

SAN MATEO UNION HIGH SCHOOL DISTRICT



2024-25 ATHLETIC MANUAL



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Introduction

This manual is a resource for student-athletes (student or athlete), parents/guardians (parents), and coaches within the San Mateo Union High School District (SMUHSD). While it covers many topics, it is not intended to be a comprehensive source of information. Administration of athletic programs primarily takes place at each school site, with coaches and the Athletic Director managing the day-to-day operations. We strongly encourage communication with athletic directors and administrators at each school with particular questions or concerns related to athletic programs.

High school athletics in the state of California are governed on multiple levels, with each sub-level expanding upon the rules of its "parent" organization. Rules are most broadly defined at the highest levels and become more specific (and restrictive) at each sub-level. The following represents the hierarchical governance structure for SMUHSD's athletic programs:

Governance Hierarchy

- California Interscholastic Federation (CIF)
 - Central Coast Section (CCS)
 - Peninsula Athletic League (PAL)
 - District (SMUHSD)
 - School Site (AHS, BHS, CHS, HHS, MHS, SMHS)

This manual focuses on governance at the District level. The District is obligated to support all bylaws from the CIF, CCS, and PAL. These bylaws can be accessed online at the following locations:

- CIF: <https://www.cifstate.org/governance/constitution/index>
- CCS: https://www.cifccs.org/governance/constitution-_bylaws_and_policies
- PAL: <https://www.smcoe.org/about/peninsula-athletic-league/>

Each school site will have its own set of procedures that may be more specific than what is required by the District. The expectations included in this manual, however, are adopted by all schools and have been developed collaboratively with input from each site.

Philosophy

Athletics play an integral role in the educational mission of SMUHSD. Sports are an extracurricular activity, meaning that they are not part of the regular school day and are not required for graduation. Nonetheless, participation is guided by the same educational values inherent in the District's classrooms. Winning is an important goal and competitiveness is an accepted value; however, these are secondary to the personal growth and life lessons our programs seek to impart.

Expertise in a particular sport alone does not qualify a coach to work with our athletes. Coaches should be leaders who strive to develop the whole person and display a caring attitude, high expectations, teaching ability, and, most of all, personal character. Coaches first and foremost, must be role-models for their athletes.

Student-athlete participation in high school athletics is a privilege, not a right. This privilege is earned and maintained through a commitment to academics, appropriate behavior, and the fulfillment of one's responsibilities as a member of a team. Athletes are expected to treat everyone with dignity and respect, including opponents, officials, teammates, coaches, and members of the community.

Parents play a pivotal role in their child's athletic experience. Sports participation can be a highly emotional experience for both athletes and parents, and the manner in which a parent supports this experience may be the single most important influence on the child's experience. Parents are encouraged to support their student-athletes by attending games, guiding them during times of excitement and frustration, and modeling proper respect for others during competition or times of disagreement.

Information for Student-Athletes and Parents

Non-Discrimination Policy and Fees

Participation on an athletic team may not be restricted on the basis of race, gender, ethnicity, religious preference, or sexual orientation. No student-athlete or family of a student-athlete will be required or pressured to pay a "participation fee" by the District, schools, or affiliated athletic booster clubs.

Title IX

Title IX is a federal law that was enacted to help prevent gender discrimination and mandates equitable sports program opportunities for male and female students. There are specific Title IX factors in which school districts use to assess Title IX compliance. Title IX 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." The SMUHSD Athletic Directors regularly assess the level of compliance at each District school in regards to each Title IX factor. The District's Title IX website is <http://www.smuhsd.org/titleix>. This website includes the name and contact information of the District's Title IX Coordinator, links to information about the rights of a student and the public, a description of how to file a complaint under Title IX, and other useful information.

Gender Identity Participation

All students have the opportunity to participate in interscholastic athletics in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records. (CIF Bylaw 300.D) Once the student has been granted eligibility to participate in interscholastic athletics consistent with his/her gender identity, the eligibility is granted for the duration of the student's participation and does not need to be renewed every sports season or school year. All discussion and documentation will be kept confidential, and any review/guidance sessions will be sealed unless the student and family make a specific request to the contrary. For further questions, the student should seek guidance from the school's athletic director or administration.

Sportsmanship

Coaches, student-athletes, and parents are expected to demonstrate proper respect for each other, opponents, officials, and spectators. Student-athletes and parents must sign our Code of Conduct (included in the [Athletic Clearance Packet](#)) prior to participation and are expected to abide by this code at all times. Coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times representative of their team, school, and our District.

Athletes, coaches, and spectators (including parents) may be ejected from contests for inappropriate behavior. Persistent violations of the Code of Conduct may result in student-athletes being removed from the team and in parents and fans being prohibited from attending future contests.

Requirements for Participation

Student-athletes must meet the following requirements to be allowed to participate:

1. Complete the [Athletic Clearance Packet](#) and have clearance verified by the school site Health Aide.
 - The Athletic Clearance Packet includes the following components:
 - ✓ [Athletic Packet Cover Card](#) 147-A
 - ✓ [Athletic Emergency Card](#) 147-B
 - ✓ [Parent Consent Form](#) 147-C
 - ✓ [CIF Code of Ethics](#) 147-D
 - ✓ [Medical Examiner's Statement Form](#) 147-E (expires after one year and must be renewed to maintain clearance)
 - ✓ [Student/Adult Driver Application Form](#) 147-F
 - ✓ [Concussion Information Sheet Form](#) 147-G
 - ✓ [Sudden Cardiac Arrest Information](#) Sheet
2. Maintain academic eligibility (compliant with [CIF By-Law 205 B\(1\)a](#))
 - Eligibility Requirements

The district Eligibility Policy is designed to promote academic excellence and identify the student's primary educational responsibility which is the achievement of satisfactory academic progress.

Every high school student who wishes to participate in the district's co-curricular and extracurricular programs must meet all of the qualification standards listed below.
 - 9th, 10th and 11th Grade Student Eligibility:
 - ✓ 2.00 GPA or above,
 - ✓ Currently passing 20 units or more, and
 - ✓ No more than one F grade.
 - 12th Grade Student Eligibility:
 - ✓ Satisfy the C.I.F. eligibility requirements:
 - ✓ 2.00 GPA or above
 - ✓ Currently passing 20 units or more
 - Athletic Probation

An ineligible student may elect to go on probation in order to be eligible and improve academic performance. A student may be on probation no more than twice in a four (4) year period and no more than once per school year.

Probation Requirements:

- Available to students at all grade levels.
- 9th, 10th and 11th Grade Student must have passed 20 units or more the previous grading period (A-D letter grade for at least four classes).
- 12th Grade Student must have passed 15 units or more the previous grading period (A-D letter grade for at least three classes).
- Student must create a written academic improvement plan approved by the site's Student Success Coordinator, coach/director, and a teacher if the student receives an F grade(s).
- Student required to attend at least three (3) hours per week (after their school day) with the Student Success Coordinator.
- A student may be on probation no more than twice in a four (4) year period and no more than once per school year.
- A student on probation who becomes eligible at the grading period must stay enrolled with the Student Success Coordinator for the grading period immediately following their probationary period.
- In the event a student is determined to be academically ineligible to participate in co-curricular or extra-curricular activities during the first grading period of the upcoming school year, the student may attend summer school and petition to have the grades earned during the intervening summer session substituted for the grades received during the previous grading period. In those cases where the course is retaken during the summer school, the higher grade will be substituted for the lower grade and the grade point average will be recalculated to determine the student's eligibility for the first grading period of the upcoming school year.

3. Establish residential eligibility

- Residential eligibility is established immediately at the time of enrollment as an incoming ninth-grader. Transfer students are residentially ineligible for a period of one calendar year until appropriate paperwork is filed and evaluated by CCS. Transfer students must meet with the Athletic Director to begin the transfer application process.

4. Parent Participation with the CIF/CCS Sportsmanship Policy through attendance at the school's seasonal Sportsmanship events or completing the free [National Federation of State High School Association's online sportsmanship course](#).

Athletes may not participate in tryouts, practice, or contests until completion of the Athletic Clearance Packet is confirmed by the school site Health Aide. Students who are academically ineligible or residentially ineligible may not participate in contests, including scrimmages, with opposing schools.

CCS Sports

The following sports are approved for competition in the CCS (sports are co-ed or have separate girls and boys team unless specified below):

FALL	Cross Country, Field Hockey, Football, Girls Flag Football, Girls Golf, Girls Tennis, Girls Volleyball, Water Polo
WINTER	Basketball, Soccer, Traditional Competitive Cheer (variable dates), Wrestling
SPRING	Badminton, Baseball, Beach Volleyball, Boys Golf, Gymnastics, Lacrosse, Softball, Swimming & Diving, Boys Tennis, Boys Volleyball, Track & Field

District Sports

The following sports are currently offered within the SMUHSD. Some of these sports may not be offered each year at each school site and other sports may be added. Students may participate in only one sport per season.

FALL	Cross Country, Football, Girls Flag Football, Girls Golf, Girls Tennis, Girls Volleyball, Water Polo, Spirit Squad
WINTER	Basketball, Soccer, Traditional Competitive Cheer (variable dates), Wrestling, Spirit Squad
SPRING	Badminton, Baseball, Boys Golf, Lacrosse, Softball, Swimming, Boys Tennis, Boys Volleyball, Track & Field

Traditional Competitive Cheer is a CIF and CCS sport and may be offered at some SMUHSD schools. Traditional Competitive Cheer teams do not have a defined season of sport and schools will decide which seasons to compete.

Spirit Squad (Sideline Cheer) and Dance are not CIF sports but its participants still must complete the same clearance procedures as the participants of the CIF sports. Spirit Squad (Sideline Cheer) and Dance do not have to abide by CIF transfer eligibility rules.

