

Livermore Valley Joint Unified School District

Coaches Handbook

2024-2025



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ATHLETIC PHILOSOPHY

MISSION STATEMENT

It is the mission of the Livermore Valley Joint Unified School District Athletic Department to inspire each student to extraordinary achievement every day.

VISION

- To provide a comprehensive athletic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.
- The Athletic program serves as a positive, powerful and productive force for our schools, community, and most importantly, the student-athlete.

SIX PILLARS OF CHARACTER

To promote positive character education and sportsmanship we ask all parents, guardians, and [students](#) to review and follow the [Six Pillars of Character](#).

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

OBJECTIVES

Athletic Department

To provide an attractive program for the student-athlete by:

- Providing student-athletes with an enjoyable and rewarding experience.
- Making player safety and welfare our highest priority.

To provide quality instruction for each sport offered, in the fundamentals of:

- Athletic skills and strategies.
- Sportsmanship, ethical conduct and fair play.

To be an integral part of the secondary school curriculum by:

- Inspiring all athletes to give their highest effort in the classroom, as well as on the playing field.
- Stressing the importance of self-discipline in the classroom, the community and on the field.
- Teaching our athletes that dignity, self-worth and self-esteem are achieved through hard work.
- Creating a positive school climate that is enhanced when student-athletes and the remaining student population work together as a team to represent their school in interscholastic competition.
- Developing concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities.

To make the athletic program a source of both school and community pride by:

- Helping each athlete to interact positively with faculty, community and fellow students.
- Making the team a positive influence on all who come in contact with it.
- Demonstrating the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

ATHLETIC COACH CODE OF ETHICAL CONDUCT

The District shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent and contracted employee of the District who provides supervisory and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct players in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in particular athletic program at a public or private post-secondary educational institution.
12. Not suggest, provide, or encourage any athlete to use non-prescription 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 the American Medical Association.

16 Principles of Pursuing Victory With Honor*

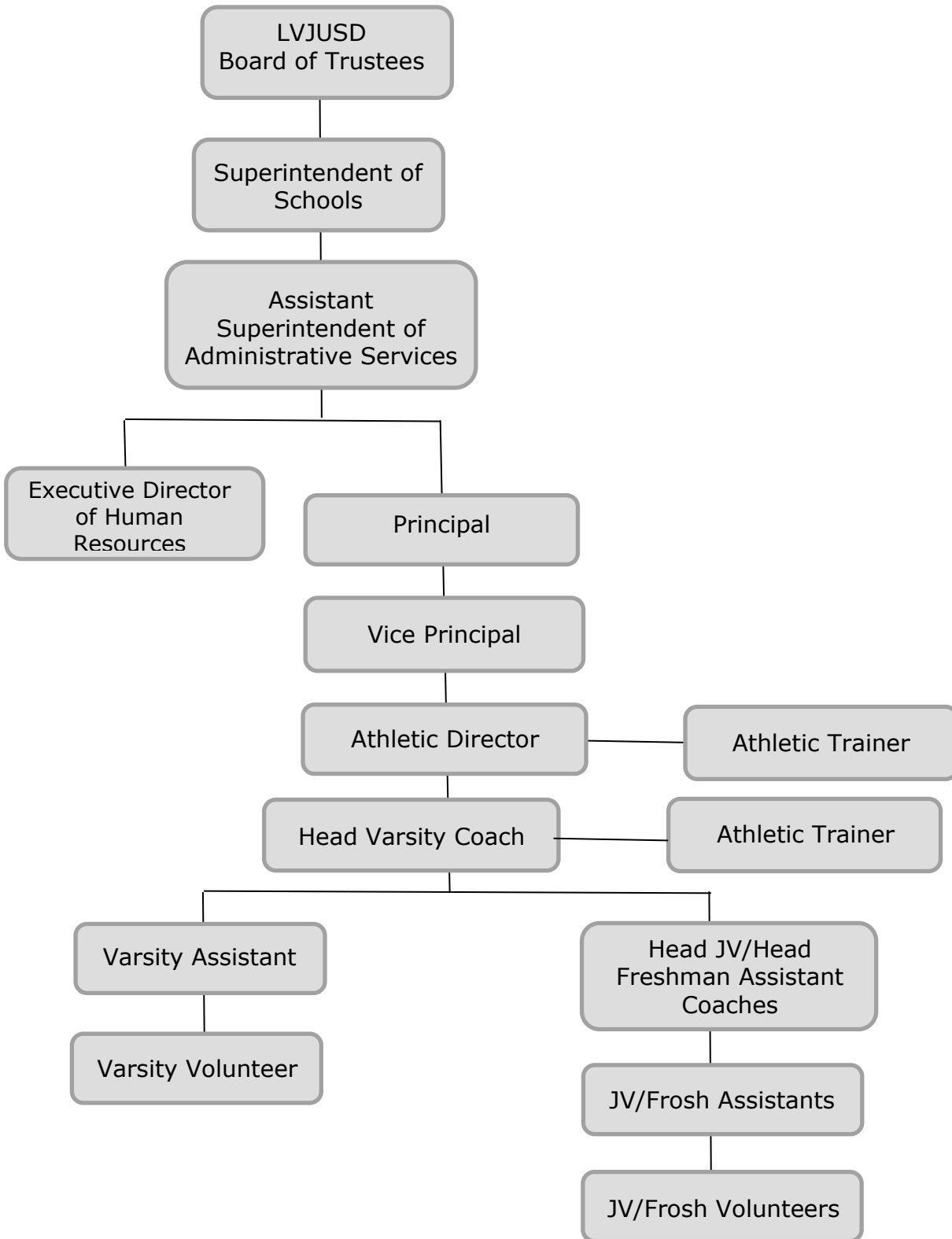
1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character”.
2. It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character”.
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures of winning.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as first aid. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependence on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

**"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com .*

DISTRICT PRACTICES AND POLICIES

LVJUSD Athletic Organizational Flow Chart



YOUR STATUS AS A COACH

All coaches – whether head, assistant or volunteer, and whether already an employee of the District, or a “walk-on” – are subject to the same rules and regulations. Coaches are hired by the Board of Education upon recommendation of the Superintendent of Schools. The Board retains the right to release coaches at any time, as at-will employees. Decisions made by the Board are final and binding.

