
  - f. It is recommended that each student turn in his/her money daily to the Finance Office. The monies will be recorded in individual accounts.
  - g. It is not recommended for advisors to collect money from students.
  - h. If you do choose to collect and deposit money, money will be posted as lump sums not individually identified, into the club account. No records will be kept of individual student accounts. Advisors will be responsible.
  - i. Turn in all paper work to the Finance Office including the sales analysis form.
  - j. Notify the finance office and ASB advisor of any changes in plans or cancellations.
  - k. All checks must have the student's name and the club name written in the memo section of the check.
    - l. All checks must be made to CVHS, REV or RHS.
    - m. The students must deposit the money daily for the student to get the credit.
    - n. The finance office will keep a record.

- o. Never leave cash in your classroom.

### 3. Spending Club Money

- a. Money may only be spent on students to enrich the students' extra-curricular activities.
- b. Students and the advisor determine the expenditures.
- c. Scholarships – a club scholarship may be provided if it is stated in the club constitution as to how club funds will be used.
- d. Donations – A club may offer money as a donation to an organization if it is stated at the time of collection and made known to the donors of the intent for the funds.
- e. Club money may be used to provide a gift to members of the club. It is advised that the principal or ASB organization not exceed \$25 per student. **Cash gifts are never acceptable.**
- f. A service award (plaque, certificate, etc.) is acceptable to offer to those who have gone above and beyond.
- g. Student money **cannot** be used in the following ways:
  - i. Donations/gifts.
  - ii. Appreciation gifts to students, parents, teachers (other than listed previously [see 3f]).
  - iii. Upkeep of any playing facility.
  - iv. Educational and classroom materials.
  - v. Training or conferences for teachers.
  - vi. Meals for staff.
  - vii. Substitutes for advisor absences.
- h. Get checks at least one week ahead of time.
  - i. If you don't know the exact amount, use a "not to exceed" amount.
  - ii. Remember sales tax, shipping
- i. Sales Tax: we are required to pay sales on all purchases.
- j. Refunds: When necessary, process a PO request with the student and parent's names and address along with the student receipt. Refunds are made to parents only.

### 4. Transferring Funds

- a. Get the form from the Finance Office.
- b. Complete the form as indicated with both the advisor and treasurer's signatures from the donor and recipient groups.
- c. Send to ASB for approval.
- d. Do not bypass the Finance Office or ASB.

## HEAD COACH JOB DESCRIPTION

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Athletic Director.

### Program Responsibilities

1. Has full responsibility for the overall supervision of his/her program, including JV and Freshmen teams.
2. Confirms athletic schedules and transportation requests.
3. Is in charge of assignments and duties of assistant coaches working in his/her sport.
4. Is responsible for developing practice periods for his/her sport.
5. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
6. Provides rosters of all levels of players with birth dates and grade levels prior to the first contest to confirm eligibility. If questions, please contact the Athletic Office. These rosters must be updated, as needed, throughout the season.
7. Teaches students the skills necessary to the sport.
8. Protects students from unnecessary safety risks.
9. Ensures that students are treated fairly and impartially.
10. Maintains effective relationships with parents and public.
11. Reports to the site Athletic Director any developments regarding his/her sport program. No surprises!
12. Is directly responsible for a complete inventory of the equipment used for his/her sport, to be made at the end of each season.
13. Is responsible for drafting and submitting a list of needed items for his/her sport, providing sources and prices when possible.
14. Is responsible for implementing a documented tryout procedure with a clear evaluation process in place. This tryout procedure must be conveyed to prospective student-athletes prior to the first day of tryouts. Let your athletes know what you are looking for and keep all documentation should anyone question the process!
15. Is responsible for keeping records as requested by the Athletic Director.
16. Writes an annual report at the end of his/her season, evaluating his/her program and making recommendations for improvements if requested by the Athletic Director.
17. Has the main responsibility for striving to build good sportsmanship.
18. Is the advisor for the sports club (see ASB procedures).
19. Serves as the liaison to the booster club for the sport.