Team Selection Process (Tryouts)

The first day of tryouts for a team coincides with the first day of practice as specified by CCS/District. In general, this date will occur in early to mid-August for Fall sports, early

November for Winter Sports, and late January or early February for Spring sports. Multi-sport athletes must be given an equal opportunity to try out when their previous season concludes (assuming the previous season overlaps with the first day of practice of the next season).

While an athlete's conditioning and skill level may impact his/her/their ability to make a team, the following activities may not explicitly or implicitly be considered as criteria for making the team:

- Off-season conditioning workouts
- Small group skill sessions
- Spring football or summer practice sessions
- Participation on club teams

All items listed above are strictly voluntary, and club teams must be unaffiliated with school programs. Coaches may not coordinate or require participation on club teams.

Practices

Student athletes make a commitment to their team and are expected to attend practices that are communicated and scheduled by the coach unless they are absent from school due to illness or the coach excuses them. Student athletes are expected to communicate directly with the coach when they cannot attend a practice. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays and recesses. Practices or contests may not be held on Sundays.

The student shall not be penalized for excused absences consistent with the SMUHSD District Board policies for absences and excuses ([Regulation 5113](#)). In addition, students may be excused for employment on a limited basis and other reasons authorized at the discretion of the coach, athletic director, or principal based on the student's specific circumstances in a manner that is fair, unbiased, and that does not result in the disparate treatment based on a student's protected trait or characteristic.

A coach may establish reasonable consequences that are consistently enforced for players who miss practices and/or contests. However, coaches are to be cognizant of the fact that the SMUHSD Board of Trustees values and respects the importance of family time. School holidays and recesses are often a chance for families to visit relatives and celebrate holidays together. Therefore, athletes may not be penalized for not participating in practices that occur during Thanksgiving, winter or spring breaks. No athlete may be penalized for observing a religious holiday at any time of the year.

Contest Start Times

Coaches and administrators shall make every effort to schedule contests at times that will not require students to miss school. After school afternoon contests shall typically begin at 4:00 PM or later. Night and Saturday games are encouraged over start times that would cause a loss of student school time.

The standard student release time for contests should be no more than one hour before the contest start time plus the estimated transportation time. School administrators and athletic directors will communicate the importance of avoiding or minimizing the loss of student school time with coaches. All coaches must provide a list of student release times and contest start times to their Athletic Director and Principal at the beginning of each season for all scheduled contests.

The Principal and Athletic Director will review the student release times for all contests to ensure that any loss of student school time is absolutely necessary and the standard release time of no more than one hour plus transportation time is in effect.

Transportation

As part of the Athletic Clearance Packet, parents may specify if they will allow their child to be transported by another parent driver ([Parent Consent Form](#) 147-C). Parent drivers must complete the [Student/Adult Driver Application Form](#) (147-B) and have it verified by the school site Health Aide before transporting athletes. Students authorized through form 147-B may drive themselves to contests but may *never* transport another student.

District buses and vans are available to athletic departments for transporting student-athletes. Parents must give consent for their child to be transported via District vans.

Uniforms

The District will provide student-athlete team members with the uniform that is required to participate in the sport. The uniforms must be returned at the end of the season. Should a program decide to personalize uniforms, they may do so through the use of their program's ASB funds. Some items that student-athletes wear during sport participation are personal in nature and are typically purchased and owned by the individual. The lists of essential uniform items for each sport are listed in the table on the following page.

Essential Items Provided by District:

Fall	Winter	Spring
Cross Country	Girls/Boys Basketball	Badminton
Competition Jersey/Shorts	Competition Jersey/Shorts	Competition Shirt/Shorts
	Balls	Shuttlecocks
Football	Reversible Jerseys	Baseball/Softball
Shoulder Pads		Competition Jersey/Pants
Safety Pads and Equipment	Girls/Boys Soccer	Caps*
Practice Jersey/Pants	Competition Jersey/Shorts	Balls
Mouth Pieces*	Goalie Glove	Catchers Gear
Knee Pads	Goalie Uniform	Coaches Helmets
Competition Jerseys/ Pants	Practice Pennies	Belts/Socks*
Helmets	Balls	Gymnastics
Girdles	Socks*	Competition leotard
Footballs	Wrestling	Boys Lacrosse
Kicking Tees	Competition Singlet	Competition Shirt/Shorts
Reconditioning	Head Gear	Helmets
Practice Pennies		Shoulder/Arm Pads
	Spirit Squad (Fall & Winter)	Practice Pennies
Girls Flag Football	Competitive Cheer (Trd.&Sprt)	Mouth Pieces*
Competition Jersey/Shorts	Body Liner*	Reconditioning
Flag Football Belts	Briefs*	Socks*
Footballs	Poms	Gloves
Mouth Pieces*	Shell	Sticks
Girls/Boys Golf**	Skirt	Balls
Golf Bag	Warm-ups	
Competition Shirt/Pants		Girls Lacrosse
Girls/Boys Tennis**	ALL SEASONS	Competition Jersey/Shorts
Competition Shirt/Shorts	Athletic Trainer Supplies	Goggles
Balls	Tape	Balls
Scorecards	Water Bottles	Socks*
Girls/Boys Volleyball**	Bandages	Gloves and Sticks
Balls	Pain Relief Ointment	Swimming
Competition Jersey/Shorts*	Ankle Braees	Competition Caps*
Knee Pads	Gloves	Swimsuits*
Socks*	Ice Bags	Track & Field
Girls/Boys Water Polo	First Aid Kits	Competition Jersey/Shorts
Competition Caps	Wound Care	Starting Blocks
Balls	Foam Rollers	Hurdles
Swimsuits*	Protective Foam	Batons
	Crutches	Poles for Pole Vault
* One Set Per Year		Shots and Discs
**Boys compete in Spring		

Notes:

1. The District will supply “Identifiable Coaching Attire” for all sports.
2. The District will supply Capital Equipment that is essential to the playing/scoring of the sport. i.e. scoring cards, scoreboards, starting blocks, tables, lane lines, goal posts, soccer goals, etc.

* **Essential Personal Items:** An essential personal item is personal in nature that is required for competition. These items are not typically worn by more than one athlete.

Fall	Winter	Spring
Cleats/Shoes	Cleats/Shoes	Baseball and Softball Bats
Golf Clubs	Shin Guards	Baseball and Softball Gloves
Sports Specific Undergarments	Sports Specific Undergarments	Cleats/Shoes
Tennis Rackets	Non-Team Socks	Golf Clubs
Non-Team Socks		Lacrosse Sticks
		Sliding Pants
		Sports Specific Undergarments
		Goggles
		Tennis and Badminton Rackets
		Protective Cup
		Non-Team Socks

* Because of the nature of the Personal Essential Items above, these are expected to be purchased by the individual student or his/her family to be kept after the season. However, if the District purchases the item(s), student will return the item(s) to the school at the conclusion of the season. If an item has no further value beyond the conclusion of the season, per the coach’s assessment, then the individual may keep it.

End of Season Responsibilities

Student-athletes must return all school-owned items (uniforms, equipment, etc.) issued to them for the purpose of athletic participation at the conclusion of the season. Families will be required to pay replacement costs for items not returned. School privileges may be suspended until all items are returned or a replacement fee is paid.

Injuries and Medical Emergencies

Injuries are an unfortunate but common part of athletic participation. Each SMUHSD school employs a full-time athletic trainer to assist with injuries occurring during athletic events. Coaches are trained in basic first aid and will be able to assist with minor ailments. In the event of a serious injury or medical emergency, the coach will be responsible for contacting parents and, if necessary, calling 911. Successfully handling serious medical concerns involves the following preventative measures and follow-up duties on the part of the coach:

- Coaches are required to have the student's medical emergency card information on hand at all practices and contests. Parent/guardian or emergency contacts must be notified as soon as practical when injuries occur.

- Coaches shall stay with an injured athlete until an emergency contact and medical authorities arrive, if necessary.
- A [student accident report](#) shall be completed by the coach and submitted to the Athletic Director within 24 hours.
- In the event of a [head injury](#), a [Head Injury Report and Medical Provider Documentation](#) shall be completed by the site Health Aide or Athletic Trainer and parents/guardians must be informed about signs that may indicate a concussion and what precautionary steps to take in response to a concussion.
- If an athlete is restricted from participation by a physician, the coach shall not allow the athlete to participate until cleared by the physician in writing.

What Families Can Expect From the Coach

Student-athletes and parents should expect clear, respectful, and consistent communication from coaches. Coaches are expected to:

- ✓ Hold an introductory meeting for parents and athletes
- ✓ Communicate expectations of team members
- ✓ Provide practice and contest schedules and locations
- ✓ Keep athletes and parents informed of schedule changes in a timely manner
- ✓ Maintain a physically and emotionally safe environment for team members

Conflict Resolution Procedures

In the event that a conflict or concern regarding a student-athlete's participation arises, athletes and parents are encouraged to deal with these issues in a timely manner. The following series of steps is recommended:

- **First Step:** The student-athlete should approach the coach to set up a convenient time to discuss the problem. Helping athletes learn to advocate for themselves and to communicate effectively with adults is an important part of the maturation process.
- **Second Step:** If the athlete is not satisfied with the outcome of the meeting with the coach, the parent of the athlete should ask to meet with the coach to help find a solution or come to a mutual understanding.
- **Third Step:** If the first two steps do not resolve the issue, the athlete and/or parent may request to meet with the Athletic Director. The Athletic Director will attempt to facilitate a positive outcome (this may involve a meeting among involved parties).
- **Fourth Step:** After the first three steps have been taken and the issue is not resolved, the athlete and/or parent may approach a school administrator (Assistant Principal or Principal) for assistance. While not all issues can be resolved with a mutually agreeable solution, it is hoped that students, parents, and coaches will feel supported by an administrative team that will listen to and consider their concerns.