All coaching positions are at-will employment, one season appointments. (All references to “coaches” in this booklet imply this at-will, one-season status).

The term “walk-on” coach applies to those individuals who are not otherwise employed by the District. Walk-on coaches should be aware that the District is required by law to look first within the ranks of the District’s certificated employees before making a position available to outside candidates. This process must occur each year before recommending the appointment of a walk-on coach.

Reassignment as a coach from year to year is not automatic. Each year, all internal certificated or classified applicants, incumbent applicants, and walk-on applicants will be considered after applying. Your reappointment is dependent upon you receiving a positive evaluation at the end of the season, as well as a recommendation.

Volunteer coaches must be processed through the Human Resources Office and must meet the LiveScan, TB clearance, Keenan Mandated District Online Trainings, First Aid, CPR, NFHS emergency requirements before they can work with team members. Additional coaching training may be required in some sports.

Upon completion of the employment process, the Human Resources Office will notify the Athletic Director that you are cleared and issued a badge to begin coaching duties. Until the clearance and badge is issued by the Human Resources Office, coaches are not permitted to work with students.

Supervision and Evaluation of Coaches

- Coaches take direction and receive supervision from the Athletic Director and the administrators of the school of which they are assigned.
- Coaches are expected to abide by the rules and procedures of the school, the District and the California Interscholastic Federation (CIF), as well as comply with state and federal laws.
- Head coaches are required to submit a list of all volunteer coaches to the Athletic Director, and Human Resources must clear all volunteers before they begin.
- All Head Varsity coaches are required to participate in an annual evaluation process with the Principal, Principal designee, or Athletic Director at the end of the season and the completed evaluation will be placed on file with the HR Department (download the [Head Coach Evaluation Form](#) here).

- All Head Varsity coaches will complete an evaluation on each lower level head coach (download the [Frosh/JV Athletic Coach Evaluation Form](#) here).

Coach Stipends

Stipends are paid based on Appendix D of the LEA Collective Bargaining Agreement, and can be viewed here: [Appendix D](#). Assistant Coach Levels are determined by the Athletic Director, in collaboration with the Head Coach, prior to posting the position. Assistant Coach Levels are based on a variety of factors, including but not limited to: part/full-time status; the number of athletes supervised; the level of supervision required by the Head Coach; the level of training/certification beyond CIF/NFHS required training.

Paid coaches will not receive their coaching stipend until the end of the season and completion of the evaluation form. All stipends are mailed to the coaches' home address, unless the coach (employee or incumbent) has set up direct deposit through the District.

FACILITY USE

If a Coach intends to use any facilities (i.e. gyms, the turf, the track, the fields, classrooms, etc.) during their season, outside the normal practice times and game competitions, they must fill out an 'Activities Request Form' and get it approved.

If a Coach intends to use any facilities (gyms, the turf, the track, the fields, classrooms, etc.) outside of their season, they must do one of the following:

- 1) If the use is for their sport and directly benefits high school athletes (i.e. open gym), Coaches must complete an Activities Request Form and get it approved.
- 2) If the use is for an outside group (i.e. CYO, AAU, camps, etc.) the facility must be rented through the district. The Athletic Director can direct them to the process.

District facilities are strictly for use by school teams. Coaches may not share keys or security badges.

If you have any questions, please contact the Athletic Director or Site Principal. The California Constitution's free school guarantee prohibits charging students any fee, charge, or deposit for extracurricular, credit, or non-credit activities that are part of the District's or school site's educational program.

EQUIPMENT

Necessary safety equipment is provided to students without charge. Students may choose to use their own equipment if approved by the coaching staff. Coaches shall not sell, rent or in any way charge a fee for the use of such safety equipment.

Occasionally, a coach may make equipment such as swimsuits, jerseys or pieces of a uniform available for student purchase. However, all such arrangements must be

submitted to the Athletic Director or site administrator for approval in advance. The coach must receive written authorization before proceeding. There will be no exceptions permitted.

All equipment is to be used in a safe manner. All proposed changes to equipment must be approved in writing by the Athletic Director before they are carried out. The Athletic Director is responsible for determining if a proposed change is appropriate and safe.

Coaches are expected to regularly inspect all equipment to ensure that it is in safe working condition. Coaches shall consult with the Athletic Director when questions arise.

Coaches must maintain an accurate and up-to-date inventory of all materials and equipment for their team. These records shall be made available to the Athletic Director or site administrator upon request.

All equipment, materials, and facilities used in the athletic program are the property of the District. Coaches are not authorized to give away, sell, rent, lease or otherwise dispose of this equipment, materials or facilities without the written approval of the Athletic Director or the site administrator.

Coaches are responsible for cooperating with custodians and other staff members to assure the security of the buildings and facilities used for practices and contests.