### Personal Responsibilities

1. Have an understanding and knowledge of rules and regulations regarding the sport, as presented in the CIF Blue Book. Be familiar with the undue influence section (CIF Blue Book Rule # 510). The best advice is to direct all questions to the athletic office. The RUSD takes undue influence as a **VERY SERIOUS VIOLATION** and will take appropriate action with any adults involved in such behavior. Be aware that others are watching and listening to you at all times.
2. Is responsible for seeing that each male/female is cleared on Home Campus (online) with "Consent to Treatment" issued by the Athletic Director. If a player is not cleared through the Athletic Director's office, they are not allowed to participate in the practice/game.
3. Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured or ill. An accident report must be filed in the athletic office. Please remind players that they must have a written note from a doctor to

- return to practice after making an office visit. This means any visit to the doctor for any reason. It is important that the doctor knows the student is an athlete.
4. Is responsible for the actions and conduct of his/her team whenever the team is under his/her jurisdiction. The students are under your guidance and supervision at all practices, games and/or meetings. Do not leave after any of your events and leave students on campus. Each student-athlete must be on their way home before you can actually end your day. Remind players that they travel to and from contests by school transportation. Only in family emergencies with written requests may this guideline be changed. Parents have signed saying they agree. Follow this procedure. It is never permissible for students to transport other students to athletic events.
  5. Is responsible for seeing that the members of his/her team are dressed appropriately for trips to other schools.
  6. Is responsible for clearing with the Athletic Director the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
  7. Is responsible for the award policy for his sport. This should be in the handbook for the sport and shared at your pre-season parent meeting.
  8. Shall take appropriate action to see that his/her play areas, showers and locker rooms are clean and safe.
  9. Is responsible for explaining, and student-athlete adherence to, all district policies, including the Athlete's Code of Ethics (CIF & RUSD) which all players must sign for clearance and the Consent to Participate in Athletics to all members of the team.
  10. Maintain and update NFHS Coaching Certificates and CPR/First Aid certification as needed.
  11. **Is responsible for assuring that his/her assistants do not have contact with student-athletes until proper clearance is given through the Human Resources Department.**
  12. Is responsible to work with the site Athletic Director, site administration and the Campus Improvement Application Committee when pursuing equipment purchases and facility improvements with Booster and/or outside donor funding and support.
  13. It is not permissible and considered unconstitutional for school personnel, including a coach, to initiate or lead a team in prayer. School personnel may not ask a team member or any other student to initiate or lead a prayer before, during or after a public or school-sponsored athletic activity or event. It is also impermissible for a member of the clergy to offer prayers before, during, or after a public school athletic activity or event. Nevertheless, voluntary prayer by students without influence by school personnel may be constitutional provided that it is not conducted in a coercive fashion.
  14. It is your responsibility to counsel your athletes about hazing and to know if hazing is taking place (within and/or outside of your presence) within your team. The RUSD and our athletic departments are unequivocally opposed to all forms of hazing involving student-athletes, coaches, or staff members. Hazing means any act by one or more individuals that results in endangering the mental or physical health or safety of a person, subjecting a person to mental or physical discomfort, embarrassment, harassment, ridicule or humiliation, or destroying or removing public or private property, for the purpose of initiation into or continued membership on a team, regardless of the person's willingness to participate in the activity.
- Hazing shall be punishable pursuant to the provisions of the established RUSD Discipline Guidelines. All hazing incidents should be reported immediately to the school administrator in charge of athletics, and the site Athletic Director.

## ASSISTANT COACH - JOB DESCRIPTION

The major responsibilities of junior varsity and assistant coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches. These should be delegated by the head coach.

### Primary Responsibilities

1. Have understanding and knowledge of rules and regulations regarding the sport as presented in the CIF Blue Book. Be familiar with the undue influence section (CIF Blue Book Rule # 510). The best advice is to direct all questions to the athletic office. The RUSD takes undue influence as a **VERY SERIOUS VIOLATION** and will take appropriate action with any adults involved in such behavior. Be aware that others are watching and listening to you at all times.
2. Keep abreast of all rules, rule changes, new developments, innovative ideas, and techniques by attending clinics and workshops.
3. Assist head coach in carrying out assigned responsibilities.
4. Before the season:
  - a. Assist head coach in proper registration of all athletes.
  - b. Assist head coach in making systematic issuance of equipment.
  - c. Assist head coach in providing accurate information needed to compile eligibility lists and other reports.
  - d. Meet with squad to discuss all rules and regulations with specific emphasis on CIF and RUSD Code of Ethics.
5. During the season:
  - a. Assist in implementing athletic objectives outlined in this handbook.
  - b. Assume responsibility for constant care of equipment and facilities.
  - c. Assume supervisory control over athletes and teams assigned, and over all athletes when such control is needed.
  - d. Be in regular attendance at all contests and practice sessions.
  - e. Apply discipline in a firm and positive manner - be fair.
  - f. Emphasize safety precautions. Be aware of best training procedures and injury prevention methods.
  - g. Conduct yourself and your team in an ethical manner during contests and practices.
  - h. Instruct players on rules of the game, rule changes, new developments, and innovative ideas.