Please note that issues regarding playing time and coaching strategy are not typically appropriate issues for discussion between parents and coaches. Coaches are entrusted to make these decisions in the best interest of their teams, and parental influence is often unfair to other students and the team in general. While legitimate disagreement in this area may exist, the coach's decision on these matters is considered final.

Assessment Procedure for Sport Offerings

The following two sections describe the criteria and process that are used to assess current sport offerings and consider new sport proposals in conjunction with the section, “Nondiscrimination and Equivalent Opportunities in the Athletic Program” outlined in AR 6145.2.

Criteria

1. **Capacity**
 - a. How will/does the sport affect other sports in terms of participation, practices, games times, supervision, etc.
2. **Financial**
 - a. What are the costs of equipment, facilities, coaches, transportation, and officials?
 - b. Can the schools support the cost associated with the sport?
 - c. Can the District support the cost associated with the sport?
3. **Student Representation** (Does the sport open doors to participation?)
 - a. Which students does the sport tend to serve?
 - b. If new, are these students served through other current sport offerings?
 - c. If new, will the sport cause conflicts with participation in existing sports?
4. **Facilities**
 - a. Are adequate facilities available for the sport?
 - b. Does the sport present conflicts with facility usage and availability?
 - c. Does the sport unduly impact maintenance and upkeep schedules of fields and job assignments of ground crews?
 - d. Are there community facilities available for the sport?
5. **Staffing**
 - a. Are coaches and officials available to support the sport?
6. **Gender/Equity**
 - a. Does the sport cause an imbalance of female/male representation?
 - b. Does the sport cause an imbalance in equity representation (i.e. ethnicity)?
7. **Supervision**
 - a. Can schools provide proper supervision for the sport?
8. **Travel**
 - a. Does the sport require frequent and long travel because of the lack of local teams?
9. **Community Support**
 - a. Is the sport supported by the community through leagues, clubs, and park and recreation departments?
10. **College Opportunities**
 - a. Does the sport matriculate to college programs?

Process

New sport proposals should follow the process outlined below:

1. Submission of a proposal letter to the Deputy Superintendent of Human Resources and Student Services. Proposals should be submitted by October 1st of the preceding year that the sport would commence.
2. Presentation of the proposal to the Athletics Director Council (ADC) by the advocating group.
3. The ADC will study the proposal using the Sport Offering Assessment Procedure criteria and make a recommendation to the comprehensive high school principals.
4. The comprehensive high school principals will review the recommendation from the ADC and make their own recommendation to the Superintendent.
5. The Superintendent will make a recommendation to the Board of Trustees.

Freshman Team Funding

The SMUHSD encourages schools to offer freshman sports. Freshman sports are not provided for in the Collective Bargaining Agreement (CBA). Therefore, before a school can offer a freshman sport, the school's principal, athletic director and athletic booster club must agree to financially support the team. This agreement will include a contribution of a stipend (see Appendix F), including an additional 25% of the stipend to account for statutory costs that may include STRS, PERS, WC, SUI, Medicare, OASDI, and an additional contribution of up to \$1,000 to be applied towards other costs such as officials, tournaments and equipment.

Athletic Booster Groups

Athletic Booster groups are private, nonprofit organizations consisting primarily of parent volunteers. However, Booster groups shall operate in an open and transparent manner as they act as an agent of the District, which is a public agency. The role of Booster Clubs is to provide support and financial assistance for the District's athletic programs.

Booster groups traditionally conduct fundraisers, sell concessions and apparel, and organize donations from families of student-athletes. Funding from Booster groups can be used for a variety of purposes but should be monitored by the athletic department and school administration to ensure equitable assistance to the various sports programs. Donations are strictly voluntary and may not be used to determine levels of funding for a particular program.

Sports Charging For Admission

Certain sports, including but not limited to football and basketball, may charge admission for contests. SMUHSD Family Passes may be purchased and can be displayed at the gate for entry without charge. Family Passes are accepted at all games within our District but are not accepted outside of the District. Family Passes are not valid for away games against schools outside of the PAL or for CCS Playoff competition.

Information for Administrators, Athletic Directors, and Coaches

Athletic Department Structure

The Athletic Director supervises the day-to-day operations of the Athletic Department under the direction of the Principal and Assistant Principal in charge of athletics. Varsity head coaches are responsible for overseeing assistant coaches, volunteers, and head coaches at the sub-varsity level within their program. Whenever possible, the head varsity coach for a program will assist in recruiting and selecting other coaches within his/her program. The role of the head JV coach includes supporting the varsity program by preparing athletes for varsity level competition. This is done under the supervision and guidance of the head varsity coach.

Hiring Policies and Procedures

Paid coaching positions and volunteer opportunities are publicly posted. Hiring decisions are made in accordance with SMUHSD policies and procedures and are made without regard to a candidate's race, gender, ethnicity, religious preference, or sexual orientation. Applications for positions are accepted electronically through the Edjoin website at <http://www.edjoin.org>.

The District hires coaches from the school faculty and staff, and from off-campus. Hiring decisions at each site are made by the Principal in consultation with the Assistant Principal in charge of athletics and the Athletic Director. Once hired, the Athletic Director will submit the name of the coach to Human Resources so that the coaching clearance process may begin.

Coaching Clearance

All coaches, including current employees and volunteers, must be completely cleared to work directly with student-athletes. New coaches must work with the District Athletic Coordinator to obtain full clearance, including the arrangement for a Livescan (fingerprinting) and completion of other new hire paperwork. The following items must be fulfilled before a coach or volunteer is authorized to work with student-athletes:

- Livescan results verifying the background check received by Human Resources
- Negative TB test results submitted (renewed every four years)
- Proof of current CPR/AED & First Aid (In-person skills session required)
- NFHS training certifications (renewed every two years)
 - [NFHS Fundamentals of Coaching](#) (does not require renewal)
 - [NFHS Concussions in Sports](#)
 - [NFHS Sudden Cardiac Arrest](#)
 - [NFHS Heat Illness Prevention](#)
- [Target Solutions Mandated Reporter Training](#) (renewed annually)
- McKinney-Vento Homelessness Awareness Online Training (renewed annually)
- LS Illuminate Workplace Violence Online Training (renewed annually)
- Activity Supervisor Clearance Certificate for non-credentialed coaches (head coaches only, renewed every five years)
- Water Polo/Swimming must submit proof of current Water Safety certification (renewed every two years)

Returning coaches with no lapse in employment need to ensure that their TB, CPR/AED, First Aid, Concussion, Sudden Cardiac Arrest, [Heat Illness prevention](#), ASCC and Water Safety

certificates (if applicable) are current. Cleared coaches and volunteers will be provided with a District ID badge and must wear the badge at all times when on campus or working with student-athletes. If any clearance item for a coach expires during the season, he/she must cease working with student-athletes until all items are up-to-date.

Coaching Philosophy

The coach is first and foremost a teacher and role-model for his/her student-athletes. Coaches are expected to teach not only skills and strategy, but also how to work diligently in pursuit of goals, how to learn from mistakes, and how to win and lose with dignity and respect. The emotional nature of athletic competition requires coaches to lead by setting a proper example.

Coaches work under public scrutiny and pressure to win. Demands on a coach include deciding which athletes should play, for what length of time, and which strategies to employ. These decisions are to be made by the coach and not by athletes, parents, and/or administrators. Coaches will be entrusted to make these decisions based on their own best judgment and commitment to honest communication and fairness. Coaches are reminded that winning is not the primary goal of the District and its coaching philosophy. Coaches are expected to emphasize teamwork, sportsmanship, leadership, commitment, and the development of athletic skills over winning contests. Coaches are encouraged to consider these tenets when making decisions regarding strategies and playing time.

Communication with Student-Athletes and Parents

Coaches are responsible for clearly communicating expectations of student-athletes and parents and providing practice and games schedules. Pre-season meetings with student-athletes and parents after the team has been selected are an ideal time to distribute this information. Coaches should discuss appropriate times and means for parents to contact them with questions or concerns during the course of the season. It is highly recommended that coaches avoid discussing issues of playing time and coaching strategy with parents.

Coaches are held to the same standard of professional conduct as teachers when working with student-athletes. Physical contact between the coach and an athlete should be limited to that necessary and appropriate to teach a skill, maintain safety, treat an injury, and appropriate console or congratulate a player. In the instance of teaching a skill, minimal or no contact should be involved and none which places the adult in a position of power or intimidation. Coaches must think and act defensively in order to avoid questions of impropriety.

Coaches are expected to:

- ✓ Hold an introductory meeting for parents and athletes
- ✓ Communicate expectations of team members
- ✓ Provide practice and contest schedules and locations
- ✓ Keep student-athletes and parents informed of schedule changes in a timely manner
- ✓ Maintain a physically and emotionally safe environment for team members

Team Meeting Guidelines

It is recommended that head coaches have a pre-season meeting with parents/guardians. These may occur at seasonal Sportsmanship Nights. It is required that the head coaches of each sport

meet with all student-athletes under his/her/their guidance at the beginning of each season to review and discuss the following items (not all-inclusive):

- Safety requirements and policies
- Eligibility
- Team rules
- School rules
- Sportsmanship expectations
- Transportation requirements and options
- Block Letter requirements
- Other items specifically related to the sport

Coaching Evaluations

An administrator, with the assistance of the Athletic Director, will evaluate each coach at the end of his/her/their season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism. Input from students, parents, and other coaches may be utilized for input regarding the evaluation process.