Coaches are required to follow and enforce all rules, regulations, practices, procedures and policies of the school (including the Athletic Contracts signed by student athletes) as well as those of the District. Coaches do not have the authority to grant exceptions. Lack of compliance may be grounds for immediate dismissal.

INVENTORY

It is your responsibility to inventory the equipment and uniforms, team jackets, etc. Items should be recorded on the inventory checklist prior to season and recorded again after the season is completed. It is your responsibility to make sure all uniforms (for all three levels) and equipment are returned. If a student fails to turn in their uniform/equipment, notify the Athletic Director of the missing items and replacement cost(s). In accordance with [Board Policy 5125.2](#), a HOLD can be placed on the student's records.

*UNIFORM REPLACEMENT POLICY

Athletic uniforms will be replaced on a rotating three-year cycle. To see which teams are in the rotation for a particular school year, you can view the schedule below.

Granada High School				Livermore High School			
Sport	2024-2025	2025-2026	2026-2027	Sport	2024-2025	2025-2026	2026-2027
Baseball			X	Baseball	X		
Boys' Basketball			X	Boys Basketball		X	
Boys' Golf			X	Boys' Golf			X
Boys' Lacrosse	X			Boys' Lacrosse	X		
Boys' Soccer	X			Boys' Soccer			
Boys' Tennis			X	Boys' Tennis			X
Boys' Volleyball			X	Boys' Volleyball		X	
Boys' Water Polo			X	Boys' Water Polo			X
Cross Country		X		Cross Country	X		
Dive			X	Dive			X
Flag Football			X	Flag Football			X
Football		X		Football		X	
Girls' Basketball			X	Girls' Basketball	X		
Girls' Golf				Girls' Golf			X
Girls' Lacrosse	X			Girls' Lacrosse			X
Girls' Soccer			X	Girls' Soccer	X		
Girls' Tennis			X	Girls' Tennis			X
Girls' Volleyball			X	Girls' Volleyball			X
Girls' Water Polo			X	Girls' Water Polo			X
Softball			X	Softball			
Stunt		X		Stunt		X	
Swim			X	Swim			X
Track and Field	X			Track and Field	X		
Wrestling	X			Wrestling	X		

FINANCIAL POLICIES & PRACTICES

Budget

A team's budget must be on file before any purchases are made, with pre-approval from the Athletic Director. The District will pay for coaches stipends, association dues, officials, transportation over 50 miles, and football helmet/pads certification. Uniforms, equipment, and additional expenses will be budgeted using gate fees, donations, and fundraising.

Deposits

(i.e., fundraising, donations, etc.)

All deposits must go through the School Bookkeeper in Student Services/Activities. Please encourage parents to use the web store and online ticket purchase system for purchases and donations. Checks should be turned in ASAP. Do not hold on to checks. Do not take cash. The coach should take the

money to the office and give it to the School Bookkeeper in Student Services/Activities immediately following the event or collection of money.

Purchasing Process

Failure to follow these procedures may result in the vendor not getting paid or a reimbursement not being issued.

The following are the steps required to make purchases:

- Get a quote from your Vendor.
- Complete a Purchase Requisition with Quote.
- Turn in completed [Purchase Requisition](#) and Quote to School Bookkeeper for GHS and Athletic Director for LHS.
- The School Bookkeeper or the Athletic Director will obtain all the appropriate signatures for approval and send the Requisition to the District Office.
- The District Purchasing Department will forward your order to the Vendor along with a Purchase Order.
- The Vendor sends the ordered merchandise to the district office who then delivers it to the school site. (Products may not be sent to an individual's residence).
- A check is issued to the vendor and sent out for payment.

Purchases of \$1,000 - \$5,000 require three separate verbal quotes. Indicate on the requisition the two additional sources and the amount quoted.

Purchases over \$5,001 require three separate written quotes.

Questions regarding purchases and/or budgets?

- GHS: Contact [Jamie Archer](#)
- LHS: Contact [Vanessa Castro](#)

Reimbursements

Please adhere to the process outlined below for purchase reimbursement. Failure to follow these procedures may result in the vendor not getting paid or a reimbursement not being issued. ONLY district employees can be reimbursed. Team parents, volunteers, and athletes cannot be reimbursed for purchases.

- Complete the [LVJUSD Purchase Reimbursement Request](#) form and attach your receipt(s) and/or quote.
- Submit the reimbursement packet to the Athletic Director.
- The Athletic Director approves the reimbursement and forwards the paperwork to the District Office.
- A reimbursement check is issued.
- The District limit is \$150 per day total receipts.

Cash Handling Procedures

- Coaches shall follow the District's cash handling procedures with all monies for which they are responsible. Coaches may contact the Athletic Director or site administrator for information about how these procedures are implemented at their schools.
- Coaches are expected to keep accurate, up to date records of all accounts and fundraising activities, available upon request from the Athletic Director or site administrator. A budget must be turned in to the Athletic Director prior to the start of the season.
- Cash, including checks must be counted, verified and deposited daily. The student body accounts clerk will verify and issue a receipt.
- When night deposit bags are used, all monies will be re-verified before receipts are issued and deposits made.
- All requests for disbursement must have administrative approval and be made through the person who handles student body accounts at the school site.
- All expenditures must have the prior written approval of the Athletic Director or site administrator.
- All items purchased must be delivered to the school site or District address, not a private address. Team parents, students, and volunteers will NOT be reimbursed for purchases made.