### Additional Responsibilities

1. Is responsible for seeing that each male/female trying out for the team has a clearance and "Consent to Treatment" on Home Campus through the school's athletic department. **Do not let anyone participate in a practice or contest without proper clearance.**
2. Is responsible for the general health and welfare of students in his/her sport and for providing appropriate attention to athletes who are injured or ill or otherwise incapacitated. An accident report must be filed in the athletic office. Remind players that they must have a written note from a doctor to return to practice after making an office visit. This means any visit to the doctor for any reason. It is important that the doctor knows the student is an athlete.
3. Is responsible for the actions and conduct of his/her team whenever the team is under his/her jurisdiction. The students are under your guidance and supervision at all practices, games and/or meetings. Do not leave after any of your events and leave students on campus. Each student-athlete must be on their way home before you can actually end your day. Remind

- players that they travel to and from contests by school transportation. Only in family emergencies with written requests may this guideline be changed. Parents have signed saying they agree.
4. Is responsible for seeing that the members of his/her team are dressed appropriately for trips to other schools.
  5. Is responsible for clearing with the site Athletic Director the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
  6. Makes recommendations for letter awards and is responsible for clarification of the award policy to athletes.
  7. Shall take appropriate action to see that his/her play areas, showers and locker rooms are clean and safe for student-athletes.
  8. Is responsible for explaining all district policies, including the CIF & RUSD Athlete's Code of Ethics, which all players must sign for clearance and the Consent to Participate in Athletics to all team members.
  9. End of season:
    - a. Assist in the return, storage and inventory of school equipment.
    - b. Recommend athletes for awards.
    - c. Recommend facility maintenance and improvements.
    - d. Recommend equipment to be purchased.
    - e. Recommend schedule improvements.
    - f. Completes end of season check-out list, including maintaining CPR/First Aid certification.
    - g. Make reports as requested by the head coach.
  10. Additional responsibilities occurring during the season that may be assigned:
    - a. Scouting opponent
    - b. Team trainer
    - c. Equipment supervisor
    - d. Publicity reports
    - e. Filming

### **VOLUNTEERS WITH ACCESS TO STUDENTS**

There is a process that must be followed before volunteers gain District clearance to work with RUSD students in any program. When you have someone you want to have help with your program, have the individual begin by contacting the school site athletic office to get the procedure started. The site athletic office will review the necessary steps the individual must follow before gaining clearance to work with students and programs. The school site athletic office will be in contact with the Human Resources Office, notifying them of the prospective volunteer, and the volunteer will be directed to Human Resources to begin filing the necessary paperwork for TB Clearance, AB 346 Fingerprinting (includes both DOJ and FBI fingerprinting), coach's education certificate (nfhslearn.com), and any other necessary paperwork. Both the RUSD and CIF Code of Ethics will be signed by the volunteer at the mandatory seasonal coach's meeting. All costs for the required clearance will be incurred by the prospective volunteer.



**VOLUNTEERS MAY NOT HAVE ANY CONTACT WITH STUDENT-ATHLETES WITHOUT THE PROPER CLEARANCE FROM THE RUSD HUMAN RESOURCES DEPARTMENT.**

The District does not allow parent or Booster clubs to hire staff to perform services. If a Booster club wishes to pay for additional coaches and/or extra-curricular services, the person to provide the services must be hired through the Human Resources division. The booster or parent organization must deposit sufficient funds into a district account to pay the salary and benefits due to the employee.

Any guest who attends practice must check in at the main office through the Raptor system, which is required for *all visitors on campus*. If a guest/visitor will be attending multiple practices, then he/she needs to be cleared as regular volunteer coach through Human Resources.

# **COACHING THEORY & TECHNIQUES**

# JOHN WOODEN'S PYRAMID OF SUCCESS

There are basic theories and techniques that have been proven successful time and time again, regardless of the sport involved. Common traits can be found in all great coaches no matter what individual style of the person. Successful coaches will incorporate these proven concepts into their program.