Coaching Stipends

Head varsity coaches receive stipends in all District-funded sports programs. The following is a list delineating whether a sport has a varsity head coach stipend only or additional assistant and junior varsity coach stipends:

- Badminton: Varsity (combined Boys & Girls)
- Baseball: Varsity and Junior Varsity
- Basketball: Varsity and Junior Varsity
- Cross Country: Varsity (combined Boys & Girls)
- Flag Football: Varsity and Junior Varsity
- Football: Varsity and Junior Varsity (plus two varsity assistants and one junior varsity assistant)
- Golf: Varsity
- Gymnastics: Varsity (combined Boys & Girls)
- Lacrosse: Varsity and Junior Varsity
- Soccer: Varsity and Junior Varsity
- Spirit Squad: Varsity and Junior Varsity
- Swimming: Varsity and Junior Varsity
- Tennis: Varsity
- Track and Field: Varsity (combined Boys & Girls, plus two varsity assistant stipends)
- Volleyball: Varsity and Junior Varsity
- Water Polo: Varsity and Junior Varsity
- Wrestling: Varsity and Junior Varsity (combined Boys & Girls)

While only football and track and field provide stipends for assistant coaches, stipends for head coaches may be split with assistants in any sport under mutual agreement of those involved. Agreements must be approved in advance and be in writing with copies provided to the Athletic Director and the District's HR office.

Coaching contracts must be signed by the coach being paid before the start of the season along with the Athletic Director and Principal or designee. Coaches may only be paid once the season has ended and uniforms, equipment, and keys have been returned and required documentation such as inventory are completed. Coaches must be cleared before the season starts. Coaches whose clearances lapse during the season will not be paid until all clearance items are up-to-date.

Assistant Coach Funding

The SMUHSD allows schools the option of furnishing additional assistant coach stipends not provided for in the Collective Bargaining Agreement (CBA). Funding for assistant coaches outside of those in the CBA is not included in the District's athletic budgets. Therefore, before a school can offer assistant coach stipends, the school's principal, athletic director and athletic booster club must agree to financially support the team. This agreement will include a contribution of a stipend towards the program (see Appendix B), including an additional 25% of the stipend to account for statutory costs that may include STRS, PERS, WC, SUI, Medicare, OASDI. There are two (2) assistant coach stipends, one for large (30 or more student athletes) and one for small teams (under 30 student athletes).

Administrative Responsibilities of Head Coaches

Scheduling

League contest schedules are pre-arranged and approved by the PAL Board of Managers. As a result, the dates, times, and/or locations of league contests may not be changed without the mutual approval of school administrators from both sites. Non-league contests should be scheduled by the head varsity coach for both the varsity and sub-varsity teams. Complete schedules should be provided to the Athletic Director, athletes, and parents as early as possible so that families of athletes and school faculty can plan accordingly. As with roster changes, schedule changes should be communicated to the Athletic Director, athletes, and parents in a timely manner.

Contest Start Times

Coaches and administrators shall make every effort to schedule contests at times that will not require students to miss school. After school afternoon contests shall typically begin at 4:00 PM or later. Night and Saturday games are encouraged over start times that would cause a loss of student school time.

Principals, athletic directors and coaches who serve on the PAL Board of Managers and other committees that schedule league games are instructed, per Board of Trustees direction, to propose a vote of the PAL Board for start times that minimize the need for students to be dismissed from school early by promoting later start times and Saturday contests whenever possible.

The standard student release times for contests should be no more than one hour before the contest start time plus the estimated transportation time. School administrators and athletic directors must review with coaches the importance of avoiding or minimizing a loss of student school time. All coaches must provide a list of student release times and contest start times to their Athletic Director and Principal at the beginning of each season for all scheduled contests. The Principal and Athletic Director shall review the release times for all contests to ensure that any loss of student school time is absolutely necessary and the standard release time of no more than one hour plus transportation time is in effect.

Should a contest be scheduled for a time that would result in students losing school time and an alternative start time exists that would avoid or reduce the amount of school time students would miss, per Board of Trustees direction, administrators, athletic directors and coaches are instructed to request a time change from the other school's administrators.

Practices

Athletes who make a school team are expected to attend practices that are communicated and scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays and recesses. Practices or contests may not be held on Sundays.

A coach may establish reasonable consequences that are consistently enforced for players who miss practices and/or contests. However, coaches are to be cognizant of the fact that the SMUHSD Board of Trustees values and respects the importance of family time. School holidays

and recesses are often a chance for families to visit relatives and celebrate holidays together. Therefore, student-athletes may not be penalized for not participating in practices that occur during Thanksgiving, winter or spring breaks. No student-athlete may be penalized for observing a religious holiday at any time of the year.

League Meetings

Head varsity coaches are required to attend both a preseason and postseason PAL (or other affiliated league) coaches meeting each year. Important information, including changes to bylaws, will be communicated at these meetings. In the event that the head varsity coach cannot attend one of these meetings, another member of his/her/their coaching staff must attend.

Keys

Keys are issued to head coaches at the start of the season and must be returned once the season has ended. Coaches must never loan keys to anyone and may be charged for the changing of locks if the key is lost.

Uniform and Equipment Distribution and Collection

Uniform and equipment management is an important duty for all head coaches. Coaches are responsible for keeping an accurate inventory of items distributed at the start of the season and to document items not returned at the end of the season. Students will be charged for items not returned and coaches will not be paid until uniforms/equipment have been collected and stored appropriately and all required documentation is completed.

Summer Conditioning/Workouts

Coaches may work with their players during the summer ONLY if ALL of the following conditions are met:

- Absolutely no fees, dues, or assessments of any kind or amount may be collected from summer participants, including fees to cover equipment, uniforms, coaching fees, or tournaments.
- Any fees incurred for participating in leagues or tournaments must be paid out of a school account or a parent organization officially affiliated with the school. i.e., Boosters Club, PTSO, etc.
- Coaches must explicitly communicate that these activities are voluntary. Coaches must clearly state that a student-athlete's placement or role on the team cannot be affected by participation in summer workouts.
- Only current SMUHSD student-athletes, who have been cleared by the site Health Aide, may participate in summer practices and workouts. This includes incoming freshmen athletes.
- All coaches/volunteers must be cleared by the District. All coaches with visiting school teams must be cleared and authorized via their home district.
- Coaches must be fully aware of and comply with CIF, CCS, and PAL policies regarding summer workouts.

https://cifccs.org/governance/pdf_bylaws_and_policies/2024-25/24_Article_V_Approved_Sports.pdf

Off-Season Clinics & Contests

Coaches who want to run a camp that includes players on his or her team must meet the following conditions:

- Coaches must explicitly communicate that their camp is voluntary.
- Coaches must clearly state that a student-athlete's placement or role on the team cannot be affected by participation in their camp.
- Coaches that are running camps and are charging money must take out a permit and follow the proper guidelines (<https://smuhsd.civicpermits.com>).

General Compliance

All coaches are responsible for compliance with State, Section and League bylaws and District policies. For the purpose of administering the athletic program, Spirit Squad will comply with the same by-laws that the CIF approved sports do with the following exceptions:

- Allowed to start practice before the start of the Fall Season,
- Allowed Pre-Enrollment contact, and
- Allowed to play two seasons of the same sport in the same year.

All coaches are responsible for compliance with league bylaws and District policies. Among other tasks, head varsity coaches are responsible for the following:

- Assuring that no assistant coaches and/or the head junior varsity coach works with student-athletes without being completely cleared (Athletic Director will provide this information).
- Submitting initial rosters as well as roster changes of all levels throughout the season in a timely manner to the Athletic Director.
 - Student-athletes must not be allowed to participate in tryouts, practices, or contests until the Athletic Clearance Packet has been completed and verified by the school site Health Aide.
 - Athletes must not be allowed to participate in contests until their academic and residential eligibility have been verified by the Athletic Director.
- Ensuring compliance with all sport bylaws, including general bylaws as well as those specific to their sport. Questions regarding bylaws should be referred to the Athletic Director or the PAL Commissioner.

Recruiting

Recruiting students to attend a school for athletic purposes is prohibited. If it is found that undue influence has occurred, both the athlete and the school will be penalized per CIF and CCS bylaws. Incoming ninth-graders may not be contacted by high school coaches until they have completed the eighth grade and are officially enrolled at their high school. Any pre-enrollment contact by members of an athletic department with a transfer student must be disclosed as part of the application for residential eligibility and filed with CCS. Contact by outside supporters (such as Athletic Boosters) with prospective students may be considered undue influence. It is expected that the Athletic Director and coaches continually promote an atmosphere of compliance in their athletic community.

Fundraising

Any fundraising activities must be approved by the Athletic Director and Site Principal or designee. Participation by students and parents must be voluntary and have no effect on playing time or status. All income must be recorded, counted, and deposited into the school's athletic funds immediately through the school site accounting technician. Receipts must be provided.

Transportation

As part of the Athletic Clearance Packet, parents may specify if they will allow their child to be transported by another parent driver (Parent Consent Form 147-C). Parent drivers must complete the Student/Adult Driver Application Form (147-B) and have it verified by the school site Health Aide before transporting athletes. Students authorized through form 147-B may drive themselves to contests but may *never* transport another student.

District buses and vans are available to athletic departments for transporting student-athletes. Parents must give consent for their child to be transported via District vans.

Administrators, athletic directors and coaches shall work with the District's Transportation Director, per School Board of Trustees direction, to minimize the amount of time students miss school due to bus schedules. Coaches and athletic directors should reserve District buses, when needed, as far in advance as possible.

Accidents/Injury

There are inherent dangers in all sporting activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by the student and parents/guardians. Coaches must carry emergency medical and contact information for each team member at all practices and games. Coaches are trained in basic first aid. If an accident or injury occurs, the coach must inform the parents/guardians or emergency contacts as soon as practical and submit a [Student Accident Report](#) to the Athletic Director within 24 hours. If the injury is serious, the coach must call 911 and the parent. The coach must stay with the athlete until help is secured and emergency contacts have been reached.