Donations

The California Constitution's free school guarantee prohibits charging students any fee, charge, or deposit for extracurricular, credit, or non-credit activities that are part of the District's or school site's educational program. Though many programs request parent/guardian donations, which are permissible, these donations are not mandatory. If you have any questions, please contact the Athletic Director.

All donations will be made to the General Athletics Account. Donations in any amount will be equitably distributed to athletic teams in compliance with Title IX. The Athletic Director will manage the General Athletics Account. Coaches are expected to present an annual budget to the Athletic Director for review prior to making any purchases.

A thank-you note should be given for any donations (financial or equipment). If a tax ID number is needed, please see the Athletic Director. Any non-financial donations must be accompanied by a signed letter from the donor stating that such items are a donation.

Fundraising

Fundraisers may be considered by sports teams to support their activities, a team budget and district approval form must be submitted prior to the start of any fundraiser. Any fundraising by student athletes must be completely voluntary ([Board Policy 3260](#)). The use of funds must comply with Title IX regulations. Please reach out to the Athletic Director for specific questions regarding fundraising.

Coaches must seek prior approval for all fundraising activities from the Athletic Director or site administrator at least two weeks prior to the start of the fundraiser. Independent fundraising by the coach, or team members, in the name of the team, the school, or the District is not permitted without prior written approval from the Athletic Director or site administrator.

Coaches are also required to obtain written permission from the Athletic Director or site administrator prior to using, or permitting use, of the school or District name, equipment, uniforms or facilities in connection with any private activity.

For any fundraising, like tournaments, clinics, selling of items, etc., the following process must be followed:

1. Turn in a completed Activities Request Form to the Activities Office.
2. A copy of the Activities Request Form will be kept on file.
3. Flyers and other forms of promotion (such as social media posts) must include clear language that states any donation/fee that is requested, and the team or group benefitting from the proceeds. Donations/fees must be collected through a school's webstore or by cash/check payment made to the school's athletics program, not to an individual.

Requests must be submitted to the Activities Office at least 2 weeks prior to the event date. Failure to follow these procedures could result in denial of your request.

ATHLETIC REGISTRATION

Student athletes must complete their online registration through [Home Campus](#) including a signed parent permission form and a [physical examination form](#) signed by a medical doctor before they are permitted to participate in a practice or a contest. There are no circumstances under which a coach may allow a student to participate before these documents are submitted and verified.

Multi-Sport Athletes

The official District statement on multi-sport athletes is the following: The Granada/Livermore Athletic department encourages all athletes to be as involved as their schedule allows and we encourage athletes to play on as many high school teams as they can/want. Our coaches are willing to meet with athletes who are interested in playing two or three sports and will help an athlete plan their time effectively so that they can maximize their high school athletic experience.

A student must complete their current sport, before trying out for another sport unless arrangements are made with the current coach. Athletes who try out late due to finishing another high school sport season should also receive a fair chance to try out, at least 3 days.

Physicals

The Athletic Director is responsible for clearing students for participation in the athletic programs. Physicals are good for one calendar year from the date of the previous physical. Athletes may NOT participate without a current physical on file.

Title IX

[Title IX](#), as outlined by the California Department of Education, is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

LVJUSD Athletic Directors completed professional development training regarding Title IX on August 6, 2024.

PLAYER MEETING

It is recommended that you hold a “pre-season” player meeting with all prospective players. Items that are suggested to be covered include; eligibility, expectations, open fields/gyms, and the athletic clearance procedures. Please review the [student-athlete code of conduct](#) with athletes.

TRYOUTS

Tryouts are intended for students to have a fair chance at displaying their skills in a particular sport. Cuts should not be made without providing this opportunity to the students. Athletes who try out late due to finishing another high school sport season should also receive a fair chance to try out, at least 3 days. An athlete should not be penalized if they try out late because they were competing in another school sport (ex. due to playoffs).

SENIOR NIGHT

Coaches are responsible for arranging Senior athlete recognition with help from the athletic department.

PICTURES

Team photos need to be done in a timely manner for the yearbook, if you need help getting a date and time set please reach out to the athletic department.

PARENT/GUARDIAN MEETING

Coaches must have a parent meeting within the first three weeks of the beginning of the season. Please let the Athletic Director know the date, time, and location of your

parent meeting. The Athletic Director will help to secure a location for the meeting. Please review the [parent/guardian code of conduct](#) with families.

SPECTATORS

Spectators will actively promote sportsmanship by consistently showing respect, courtesy, and demonstrating support for all players, coaches, officials, and other spectators during every game, practice, or sporting event. All spectators are expected to refrain from engaging in any form of unsportsmanlike conduct, including booing, taunting, or using profane language or gestures towards any official, coach, player, or parent. If these standards are violated, a school official may take appropriate action, which may involve removal from the game.

TEAM PARENT

Some teams opt to have a team parent support activities. A team parent may be a volunteer and will need to sign up to be a volunteer in the District through [Raptor](#). A team parent may not collect money, be reimbursed for purchases, and should not have access to student records, email, phone numbers, or any other confidential information shared with the coaches or the Athletic Director. Please talk to the Athletic Director with questions regarding team parents.

TEAM CONTRACT

It is highly recommended to have a Standards/Expectations guideline that outlines your expectations for practices, games, schoolwork, etc., for example, who they would contact if they are going to miss practice.

TEXTING/SOCIAL MEDIA

Social media can be a powerful tool to enhance communications and keep members of the community informed about the athletic programs at our schools. The District supports the use of online social media to facilitate schools, athletic programs, individual teams, and coaches in building strong networks that include parents, students, coaches, and the community.