Without a doubt, the most successful coach of all time based his entire philosophy on his "Pyramid of Success." The power behind the success is based upon the coach paying close attention to all of the details. Notice closely that **NOWHERE** does it refer to winning.

## HIGH EXPECTATIONS

How many times have we seen that team that just refuses to quit? In John Wooden's Pyramid, he refers to this trait as **INTENTNESS**. The tone of the entire season is set by the coaching staff. The staff must set high expectations for their athletes, both on and off the field.

1. Plan your goals and objectives for the year. Make them realistic and attainable, but don't be afraid to reach for the stars.
2. Devise how you are going to evaluate those goals during the season.
3. Sell your team on those goals. Constantly reassure them that they can attain them.
4. Post your goals and objectives. Keep the team focused on those goals.
5. Stress improvement, not winning. Winning will come with improvement.
6. Include the players in developing additional goals and objectives. This will give the players "ownership," which helps develop that team unity that is vital to success.
7. Do not accept behaviors, on or off the field of play, that do not move the team toward the goals and objectives.
8. Be consistent and strive for excellence.

### Develop Practice Plans Based Upon Goals and Priorities

1. Break the season into weeks.
2. Break the weeks into days.
3. Break the days into minutes.
4. Select the skills to be taught.
5. Prepare 2-3 drills for each skill.
6. Plan practice so that when the students become breathless and sweaty, the day's what, why, how, when and where have already been explained.
7. Plan breaks for water. This is a **HIGH PRIORITY** (liability) item.
8. Have alternate practice plans in the event of facility, equipment or personnel problems.

## ACADEMICS & THE CLASSROOM

As a coach, you have a great deal of influence over the student-athletes' academic achievement and attendance. You have a responsibility to inspire, encourage and possibly threaten your students to do their best in the classroom. It does you, the coach, absolutely no good to have that great athlete not be able to play because he/she is academically ineligible. It also reflects upon the coach if the talented athlete is not able to move up to college because they are not academically prepared.

So, what do you do?

1. Work closely with the counselor to ensure that the athlete is taking the core classes required for NCAA eligibility.
2. Monitor the students' class work with weekly grade checks.
3. Let the athlete know that sub par performance in the classroom will lead to team sanctions (i.e., suspension from games and/or practices, and possibly removal from the team).
4. Talk to the teaching staff and let them know that the coaching staff is there to help in any way possible.
5. Communication with teachers, staff, and parents/guardians is vital to both the athletes' and your success!!
6. Refer struggling student-athletes to their counselor or ACC, if applicable.

# **SPORTSMANSHIP**

## **SPORTSMANSHIP**

Sportsmanship is something that everyone talks about, but few today in the professional ranks show youngsters what it means. Not a day goes by that our athletes do not see on television the outlandish acts and behaviors of the modern professional athlete. As educators, teachers and coaches, we have a tough challenge in front of us, one from which we cannot back down. If we, as adults, do not teach our players about proper sportsmanship, where will they learn? Sportsmanship is everyone's responsibility and it begins with the coach.

### **CALIFORNIA INTERSCHOLASTIC FEDERATION 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 visitor 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 players on the 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, fans, community, state or nation.

## TRASH TALK

We often hear the phrase “trash talking” in reference to players talking down, degrading, and attempting to humiliate other players. We often see this type of action after a player makes a great play or when one makes a mistake that is costly. Would the math or history teacher allow other students to do this in their classroom? I don’t think so!! So why do coaches allow it to go on in their classrooms, the courts and fields?

1. Tell your players that “trash talk” is **not** acceptable.
2. Be aware of and do not tolerate any “trash talking.”
3. Immediately remove a player from a contest for “trash talking.”
4. **HAVE “CLASS” IN ALL THAT YOU DO.**

## LANGUAGE

Please carefully consider the language you use when speaking to or when you are in the vicinity of any of our student-athletes and/or members of the community. Remember that your school is an educational institution first and foremost and that you are part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, don’t expect the athletes under your direction to maintain theirs. Sport officials are becoming more sensitive to profane outbursts and those who either use or tolerate the use of profanity are sure to be penalized. Let us maintain a high standard for RUSD schools. While profanity is undoubtedly a societal problem, we as educators don’t need to make a contribution. **Use of profanity by members of our staffs is cause for termination.**



# FORMS

**Redlands Unified School District  
33 West Lugonia Ave  
Redlands, CA 92374  
909-307-5300**

To: Parents/Guardians  
From: Redlands Unified School District Athletic Department  
Subject: Head Injury/Concussion