Successfully handling serious medical concerns involves the following preventative measures and follow-up duties on the part of the coach:

- Coaches are required to have the student's medical emergency card information on hand at all practices and contests. Emergency contacts must be notified when warranted.
- Coaches shall stay with an injured athlete until an emergency contact and medical authorities arrive, if necessary.
- A [Student Accident Report](#) shall be completed by the coach and submitted to the Athletic Director within 24 hours.
- In the event of a head injury, a Head Injury Report and Medical Provider Documentation shall be completed by the site Health Aide or Athletic Trainer and parents/guardians must be informed about signs that may indicate a concussion and what precautionary steps to take in response to a concussion.
- If an athlete is restricted from participation by a physician, the coach shall not allow the athlete to participate until cleared by the physician in writing.

Hydration

Athletes should be educated on the importance of hydration and be provided with the means to stay hydrated throughout workouts, practices, and contests. See the Heat Index Information (Appendix M) for specifications related to hydration breaks for excessive heat conditions.

Concussions

A concussion is a brain injury that is caused by a blow to the head or body. Concussions can range from mild to severe and may present differently among affected individuals. Any suspicion that an athlete may have suffered a concussion should result in the athlete being removed from the contest or practice immediately. A Head Injury Report and Medical Provider Documentation must be completed and filed. The athlete may not return to play until he/she/they is/are evaluated by a licensed health care provider trained in the evaluation and management of concussions AND receives written clearance to play from that health care provider.

Hazing

Coaches are expected to actively eliminate and prevent hazing among athletes. Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited under the California Education Code and coaches are responsible to ensure the safety and wellbeing of their student-athletes.

Illegal and Performance Enhancing Substances

Any student-athlete found to be in possession of or involved in the use of alcohol, tobacco, or narcotics while attending school or any school-sponsored activity may be suspended from athletics for a period of time as determined by the school administration. Performance enhancing substances, such as anabolic steroids, are strictly prohibited.

Appendix A – Board Policies & Administrative Regulations

Board Policy 6145: Extracurricular and Cocurricular Activities

Board Policy Manual
San Mateo Union High School District

Policy 6145: Extracurricular And Cocurricular Activities

Status: ADOPTED

Original Adopted Date: 09/09/2021 | Last Reviewed Date: 09/09/2021

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

(cf. 3260 - Fees and Charges)

Eligibility Requirements

The district Eligibility Policy is designed to promote academic excellence and identify the student's primary educational responsibility which is the achievement of satisfactory academic progress.

Every high school student who wishes to participate in the district's co-curricular and extra-curricular programs must meet all of the qualification standards listed below.

9th, 10th and 11th Grade Student Eligibility:

- Three requirements:
 1. 2.00 GPA or above,
 2. Currently passing 20 units or more, and
 3. No more than one F grade.

12th Grade Student Eligibility:

- Satisfy the C.I.F. eligibility requirements:
 - 2.00 GPA or above
 - Currently passing 20 units or more

Athletic Probation

An ineligible student may elect to go on probation in order to be eligible and improve academic performance. A student may be on probation no more than twice in a four (4) year period and no more than once per school year.

- Probation Requirements:
 - Available to students at all grade levels
 - Student must have passed 20 units or more the previous grading period (A-D letter grade for at least four classes)

Board Policy 6145: Extracurricular and Cocurricular Activities (cont.)

- Student must create a written academic improvement plan approved by the site's Student Success Coordinator, coach/director, and a teacher if the student receives an F grade(s).
- Student required to attend at least three (3) hours per week (after their school day) with the Student Success Coordinator.
- A student may be on probation no more than twice in a four (4) year period and no more than once per school year.
- A student on probation who becomes eligible at the grading period must stay enrolled with the Student Success Coordinator for the grading period immediately following their probationary period.

In the event a student is determined to be academically ineligible to participate in co-curricular or extra-curricular activities during the first grading period of the upcoming school year, the student may attend summer school and petition to have the grades earned during the intervening summer session substituted for the grades received during the previous grading period. In those cases where the course is retaken during the summer school, the higher grade will be substituted for the lower grade and the grade point average will be recalculated to determine the student's eligibility for the first grading period of the upcoming school year.

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Regulation 6145: Extracurricular and Cocurricular Activities

Regulation 6145: Extracurricular And Cocurricular Activities

Status: ADOPTED

Original Adopted Date: 09/09/2021 | Last Reviewed Date: 09/09/2021

Definitions

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Cocurricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

Board Policy 6145.2: Athletic Competition

Policy 6145.2: Athletic Competition

Status: ADOPTED

Original Adopted Date: 02/07/2019

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

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5030 - Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education and Activity)

(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. 1260 - Educational Foundation)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1325 - Advertising and Promotion)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF

Board Policy 6145.2: Athletic Competition (cont.)

sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. 3260 - Fees and Charges)

(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5144 - Discipline)

Board Policy 6145.2: Athletic Competition (cont.)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

Regulation 6145.2: Athletic Competition

Board Policy Manual San Mateo Union High School District

Regulation 6145.2: Athletic Competition

Status: ADOPTED

Original Adopted Date: 02/07/2019 | Last Revised Date: 12/12/2019 | Last Reviewed Date: 12/12/2019

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230 5 CCR 4920, 34 CFR 106.41)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with the student's gender identity, irrespective of the gender listed on the student's records, for which the student is otherwise eligible to participate. (Education Code 221.5)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
 - b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
 - c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
 4. Travel and per diem allowances
 5. Opportunities to receive coaching and academic tutoring
 6. Assignment and compensation of coaches and tutors
 7. Provision of locker rooms, practice facilities, and competitive facilities
 8. Provision of medical and training facilities and services
 9. Provision of housing and dining facilities and services

Regulation 6145.2: Athletic Competition (cont.)

10. Publicity

11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

Concussions

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally functions. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Annually distribute to student-athletes and their parents/guardians a concussion and head injury information sheet. The student-athlete and parent/guardian shall sign and return the information sheet before the student's-athlete's initial practice or competition. (Education Code 49475)

The Superintendent or designee shall provide training for all coaches and athletic trainers, and student health coordinators/school nurses regarding concussion symptoms, prevention, and appropriate response.

Athletic Coaches are required to be certified in CPR/AED and First Aid. Coaches must successfully complete a concussion education program every two years. Athletic trainers provide baseline concussion testing for all students who participate in athletics. Athletic trainers may facilitate a reevaluation of athletes with the same testing protocol as the baseline tests following a head injury received through participation in school athletics.

Graduated Academic Re-Entry Plan Following a Concussion

A student who is removed from practice or competition for, and subsequently diagnosed with, a concussion will be afforded the appropriate accommodations, including the following, until he/she is cleared by his/her licensed health care provider. Administrators, teachers and staff should:

- Offer extended time to take tests;
- Allow time to visit school health office for treatment of headaches, when requested;
- Provide written instructions for homework;
- Provide repeated or slow presentation of new information;
- Offer extended time to complete assignments;
- Permit student to attend school half days;

Regulation 6145.2: Athletic Competition (cont.)

- Allow a space to take naps at school;
- Excuse from PE activities until medically cleared and Progressive Activity Program is completed.

A temporary impairment (with an actual or expected duration of six months or less) can be a disability under Section 504 if it is severe enough that it substantially limits a major life activity for a student. The duration (or expected duration) of the impairment and the extent to which it actually limits a major life activity for a student should be the key considerations. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis. When the school has reason to believe that a student has a concussion that substantially limits one or more major life activities, the student should be referred for a determination of eligibility under Section 504.

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the student sustained a concussion or a head injury, the student shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Heat Illness

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, the student may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until the student is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Regulation 6145.2: Athletic Competition (cont.)

Automated External Defibrillators

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)

The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)

Additional Notifications

Before students participate in practice or competition as part of interscholastic athletic activities, the Superintendent or designee shall, in addition to providing the students and their parents/guardians with the notices described above, send a notice to the students and their parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator
 2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
 3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare
 4. Provides information about insurance protection pursuant to Education Code 32221.5
 5. Requests parental permission for the student to participate in the program and, if appropriate, to be transported by the district to and from competitions
 6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship
 7. Includes a copy of the local CIF league rules
 8. Includes information about the CIF bylaw and district policy requiring any student athlete and the student's parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, and will not use prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency
 9. Includes the opioid fact sheet published by the Centers for Disease Control and Prevention in accordance with Education Code 49476. The district shall provide this fact sheet annually to each student athlete and shall require the student and the student's parent/guardian to sign a document acknowledging receipt of the fact sheet.
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Exhibit – 6145.2



Physician (MD/DO) Recommended School Accommodations Following Concussion



Patient Name: _____ Date: _____
 I, _____, give permission for the physician to share the following information with my child's school and for communication to occur between the school and physician for changes to this plan. Parent Signature: _____

The patient will be reevaluated for revision of these recommendations in _____ weeks. Date of Injury: _____ Date of Concussion Dx: _____
 Physician Name/Signature: _____ Exam Date: _____

This student has been diagnosed with a concussion (a brain injury) and is currently under our care. Please excuse the student from school today due to the medical appointment. Flexibility and additional support are needed during recovery. The following are suggestions for academic accommodations to be individualized for the student as deemed appropriate in the school setting. *Accommodations can be modified as the student's symptoms improve/worsen.*
 Please see the CIF Return to Learn Protocol for more information (cifstate.org).