In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era the lines between professional and personal activities are sometimes blurred, these guidelines recommend practices for use of personal social media by LVJUSD coaches:

1. A coach shall not make statements that would violate any of LVJUSD policies, including its policies concerning discrimination, harassment, or obscene material.
2. A coach shall uphold LVJUSD's value of respect for the individual and shall avoid making defamatory statements about the District, schools, employees, students, or a student's family.
3. A coach shall not disclose any confidential information of the district or school or confidential information obtained during the course of his/her employment about any individuals or organizations, including students and/or their families.

When communicating directly with players, keep the following guidelines in mind. Information should be:

- *Transparent*: Maintain openness, visibility, and accountability.
- *Accessible*: Consider all electronic communication to be a matter of public record. Do not convey personal or private information.
- *Professional*: Use correct grammar and tone, choose appropriate subject matter, and choose words that are courteous and respectful.

We recommend that except for emergencies, you do not communicate directly with individual players through personal cell phone/text message. Instead, send out group emails, group texts, tweets, or refer players to the team website.

Online content can be spread to a mass audience in mere seconds, before posting any information online, you should ask yourself whether you would be comfortable having this information printed in the newspaper alongside your photo. As an employee of the District, your electronic communication is considered a public record.

PRACTICES

Only CLEARED high school students may practice with high school teams. MIDDLE SCHOOL STUDENTS ARE NOT PERMITTED TO PRACTICE WITH HIGH SCHOOL TEAMS.

It is suggested that the length of practice be approximately 2 hours. It is unreasonable to have a practice session last longer than 3 hours, from start to dismissal.

Practices the day before high school finals exams should be limited to 1 ½ hours.

Below is a summary of the [CIF 506 regulations](#):

- 1) All teams will be allowed no more than eighteen (18) hours of practice time per week and no more than four (4) hours in any single day.
 - a. Multiple practice sessions:
 - i. Double day practices shall not be held on consecutive days.
 - ii. Must include minimum of three hours rest between practices.
- 2) Any competition day would count as three (3) hours toward the allowable weekly and daily hours no matter the length of the contest(s).
 - a. No practice may be held following the conclusion of any contest.
- 3) Definition of practice: Any school team or individual activity that includes skill drills, game situation drills, intrasquad scrimmages or games, weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings) that are implicitly/explicitly required by the coach.
- 4) Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal. Activities that would be included herein are exclusive to any activity already covered in the full text of the bylaw.

ATHLETE RECOGNITIONS AND END-OF-SEASON BANQUETS

If a coach wishes to issue certificates of recognition, plaques, or trophies to athletes, they must work with the Athletic Director to facilitate the process.

An on campus banquet is suggested at the end of the season. The purpose of the banquet is to provide closure. All athletic teams are suggested to hold a banquet to celebrate the end of the season. It is recommended that you talk to the Athletic Director for suggestions and ideas. Note: Do not make purchases for a banquet without prior approval from the Athletic Director. Team parents and volunteers will not be reimbursed for purchases made.

TRANSPORTATION TO/FROM CONTESTS

Buses

Bus transportation may be district funded to away contests greater than 50 miles with at least one week prior notice. If your program would like to pay for a bus that is less than 50 miles, please contact the Athletic Director, and include this expense as part of your annual budget.

Carpool/Driving

Drivers of athletes must complete LVJUSD's online volunteer registration system, [Raptor](#). This process includes the [Use of a Private Vehicle for Transporting Students](#) form, a copy of their driver's license, a copy of the driver's current insurance policy, and fingerprinting. This process must be completed in full PRIOR to driving for an event (note: fingerprint results may take several weeks, please plan accordingly). Coaches must receive a list of approved volunteers from their site's Main Office prior to allowing any parent/guardian to volunteer as a driver. Drivers will not be paid for their time or reimbursed for mileage.

Questions in regards to driving Insurance: [Athletics Transportation Flowchart](#)

- 1) Does a coach or teacher need to have their own insurance on file (similarly as we do with parent drivers) with school vehicles and/or their own vehicles?

Answer: Anyone who is driving their own vehicle to transport students must meet the District requirements for insurance. The coach or teacher must have their insurance on file through Raptor. A coach or teacher driving a District vehicle and acting within the course and scope of employment would be covered by the District's vehicle insurance.

- 2) If a coach drives a non-school vehicle (their own or a player's parents) to/from an athletic related activity and gets into an accident, is there a policy that covers the owner of the vehicle's liability?

Answer: No, the driver's insurance is always primary and will apply first in the event of an accident. The District's insurance would only cover on an "excess" basis.

Please see the Athletic Director or principal if you have any other questions.

SCHEDULE

It is the coaches' responsibility to set scrimmages, pre-season and tournament schedules. The league schedule is set by the EBAL. There are a maximum number of contests and scrimmages allowed for each sport. Please make sure that you follow these guidelines. If you exceed the number of contests allowed, remaining scheduled games will be forfeited. (See [Number of Contests Allowed - NCS Bylaws](#))

RESCHEDULING / CANCELLATION OF GAMES

If you need to reschedule or cancel a contest, contact the Athletic Director and Athletic Trainer. Coaches will ensure officials are notified along with other support personnel.