Your child, \_\_\_\_\_, received a blow to the head today in our practice/game. The following information is for their health and safety. Quite often after a blow to the head, signs and symptoms of a head injury do not appear immediately. The purpose of this notice is to alert you to symptoms of significant head injuries, **symptoms that may occur several hours after the injury.**

- Difficulty remembering recent events or meaningful facts
- Headache, particularly at a specific location
- Stiffening of the neck
- Bleeding or clear fluid oozing from the ears or nose
- Mental confusion
- Nausea or vomiting
- Dizziness, poor balance, or unsteadiness
- Weakness in the arms or legs
- Abnormal drowsiness
- Convulsions
- Unequal pupils, dilated, or non-reactive to light changes
- Loss of appetite
- Persistent ringing in the ears
- Slurring of speech
- Blurred vision, double vision, trouble focusing
- Unusual or bizarre behavior

The appearance of any of the above symptoms may tell you that your child may have a significant head injury that requires **immediate medical attention. Report to the nearest medical emergency or call 911.** Do not give any pain relievers (they may hide the symptoms) or allow your student to go into a deep sleep for the next 24 hours. Wake up your child every two (2) hours and ask several simple questions such as the day of the week, what they had for breakfast, what is their third period class, and check on their well being frequently.

**This paper must be signed and returned to your child's head coach prior to participation in the next practice/game.**



REDLANDS UNIFIED SCHOOL DISTRICT

**AUTHORIZATION TO CONSENT FOR TREATMENT OF MINOR**

We, the undersigned parents of:

Minor or Minors \_\_\_\_\_  
Last Name First Name Birthdate

Do hereby authorize any physician on the staff of a licensed hospital or emergency clinic, or any other physician designated by him (them) as agent(s) for the undersigned to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon on the staff of a licensed hospital or emergency clinic, whether such diagnosis or emergency treatment is rendered at the office of said physician or at said hospital(s). It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which the aforementioned physician(s) in the exercise of his (their) best judgment may deem advisable.

This authorization shall remain in effect for the \_\_\_\_\_ school year or unless sooner revoked in writing and delivered to the school principal.

This authorization is given pursuant to the provision of Section 25.8 of the Civil Code of California.

\_\_\_\_\_  
Family Physician Physician's Phone Number

\_\_\_\_\_  
Health Insurance Company Group/Policy Number

\_\_\_\_\_  
Signature of Father or Guardian Parent's Address & Phone Number

\_\_\_\_\_  
Signature of Mother or Guardian Parent's Address & Phone Number

Indicate Special Information  
\_\_\_\_\_

Person to be notified in the event parents are unable to be reached:

\_\_\_\_\_  
Name Address Phone Number



# Redlands Unified School District

## Educational Services Division Student Services Department

P.O. Box 3008 Redlands, California 92373-1508 (909) 307-5300 FAX (909) 792-3847

### Code of Ethical Conduct - Athletic Coaches

Each school district shall, no later than 90 days subsequent to the filing of this chapter with the Secretary of State, implement the following listed standards of ethical conduct for each temporary, probationary, or permanent employee of the school district providing supervisory and instructional services in interscholastic athletic programs and activities. Any specified person providing such services to the district shall:

1. Show respect for players, officials, and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing, or encouraging any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U. S. Food and Drug Administration, U.S. Surgeon General, or American Medical Association.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates.
14. Refrain from the use of profanity, vulgarity, and other offensive language and gestures.

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Signature

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Date

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Current Assignment

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Site



# Redlands Unified School District

**Educational Services Division**

**Student Services Department**

P.O. Box 3008 Redlands, California 92373-1508 (909) 307-5300 FAX (909) 792-3847

Redlands Unified School District  
Athletic Coaches

From: Doug McCCasey  
Coordinator of Athletics

Subject: RUSD Coaches' Handbook

All Redlands Unified School District Athletic Coaches are required to read the 2024-2025 RUSD Coaches' Handbook.

“As a coach in the Redlands Unified School District, I agree to read and abide by all rules and regulations documented in the RUSD Coaches' Handbook posted on the Redlands USD website. I attended a Redlands Unified Athletics Coaches' Meeting where I was advised of the contents of the RUSD Coaches' Handbook.”

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

\_\_\_\_\_  
School

\_\_\_\_\_  
Position/Sport

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date