Area	Requested Modifications	Comments/ Clarifications
Attendance	<input type="checkbox"/> No School <input type="checkbox"/> Partial School day as tolerated by student – emphasis on core subject work <u>Encouraged Classes:</u> _____ <u>Discouraged Classes:</u> _____ <input type="checkbox"/> Full School day as tolerated by student <input type="checkbox"/> Water bottle in class/snack every 3-4 hours	
Breaks	<input type="checkbox"/> If symptoms appear/ worsen during class, allow student to go to quiet area or nurse's office; if no improvement after 30 minutes allow dismissal to home <input type="checkbox"/> <u>Mandatory Breaks:</u> _____ <input type="checkbox"/> Allow breaks during day as deemed necessary by student or teachers/school personnel	
Visual Stimulus	<input type="checkbox"/> Enlarged print (18 font) copies of textbook material / assignments <input type="checkbox"/> Pre-printed notes (18 font) or note taker for class material <input type="checkbox"/> Limited computer, TV screen, bright screen use <input type="checkbox"/> Allow handwritten assignments (as opposed to typed on a computer) <input type="checkbox"/> Allow student to wear brimmed hat in school; seat student away from windows and bright lights <input type="checkbox"/> Reduce brightness on monitors/screens <input type="checkbox"/> Change classroom seating to front of room as necessary	
Auditory Stimulus	<input type="checkbox"/> Avoid loud classroom activities <input type="checkbox"/> Lunch in a quiet place with a friend <input type="checkbox"/> Avoid loud classes/places (i.e. music, band, choir, shop class, gym and cafeteria) <input type="checkbox"/> Allow student to wear earplugs as needed <input type="checkbox"/> Allow class transitions before the bell	
School Work	<input type="checkbox"/> Simplify tasks (i.e. 3 step instructions) <input type="checkbox"/> Short breaks (5 minutes) between tasks <input type="checkbox"/> Reduce overall amount of in-class work <input type="checkbox"/> Prorate workload (only core or important tasks) /eliminate non-essential work <input type="checkbox"/> No homework <input type="checkbox"/> Reduce amount of nightly homework _____ minutes per class; _____ minutes maximum per night; take a break every _____ minutes <input type="checkbox"/> Will attempt homework, but will stop if symptoms occur <input type="checkbox"/> Extra tutoring/assistance requested <input type="checkbox"/> May begin make-up of essential work	
Testing	<input type="checkbox"/> No Testing <input type="checkbox"/> Additional time for testing/ untimed testing <input type="checkbox"/> Alternative Testing methods: oral delivery of questions, oral response or scribe <input type="checkbox"/> No more than one test a day <input type="checkbox"/> No Standardized Testing	
Educational Plan	<input type="checkbox"/> Student is in need of a formal site-based academic support plan	
Physical Activity	<input type="checkbox"/> No physical exertion/athletics/gym/recess <input type="checkbox"/> Untimed walking in PE class/recess only <input type="checkbox"/> May begin graduated return to play protocol; see CIF Return to Play (RTP) protocol (cifstate.org)	

CIFSTATE.ORG

Revised 02/2019 CIF

Regulation 6145.28: Special Curricular Programs

Regulation 6145.28: ^Special Curricular Programs

Status: ADOPTED

Original Adopted Date: 07/15/2010 | Last Reviewed Date: 07/15/2010

Music at Athletic Events

With full recognition of the contributions of the school band and the school spirit squad and the enjoyment they provide at athletic contest, the Management Policy Group endorses the current practice of the school spirit squad performing to the school band at athletic events. This practice includes:

1. Music Available from Bands
 - a. Bands have agreed to have four numbers prepared for performance; these numbers are to be directed by the Band Director only.
 - b. The visiting school's spirit squad girls shall have first choice of these numbers for their performance. The spirit squad captains will call each other at least one week before the visiting school is to perform to determine which numbers would be used by the visiting school. The band would be notified of the tunes selected by the home-school spirit squad captains.
 - c. After the visiting school has chosen its numbers, the home school may use any of the other numbers not chosen if it so wishes. This section does not limit home school spirit squad to perform to these numbers only. Home school groups are encouraged to work with their bands to perform other published music.
 - d. The spirit squad captains of the home school should make contact with the band director a minimum of one week before the performance to determine if the band will be in attendance at the football or basketball game; on the day of the game, a second call should be made to confirm if the band will attend.
 - e. Band directors should give the spirit squad a schedule of the band appearance at football and basketball games; this schedule should be distributed as soon as it is confirmed by the band director and the band.
2. Meeting Dates Set

The appropriate spirit representatives and band directors meet the first Wednesday each June, and in early September when needed, to review agreements, policies, and musical selection and to update the selections.
3. Band Performance at Football and Basketball Games
 - a. Bands perform at league night games, when possible.
 - b. Band directors will make every effort to provide suitable music for spirit squad teams to perform their routines.
 - c. In order for the band to appear at any athletic event where transportation is required, funds must be provided from a source other than the music budget.

At the discretion of each school's "game administrator," up to a total of four groups may perform to recorded music.

Where special needs exist and with the prior approval of the principals of both schools, other performances to recorded music may be allowed.

These administrative regulations apply to the district schools only and not to other members of the Peninsula Athletic League.

Pyramids

The district's insurance carrier has re-evaluated its position on pyramids. Effective immediately spirit squad activities will be covered by the district's liability insurance. The district guidelines proposed to the carrier in 1990 will need to be met, and activities are limited to those which meet the USA Safety Standards listed below. Any activity which does not meet these criteria will not be covered and must not be attempted.

District Guidelines

Regulation 6145.28: Special Curricular Programs (cont.)

1. All performers will be trained in the proper conditioning and techniques to take part in pyramids either by a qualified employee of this district, a qualified person hired by the district to perform the training, or by the staff of a nationally-recognized spirit squad training school.
2. The principal of any school electing to allow its spirit squad to perform pyramids will ensure that the spirit squad have a qualified advisor who is to be in attendance at all practices and performances. A qualified advisor is a person who has received training in safety, lifting techniques, and other necessary areas either from a qualified employee of this district, a qualified person hired by the district to perform the training or by the staff of a nationally-recognized spirit squad training school. A qualified advisor will also be trained in first aid and cardio-pulmonary resuscitation.
3. Authorized pyramids will only be two persons high.
4. Replaced by USA Safety Standards.
5. All performers will carry health insurance at least equivalent to the plan made available to all students in the annual pre-school mailing.

USA Safety Standards

1. All pyramids and partner stunts are limited to two persons high. "Two high" is defined as the base [bottom person] having at least one foot on the ground. (A base cannot assume a back-bend position.)
 2. Extensions and extended partner stunts are allowed. A spotter is required for stunts in which the supporting areas of the base is/are fully extended above the head. (Exceptions are" the chair, Russian lift, V-sit, split lift, and torch.)
 3. Use of mini-tramps, springboards, or any height-increasing apparatus is not allowed.
 4. Free-falling and swan dives from partner stunts, pyramids, or basket tosses are not allowed. Suspended rolls/flips are allowed with the top person having continuous hand/arm-to-hand/arm contact with the base and/or spotters.
 5. Vaults are not allowed.
 6. Toe pitches are not allowed if the mounter is performing a free-falling flip.
 7. Basket-tosses or partner stunt tosses must be directed vertically, performed from the ground level, and be cradled by the original base with an additional spotter in place.
 8. Helicopters are not permitted.
 9. Knee drops are not permitted. Tension rolls are only allowed to the front and if most of the weight is first borne on the hands/feet to break the impact of the drop.
 10. Two-person split catches are not allowed.
 11. Cartwheel dismounts are not allowed. Roll-down dismounts are only permitted if there is an additional spotter for the top person's head/shoulder.
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Regulation 6145.32: Interscholastic Athletic Events

Regulation 6145.32: Interscholastic Athletic Events

Status: ADOPTED

Original Adopted Date: 07/15/2010 | Last Reviewed Date: 07/15/2010

General Travel Limitations for Athletics (January 13, 1998)

In response to a parental request that a student be allowed to leave the athletic event at its conclusion with his/her parent/guardian, it is the coaches' decision what members of the team may be excused from riding on the team bus. The student athlete may only be released to his/her parent/guardian.

Travel to CCS/CIF Athletic Finals

The following regulations will apply to the funding process by which athletes and coaches are able to travel to and participate in CCS/CIF athletic finals when travel and lodging are necessary.

1. District support will be available for only that number of coaches necessary to supervise the athletes adequately. Athletic Directors and principals should agree upon what coach will travel with and supervise the athletes from a particular sport. A coach from one school may be expected to travel with and supervise athletes from other district schools. Whenever possible, the services of the Athletic Directors Council will be utilized to gather consensus on this matter.
2. District support for travel and lodging will be provided the coach assigned to supervise by the district. This request for funding must be approved in advance by the Associate Superintendent.
3. It is expected that the travel and lodging costs of athletes will be accorded from sources other than district funds, e.g., boosters, student body, block organizations, etc. Any request for supplementary district financial support must be approved in advance by the Associate Superintendent.
4. All funding request forms normally utilized by the district should be completed in advance with sufficient time for processing.

Policy 3514: Environmental Safety

Policy 3514: Environmental Safety

Status: ADOPTED

Original Adopted Date: 09/27/2018 | Last Reviewed Date: 09/27/2018

The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students and staff. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. The Superintendent or designee shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

Such strategies shall focus on providing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with state and local environmental protection agencies, health agencies, water boards, and community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to investigate and remedy the hazard and may recommend health screening of staff and students.

Regulation 3514: Environmental Safety

Regulation 3514: Environmental Safety

Status: ADOPTED

Original Adopted Date: 09/23/2021 | Last Reviewed Date: 09/23/2021

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 3517 - Facilities Inspection)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. The Superintendent or designee shall install a carbon monoxide detector or alarm in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful

Regulation 3514: Environmental Safety (cont.)

substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee shall monitor local air quality conditions using air quality tracking tools recommended by the Bay Area Air Quality Management District (BAAQMD). The BAAQMD presently uses the U.S. Environmental Protection Agency Air Quality Index (AQI) to measure air quality levels of health concern.