PROTEST POLICY

- Sec. 1 Notify all officials and head coaches of a suspected infraction of the rule(s). The intent to protest must be declared in writing before the officials and/or coaches leave the site of the contest. (Scorebook, scorecards, and other scoring documentation.)
- Sec. 2 Have officials date and sign a scorebook (in sports where a score book is used) noting that the game was protested. (Exception: track & field, tennis, golf, cross country and swimming & diving.)
- Sec. 3 The written protest must go through the following channels and be signed by the:
Athletic Director or Principal . . . Files protest to Commissioner
- Sec. 4 File a written protest to the league commissioner, within 48 hours (not including weekends or holidays). The statement must include rule number on which the protest is based. If the protest occurs at the end of the season, the coach must speed-up the procedures to keep from interfering with league playoffs or championships.
- Sec. 5 These policies are not intended to supersede protest procedures operative in the rule books of various sports. These policies are intended for those sports that do not have protest procedures.
- Sec. 6. The league commissioner will review the protest and make a decision. The LC will notify all EBAL schools with the protest and the decision. Any school can appeal this decision within 2 days of notification unless at the end of the season, then must appeal immediately.
- Sec. 7 If there is an appeal of the LC decision, The protest committee will consist of three Athletic Directors of schools not involved in the protest.
- Sec. 8 Within five days after receiving the protest, a decision shall be made to the schools involved. The committee shall have the power to render that decision.

[\(EBAL Constitution\)](#)

ATHLETE SUPERVISION

Locker Rooms

Students must be supervised by a coach or assistant coach in the locker rooms. Make sure locker room doors are secured after leaving, even if they were open when you arrived. If you notice a problem, please locate a custodian or other staff

member and also report to the Athletic Director. For additional assistance with locker rooms, please contact the Athletic Director or a school administrator.

Athletes may store necessary sports equipment during the season of their sport only. Off season storage is not available. The school is not responsible for items not kept in a locked locker.

Medical Kits

Each coach should have access to a medical kit at all times. If you need a medical kit or supplies, please contact the Athletic Trainer. These medical kits should be taken to away games/matches.

Hazing

Hazing in any form will not be tolerated and is in violation of [Administrative Regulation 6145.5](#) and [CA Ed. Code 32050](#). Hazing is defined as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Hazing includes any activity that sets apart one member of a team from the rest.

Per AR 6145.5, “[n]o student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student. Persons violating this regulation shall be subject to district discipline and penalties specified in law. (Education Code 32051)”

CIF TRANSFER ELIGIBILITY ADMINISTRATIVE REGULATIONS

It is the responsibility of the school principal or designee to determine the eligibility of new students transferring into the school. The principal or designee must follow the [NCS/CIF Transfer Eligibility Regulations](#). The purpose of these guidelines is to assist CIF member schools in understanding the “transfer eligibility” standards and the process that CIF member schools and administrators use in determining “transfer eligibility.”

Coaches may not recruit athletes from other schools or districts. If a coach is made aware that a student has transferred to the school and intends to participate in athletics, they should notify the Athletic Director immediately so that transfer eligibility can be determined.

Athletes are NOT ELIGIBLE to participate in any scrimmages or contests in any sport until a determination by the NCS Office has been made and communicated to the new school. Students are allowed to practice if school and league rules allow.

[NCS Transfer Eligibility](#)

[Understanding CIF Transfer Eligibility](#)

STUDENT-ATHLETE HEALTH AND WELLNESS

Emergency Numbers

In case of an emergency call 911. For non-emergencies call Livermore PD at (925) 371-4987 (it is recommended you add this number to your mobile Contacts).

Injured Athletes Returning to Play

If an athlete is under a physician's care, they must have a physician's clearance documentation to return to practice or competition. A copy of the clearance document must also be provided to the Athletic Director or Athletic Trainer.

Injury Report

Coaches must complete a [Student/Adult Accident Report](#) for any injury/ies sustained by an athlete and submit it to the Main Office. Since injuries can occur at any time (i.e., away games), be sure to have at least one copy of the [Accident Report](#) form with you at all times.

CHILD ABUSE REPORTING

Requirements

State law requires that every school district employee who falls within certain categories be familiar with Child Abuse Reporting Laws prior to commencing employment, and as a condition of continued employment. You are required to read the following procedures, and to report known or suspected instances of child abuse. You are required to complete the annual Child Abuse Reporting Moduals through HR prior to working with students.

Reporting Procedures

Certificated and classified employees shall immediately report known and suspected child abuse to Child Protective Services or to the Livermore Police Department. The reporting duties are individual and cannot be delegated to another person (Penal Code 11166). Please contact the Athletic Director or school administrator for support and guidance.

1. School employees who have knowledge of or observe a child whom he or she reasonably suspects has been the victim of sexual or physical abuse shall report the incident by telephone to:

Child Protective Services – Emergency Response Unit (510) 259-1800 if the suspected incident occurred in the child's home or home of the child's relative.

The Livermore Police Department (925) 371-4900 if the suspected incident occurred on the child's way to school, at school, or on the child's way home from school.

If the child's safety is in danger, report where the incident took place directly to the law enforcement agency. The child shall be kept at school until Child Protective Services or the law enforcement agency has been called and a follow-up plan has been determined. The telephone report must be made immediately,

or as soon as practically possible, upon suspicion. The verbal report will include:

- a) The name of the person making the report.
- b) The name of the child.
- c) The present location of the child.
- d) The nature and extent of any injury.
- e) Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the school employee shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within thirty-six (36) hours of making the telephone report, the school employee shall complete and mail State Form 8672 to the local child protective agency. Remaining copies of the reporting form shall be kept in a confidential file in the principal's office.
3. School employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone.

Administrators so notified shall provide the school employee with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations (Penal Code 11172).