The Superintendent or the Superintendent's designee, acting in consultation with school site administrators, will make decisions about modifications to school activities (including extracurricular activities) and school closures based on AQI measurements and local conditions, including the availability and quality of school building air filtration and direct observation of onsite indoor and outdoor air quality. In making such determinations, the Superintendent or the Superintendent's designee will refer to the School Air Quality Activity Recommendations, which are included as Exhibit A to this Administrative Regulation.

Before making a final determination regarding a school closure owing to outdoor air quality, the Superintendent or the Superintendent's designee will, to the extent appropriate, consult with the BAAQMD regarding outdoor air quality and with the San Mateo County Public Health office regarding indoor and outdoor air quality. The Superintendent or the Superintendent's designee will report all school closures to the County Office of Education for media notification. The Superintendent or the Superintendent's designee will also announce closure to families using normal school closure procedures.

Outdoor air quality is one factor that the Superintendent or the Superintendent's designee will consider in determining whether to modify school activities or close a school. The accompanying Exhibit 3514 provides air quality index levels and guidelines.

Among the other factors that may be appropriate to consider are the following:

- Indoor air quality: Ventilation and filtration systems at schools may offer more air quality protection than systems at students' residences
- Supervision: The school setting allows for adult supervision of students to ensure that they remain indoors when outside air quality is poor and socioeconomically disadvantaged students may not have options for alternative childcare arrangements
- Student support services: School may be the primary place where students receive needed health and counseling services and students with individualized education programs may not have access to needed services during school closures
- Nutrition services: Schools serve meals to students who may not have access to reliable alternative sources of healthy food during the school day

Regulation 3514: Environmental Safety (cont.)

When instructional time is lost due to modification of school activities or school closure caused by air quality issues, the Superintendent will consider whether it is appropriate to add instructional minutes or days to the school calendar.

Procedure to Cancel Athletic Competitions Due to Poor Air Quality

1. Athletic contests must be cancelled/rescheduled if AQI is 175 or higher on the home site's air quality monitors. If the air quality monitors are not working, not calibrated, or missing, the site team may use airnow.gov (<https://simbli.eboardsolutions.com/SU/t8slshlmp9cNP5mhjHAf5QtQ==>)
2. AD/coach must communicate with site admin of both teams and SMUHSD D.O. before cancelling contests unless these contacts cannot be reached.
3. As a general practice, make the decision to cancel no more than two hours before game time to allow for changing conditions. Exceptions to this time frame are allowed for extenuating circumstances.
4. Games that begin with an AQI under 175 but then continue into an AQI of 175 should be stopped and restarted at another time.

Heat Guidelines and Practices

1. Provide adequate water or other liquid (1/2 to 1 quart per hour, preferably cold) and ensure that breaks are taken at least every 15-20 minutes during strenuous exercise/work.
2. Ensure that staff and students adjust gradually to working/exercising in the heat. Acclimatizing is essential to preventing heat injuries.
3. Schedule heavy work/workouts for the cooler part of the day. Consider scheduling periodic fitness testing during the cooler parts of the year.
4. Avoid overexertion especially in hot weather and in the sun. For heavy work, use mechanical aids or teams of people to accomplish tasks.
5. Use shaded areas and grass fields for athletic activities when possible to reduce radiant heating.
6. Encourage or require use of sunscreens to protect exposed skin.
7. Wear loose-fitting, lightweight, light colored clothing. Do not layer clothing; more clothing increases risk of heat injury.
8. Monitor environmental conditions such as heat, humidity and wind.
9. Train staff/students to recognize and treat heat injuries and encourage them to monitor each other for signs of heat stress.
10. Individuals with a febrile illness or any acute illness other than a mild cold should not engage in any heavy physical activity in hot weather.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall

Regulation 3514: Environmental Safety (cont.)

be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Regulation 3514: Environmental Safety (cont.)

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal

Regulation 3514: Environmental Safety (cont.)

and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Exhibit 3514-E: Environmental Safety

Exhibit 3514 Environmental Safety: Air Quality

Activity	Level 1 Good (0-50)	Level 2 Moderate (51-100)	Level 3 Unhealthy for Sensitive Groups (101-150)	Level 4 Unhealthy (151-200)	Level 5 Very Unhealthy (201-250)	Level 6 Hazardous (301-500)
Break/Recess (up to 15 min.)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity	No outdoor activity
Phys. Ed. (up to 1 hour)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity	No outdoor activity
Athletic Practice (up to 2.5 hours)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	<ul style="list-style-type: none"> • Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.* • <u>Student may self-select to not practice/compete due to the air quality at this level.</u> 	<ul style="list-style-type: none"> • Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.* • <u>Student may self-select to not practice/compete due to the air quality at this level.</u> 	No outdoor activity	No outdoor activity

Activity	Level 1 Good (0-50)	Level 2 Moderate (51-100)	Level 3 Unhealthy for Sensitive Groups (101-150)	Level 4 Unhealthy (151-200)	Level 5 Very Unhealthy (201-250)	Level 6 Hazardous (301-500)
Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	<ul style="list-style-type: none"> • Increase rest breaks and substitutions per CIF guidelines for extreme heat.** • Ensure that sensitive individuals are medically managing their condition.* 	<ul style="list-style-type: none"> • Increase rest breaks and substitutions per CIF guidelines for extreme heat.** • Ensure that sensitive individuals are medically managing their condition.* • <u>Athletic contests must be cancelled/rescheduled if AQI is 175 or higher on the home site's air quality monitors.</u> • <u>If the air quality monitors are not working, not calibrated, or missing, the site team may use airmow.gov.</u> • <u>Games that begin with an AQI under 175 but then continue into an AQI of 175 should be stopped and restarted at another time.</u> 	Events must be rescheduled	Events must be rescheduled

Exhibit 3514-E: Environmental Safety (cont.)

<p>Outdoor Learning Space & Student Pods during COVID</p>	<p>No restrictions</p>	<p>Ensure that sensitive individuals are medically managing their condition.*</p>	<p>Up to 2 hours permitted outdoors with continuous exposure</p> <p>If AQI # increases at hourly check close for the day</p> <p>**If AQI # stays the same or decreases extend time limit and continue testing hourly**</p>	<p>Up to 1 hour permitted outdoors with continuous exposure</p> <p>If AQI # increases at hourly check close for the day</p> <p>**If AQI # stays the same or decreases extend time limit and continue testing every 30 mins**</p>	<p>Cancel Outdoor Learning Space</p> <p>Do not move indoors</p>	<p>Cancel Outdoor Learning Space</p> <p>Do not move indoors</p>
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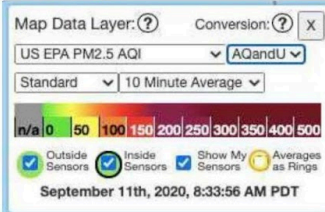
* Sensitive Individuals include those with asthma or other heart/lung conditions

** AQI monitoring resources **

Test with AQI Monitor & Compare Results with below links

[AIRNOW.GOV](https://airnow.gov)

PURPLE AIR must use AQandU as filter for accurate reading



Map Data Layer: ? Conversion: ? X

US EPA PM2.5 AQI AQandU

Standard 10 Minute Average

0 50 100 150 200 250 300 350 400 500

Outside Sensors Inside Sensors Show My Sensors Averages as Rings

September 11th, 2020, 8:33:56 AM PDT

AQI SCALE KEY:



District Temptop Scale

Status Pollutant		Moderate	Unhealthy for sensitive Groups	Unhealthy	Very Unhealthy	Hazardous
PM2.5 (ug/m ³)	<12	12.1-35.4	35.4-55.4	55.5-150.4	150.5-250.4	>250.5
PM10 (ug/M ³)	<54	55-154	155-254	255-354	355-425	>425
CO2 (ppm)	<700	701-1000	1001-1500	1501-2500	2501-5000	>5000

Appendix B – Athletic Clearance Packet

Athletic Packet (English)

[Athletic Packet Cover Card 147-A](#)

[Athletic Emergency Card 147-B](#)

[Parent Consent Form 147-C](#)

[CIF Code of Ethics 147-D](#)

[Medical Examiner's Statement Form 147-E \(expires after one year and must be renewed to maintain clearance\)](#)

[Student/Adult Driver Application Form 147-F](#)

[Concussion Information Sheet Form 147-G](#)

[Sudden Cardiac Arrest Information Sheet](#)

Spanish (Español) Versions of Athletics Forms are [linked here](#).