STUDENT MENTAL HEALTH

The health and safety of LVJUSD students is a top priority. Listening to students and paying attention to signs of stress and distress and important roles for an athletic coach. Here are some resources to support our coaches and our athletes.

[CIF Student Health and Wellness](#)

[Mental Health Toolkit for student-athletes](#)

[Anxiety Handout](#)

[Depression Handout](#)

[Suicide Risk Handout](#)

HEAT and AIR QUALITY INDEX (AQI)

Heat can have dramatic effects on student athletes and athletic performance. During times of extreme heat, it is important to know the community's risk of heat impacts. LVJUSD follows guidance from the California Department of Public Health and uses the National Weather Service (NWS) HeatRisk forecast tool to survey the impacts of extreme heat.

[CDPH Heat Guidance](#)

[NWS HeatRisk Forecast tool](#)

Air Quality Index (AQI)

NCS member schools have implemented an air quality index rule, Bylaw 1003H. The bylaws states:

[An air quality index](#) of less than 151 must be registered for all high school outdoor athletic events hosted by NCS member schools during preseason, league and section championship events. NCS member schools may not host outdoor contests when the AQI is equal to or greater than 151.

What is heat illness?

Exercise produces heat within the body and can increase an athlete's body temperature. Add to this a hot or humid day and any barriers to heat loss such as padding and equipment, and the temperature of the individual can become dangerously high. If left untreated, the elevation of core body temperature can cause organ systems to shut down in the body.

[CIF Heat Illness Guidance](#)

HEAT RELATED ILLNESSES ARE ALL PREVENTABLE

There are several ways to prevent heat illness from occurring:

Adequate Hydration

- The athlete should arrive to practices, games, and in-between exercise sessions well-hydrated to reduce the risk of dehydration
- Water should be freely accessible and water breaks should be given in the shade if available at least every 15-20 minutes and should be long enough to allow athletes to ingest adequate volumes of fluid. Unnecessary equipment should be removed during breaks.

Gradual Acclimatization

- Intensity and duration of exercise should be gradually increased over a period of 7-14 days to give athletes time to build fitness levels and become accustomed to practicing in the heat.
- Protective equipment should be introduced in phases.

Additional Prevention Measures

- Provide appropriate medical coverage during exercise.
- Encourage hydration status record-keeping. Athletes can weigh-in before and after practice, ideally in dry undergarments in check hydration status. The amount of fluid lost should be replaced by the next session of activity. An athlete should drink approximately 16 oz of fluid for each kilogram of fluid lost (1 kg = 2.2 lbs).
- Eat a well-balanced diet which aids in replacing lost electrolytes and avoid drinks containing stimulants such as ephedrine or high doses of caffeine.
- Alter practice plans in extreme environmental conditions. Coaches should ideally be aware of the Wet Bulb Globe Temperature which measures not only temperature and humidity (the "heat index") but also wind speed, sun angle, and cloud cover. The WBGT is the most accurate measure of environmental heat stress. For example, the higher the temperature and

humidity, with minimal wind and cloud cover, and with sun directly overhead at 12 noon, the higher the WBGT and the more difficult for the body to cool itself. Knowing the WBGT using a device, or an estimation (go to "Wet Bulb Globe Temperature Monitoring" below) will guide precautions for athletic activity. Athletes with heat illness risk factors should be closely supervised during strenuous activities especially in hot and/or humid conditions.

IDENTIFICATION AND TREATMENT OF HEAT ILLNESSES

HEAT EXHAUSTION:

Inability to continue exercise due to heat-induced symptoms. Occurs with an elevated body-core temperature between 97 and 104 degrees Fahrenheit.

Warning Symptoms:

- Dizziness, lightheadedness, weakness
- Headache
- Nausea
- Diarrhea, urge to defecate
- Pallor, chills
- Profuse sweating
- Cool, clammy skin
- Hyperventilation
- Decreased urine output

Treatment: Stop exercise, move player to a cool place, remove excess clothing, give fluids if conscious, COOL BODY: fans, cold water, ice towels, or ice packs. Fluid replacement should occur as soon as possible. The Emergency Medical System (EMS) should be activated if recovery is not rapid. When in doubt, CALL 911. Athletes with heat exhaustion should be assessed by a physician as soon as possible in all cases.

HEAT STROKE:

Dysfunction or shutdown of body systems due to elevated body temperature which cannot be controlled. This occurs with a body-core temperature greater than 107 degrees Fahrenheit.

Warning Symptoms:

- Dizziness
- Drowsiness, loss of consciousness
- Seizures
- Staggering, disorientation
- Behavioral/cognitive changes (confusion, irritability, aggressiveness, hysteria, emotional instability)
- Weakness
- Hot and wet or dry skin
- Rapid heartbeat, low blood pressure
- Hyperventilation
- Vomiting, diarrhea

This is a MEDICAL EMERGENCY. Death may result if not treated properly and rapidly.

Treatment: Stop exercise, Call 911, remove from heat, remove clothing, immerse athlete in cold water for aggressive, rapid cooling (if immersion is not possible, cool the athlete as described for heat exhaustion), monitor vital signs until paramedics arrive.

STRENGTH AND CONDITIONING

Key points for strength and conditioning

- Strength training programs should be appropriate to the level of the athletes' level of maturity, physical abilities and individual goals.
- Athletes should work with their coaches to develop realistic goals for their strength programs. Arbitrary "standards" are not realistic for all athletes at varying levels of maturation.
- Strength training programs should be designed around specific periods associated with the athletes' season.
- For long term improvement, variations in training specificity, intensity and volume are necessary.

Most common model for strength training periods:

- Pre-Season- No competition
 - Goals are to establish a base level of conditioning
 - Start with a low to moderate intensity with 3-6 sets of 10 to 20 reps
 - As fitness level improves, move to high intensity with 3-5 sets of 4-8 reps to improve basic strength
 - Just prior to the onset of competition, basic strengthening should shift to developing strength and power. High intensity consisting of 3-5 sets of 2-5 reps should be used. Exercises should include plyometrics and dynamic stabilization activities.
- In-Season- Competitive events
 - Strength training should take a back seat to skill development.
 - Goals are to peak at the appropriate time or maintain strength through an extended season.
 - Intensity should be moderate to high with 1-3 sets consisting of 3 to 8 reps.
 - Continue to maintain a focus on core strengthening and dynamic stabilization.
- Postseason- No competition
 - The goal of the postseason is to rest and recover from a successful competitive season.
 - Active rest period should include recreational activities and may not include any resistance training.
- Off-Season
 - The off-season period follows the active rest period.
 - The goal of the off-season is to develop a base level of fitness in preparation for the higher intensity pre-season period.

- This is an ideal time to determine fitness levels by conducting field tests such as the 12 minute run, 300 yard shuttle run, vertical jump test and flexibility tests.

ASTHMA AND EXERCISE-INDUCED ASTHMA (EIA)

What is Asthma?

- Asthma is a lung disease involving reversible airway obstruction, inflammation, and hyper-responsiveness. About 6% of the population has asthma, and furthermore, approximately 80% of those with asthma have some degree of exercise induced bronchospasm (acute narrowing of the airways).
- Asthma is also common among athletes. At least 1 out of every 10 athletes has exercise induced asthma (EIA), although many are not aware of their limitations.

What Causes Asthma?

- Blockage of airflow and inflammation occur when the sensitive cells lining the airways of the lungs become irritated by contact with “triggers.” These include inhaled allergens (pollen, dust, animal dander), chemical irritants (smoke, fumes), respiratory infections, cold air or weather changes, and exercise.
- The airways become overly sensitive with subsequent swelling and increased mucus production. The small muscles surrounding the airways constrict making it more difficult to breathe.

The Symptoms and Diagnosis

- The symptoms of asthma are wheezing, shortness of breath, chest tightness, cough and exercise intolerance. When severe, these symptoms can be life-threatening. Frequent chest colds lasting longer than 10 days may also be a sign of asthma.
- In EIA, symptoms usually occur with exercise within 3 minutes, peak by 10-15 minutes, and resolve by 60 minutes. Occasionally, symptoms may persist after exercise is completed. Being winded at the end of intense exercise is normal, but persistent coughing during a prolonged recovery period is not. Suspect EIA if a conditioned athlete still cannot keep up with others or feels like he or she is out of shape.
- Individuals with asthma frequently have associated seasonal allergies, or a skin condition called eczema. Family members may also have similar disorders.
- The diagnosis of asthma is typically made based upon a thorough history, physical examination, lung function test, and response to medications. It is important that the exam is carried out by a physician as there are other health issues that may have similar symptoms to EIA.

Prevention and Treatment

Asthma is a chronic condition with acute exacerbations of varying frequency. It is of utmost importance to first achieve optimal control of underlying asthma. Once this is accomplished, the focus should be on preventing exacerbations by identifying and eliminating triggers. There are two main categories of medications used in the treatment of asthma and EIA. The first category treats the inflammation of the airways which makes asthma a chronic disorder. These medications should be taken

daily, even if the athlete is not having symptoms currently. The most common example of this type of medication is inhaled corticosteroids (not to be confused with anabolic steroids). The second category of medications target the acute airway constriction experienced during an “attack.” Most commonly these are inhaled bronchodilators which relax the small muscles constricting the airway.

What to do if you have EIA

- Avoid exercise in cold, dry, or polluted air.
- Make sure your allergies are controlled and avoid / remove triggers. If you have a cold, avoid strenuous exercise until your infection resolves.
- Improve your fitness, as better conditioning makes EIA less troublesome.
- Warm up adequately. Some athletes can provoke a mild bout of EIA during warm up. After you have symptoms and recover, you may be able to exercise without symptoms for 1-4 hours (called a refractory period).
- If you think you have EIA, see your healthcare provider for evaluation. Make sure you use your medications correctly (i.e. bronchodilator 20-30 minutes prior to exercise) and make sure you receive training on how to use an inhaler correctly. A spacer or aero chamber can help improve delivery of your medication.
- **HAVE YOUR MEDICATIONS WITH YOU AT ALL TIMES!**

CONCUSSION MANAGEMENT

What is a concussion?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

CIF Bylaw 503H

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- “Don’t feel right.”
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

What can happen if I keep playing a student with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately ([CIF Bylaw 503H](#)). Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescentS or teenage athletes will often under report symptoms of injuries and concussions are no different. It is your duty as a coach to place the health and safety of your student-athletes ahead of winning.

What a coach should do if you think your player has suffered a concussion.

Any athlete even suspected of suffering a concussion **must** be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance.

It’s better to miss one game than the whole season. When in doubt, get checked out.

<https://www.cifstate.org/sports-medicine/concussions/index>

LVJUSD Athletic Coaching Acknowledgement

I have read and will adhere to the Athletic Coach policies and procedures of the Livermore Valley Joint Unified School District.. I understand that failure to follow the policies and procedures may result in suspension and/or dismissal from the position.

Coach's Signature

Date