Appendix C – 2024-25 CCS Sportsmanship Policy

2024-25 CCS Bylaws, Article VIII Sportsmanship

4 pages

<p style="text-align: center;">CIF/CENTRAL COAST SECTION 2024-25 CCS BYLAWS as approved by the CCS Board of Managers Changes made during the 2023-24 school year are <i>italicized and bold</i></p>

ARTICLE VIII SPORTSMANSHIP

Section 1 SPECIAL HEARING PANEL
Section 2 GAME INCIDENTS/EJECTIONS
Section 3 TOBACCO
Section 4 SPORTSMANSHIP CONTRACT
Section 5 PHYSICAL ASSAULT

Section 1 SPECIAL HEARING PANEL

- A. The President may convene a Special Hearing Panel composed of three high school administrators, athletic directors or league commissioners to investigate incidents of alleged flagrant misconduct, violation of Section Sportsmanship Policy, and/or other behavior which may be inimical to the best interest of interscholastic athletics and/or behavior is associated with a Section playoff event.
- B. Said Special Hearing Panel shall conduct a hearing for such alleged misconduct, violation, and/or inimical behavior as soon as possible following such incident. The hearing shall be closed to all persons or parties except representatives of the school(s) involved, the Section Commissioner and those who may give testimony as to the incident(s). The principal of any school(s) involved shall be notified in person or by telephone by the Section Commissioner prior to such a hearing.
- C. If the CCS Commissioner determines that sufficient time exists to convene such a hearing panel, the Special Hearing Panel, by unanimous vote of the panel, shall have the authority to make any immediate determination necessary as to further participation of a school(s) and/or individual student-athletes in the continuation of the Region, Section, CIF Region, or CIF State Championship in which the flagrant misconduct occurred. This authority for immediate determination shall be limited to eligibility for continued participation in the immediately following contest(s) in that same Tournament or Meet, or advancement to the next level of competition in that sport. The Special Hearing Panel may assess additional sanctions in line with the CCS Infractions Policy following their initial and immediate determination about the current competition. Such additional sanctions imposed by any special sportsmanship hearing panel shall be appealable to the CCS Executive Committee as outlined in D. below.
- D. The principal(s) of any school(s) whose team or student-athletes are disqualified by the Special Hearing Panel from further participation in any subsequent Region, Section, CIF Region, or CIF State Tournament in that sport may appeal such disqualification(s) to the Section President. Upon such appeal the President shall convene a Special Meeting of the Executive Committee of the Section as soon as possible to hear said appeal. The Executive Committee's decision on such appeal shall be final as regards further participation by the school's team or student-athletes in subsequent tournament(s), in that sport.
- E. If the CCS Commissioner determines that insufficient time exists to convene a special hearing panel, the CCS Commissioner shall have the authority to make any immediate determination necessary as to further participation of a school(s) and/or individual student-athletes in the continuation of the Region, Section, CIF Region, or CIF State Championship in which the flagrant misconduct occurred. This authority for immediate determination shall be limited to eligibility for continued participation in the immediately following contest(s) in that same Tournament or Meet, or advancement to the next level of competition in that sport. As soon thereafter as possible the CCS Commissioner shall convene a Special Hearing Panel as described in A, B, and C above for the purposes of reviewing the action taken and any additional sanctions that the Special Hearing Panel shall determine necessary and appropriate. Appeals of any such determination by the Special Hearing Panel shall be appealable as outlined in C and D above.

2024-25 CCS Sportsmanship Policy (cont.)

2024-25 CCS Bylaws, Article VIII Sportsmanship

4 pages

Section 2 GAME INCIDENTS/EJECTIONS

- A. **Officials Reports:** all game ejections shall be reported to the CCS Commissioner by the official the next business day following the ejection. The CCS shall then forward copies of such ejection reports to both school principals, athletic directors and league commissioners.
- B. It is the responsibility of the coach first and foremost to make sure that any ineligible athlete and/or coach is not allowed to continue to participate following an ejection. However, the principal and athletic director shall make sure that these policies are followed. Schools may determine that a greater penalty than what is herein contained may be appropriate and they retain the right to be more restrictive in applying penalties than this policy outlines. The lack of receipt of the official incident report does NOT invalidate any ejection.
- C. **PLAYERS EJECTED FROM CONTESTS:**
1. In all contests prior to CCS Playoffs, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, with such disqualification taking effect at the team's next contest. If the contest from which the player was ejected is the last contest of the year for that team, the above-stated disqualification would carry over to that team's first (1st) regularly scheduled league contest the following year.
 2. Any such player who participates in the next contest following his/her ejection will be treated as an ineligible player for that contest.
 3. In water polo, for any subsequent ejection of a player in a season
 - a. Any player who receives any such subsequent ejection for "misconduct" as defined by NFHS rules shall be excluded from participating in the next three (3) regularly-scheduled contests.
 - b. Any player who receives any such subsequent ejection for "flagrant misconduct" as defined by NFHS rules shall be excluded from participating in the remainder of the sport season, through the conclusion of all CCS play.
 4. **REVIEW: Any principal or designate may request a review of the incident by their respective League Commissioner.**
 5. **PLAYER EJECTIONS DURING CCS PLAYOFFS**
 - a. Any player ejected from any CCS Play-off contest because of flagrant misconduct or unsportsmanlike behavior shall be excluded from participating in the remainder of the playoff contests in that sport during that season and his/her team shall be subject to further sanctioning, as deemed appropriate by the CCS Commissioner. If the CCS Playoff contest from which the player was ejected is the last contest of the year for that team, the disqualified player shall also be ineligible for at least his/her team's first (1st) regularly scheduled league contest the following year. Official(s) ejecting the player will automatically be required to submit a written report to the CCS Commissioner.
 - b. **Appeals:** Any school principal may appeal the disqualification to the CCS Commissioner if they believe that the student was ejected due to an error in identification or do not believe the student was ejected as a result of flagrant misconduct or unsportsmanlike behavior. The CCS Commissioner, in conjunction with the League Commissioner for that school, shall review the case and make a final determination
- D. **COACHES EJECTED FROM CONTESTS**
1. **Ejections during the regular season:** In all contests prior to CCS Play-offs, any coach ejected from a contest for unsportsmanlike behavior will be disqualified from any coaching activities for the remainder of the day and for a minimum of one contest at the same level and gender, with such disqualification taking effect at the team's next contest. If the contest from which the coach was ejected is the last contest of the year for that team, the above-stated disqualification would carry over to that team's first (1st) regularly scheduled league contest the following year.
 2. Any coach ejected from a contest for unsportsmanlike behavior shall immediately remove himself/herself to an area out of view of the competition and shall not be allowed to attend nor coach the next regularly scheduled match for their team. If no assistant coach is present at the time of ejection of the head coach, that match shall be forfeited to the opponent.
 3. Any such coach who engages in any coaching activity in the next contest following his/her ejection will be referred to his/her League for disciplinary action and the contest in which his/her team competed will be subject to forfeiture.
 4. In water polo,
 - a. Any coach receiving a yellow card by an official must immediately sit down and may only coach from his/her seat for the remainder of that contest except during timeouts and between periods.

2024-25 CCS Sportsmanship Policy (cont.)

2024-25 CCS Bylaws, Article VIII Sportsmanship

4 pages

- b. Any coach receiving a second red card during the season for inappropriate behavior or language shall immediately remove himself/herself to an area out of view of the competition and shall not be allowed to attend nor coach for the remainder of that sport season, through then conclusion of all CCS play.
5. **REVIEW: Any principal or designate may request a review of the incident by their respective League Commissioner.**
6. **COACH EJECTIONS DURING CCS PLAYOFFS**
- a. Any coach ejected from any CCS Play-off contest because of flagrant misconduct or unsportsmanlike behavior shall be excluded from participating in the remainder of the playoff contests in that sport during that season and his/her team shall be subject to further sanctioning, as deemed appropriate by the CCS Commissioner. If the CCS Playoff contest from which the coach was ejected is the last contest of the year for that team, the disqualified coach shall also be ineligible for at least his/her team's first (1st) regularly scheduled league contest the following year. Official(s) ejecting the coach will automatically be required to submit a written report to the CCS Commissioner. **Any coach ejected from a contest for unsportsmanlike behavior shall immediately remove himself/herself to an area out of view of the competition and shall not be allowed to attend remaining playoff contests in that sport.**
- b. **Appeals:** Any school principal may appeal the disqualification to the CCS Commissioner if they believe that the coach was ejected due to an error in identification or do not believe the coach was ejected as a result of flagrant misconduct or unsportsmanlike behavior. The CCS Commissioner, in conjunction with the League Commissioner for that school, shall review the case and make a final determination
- E. MULTIPLE EJECTIONS IN A SPORTS PROGRAM.**
Member Schools which have been found to have incurred multiple ejections due to flagrant and/or unsportsmanlike conduct, as contained herein, in a single sport program in a school year, shall be subject to the following bylaws.
1. Ejections due to the following will be considered flagrant and/or unsportsmanlike conduct:
- | | |
|--|--|
| <ul style="list-style-type: none">• Fighting• Flagrant Conduct• Profanity• Disrespectfully addressing an official• Taunting, baiting or spitting towards an opponent, coach, spectator or a game official• Any other behaviors that are defined as unsportsmanlike and/or flagrant by the rules book of the respective sport or CCS Bylaws. | <ul style="list-style-type: none">• Leaving the bench area• Biting• Obscene gestures |
|--|--|
2. This bylaw is intended to apply to a sport program. An ejection at one level of a program for one gender will be counted against the entire program for that gender. (i.e. A boys basketball program would include all levels of boys basketball that are offered at a school. Therefore, if the JV Boys basketball experienced one ejection, coach or player, and later in the season the Varsity Boys basketball program experienced an ejection, coach or player, that would constitute a 2nd ejection for the purposes of this bylaw). Multiple ejections from one incident counts as one ejection for the purpose of this bylaw
3. If any sports program at any school receives a second (2nd) ejection in the same sport (at any level) in the same season due to flagrant and/or unsportsmanlike conduct, as defined in this bylaw, the Principal, Athletic Director and Coach of that school will meet with their League Commissioner to write an action plan to address ways to prevent such incidents from occurring in that particular sports program in the future. Such actions may include but not be limited to:
- Utilization of the NFHS Sportsmanship Course
 - Conducting a Positive Coach Alliance (PCA) Workshop
- Conducting a Coach/Parent/Athlete meeting with the school Principal/School Administrator/Athletic Director
4. If any sports program at any school receives a third (3rd) ejection in the same sport (at any level) in the same season due to flagrant and/or unsportsmanlike conduct, as defined in this bylaw, that sport program at all levels will be placed on probation for the remainder of that season.
5. If any sports program at any school receives a fourth (4th) ejection in the same sport (at any level) in the same season due to flagrant and/or unsportsmanlike conduct, as defined in this

2024-25 CCS Sportsmanship Policy (cont.)

2024-25 CCS Bylaws, Article VIII Sportsmanship

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bylaw, that sport program shall:

- a. Lose home game hosting privileges in that sport in the CCS Playoffs AND
- b. Reduce the number of non-league contests by one (1) the following season in that sport for all teams (levels) offered at that school without infringing on the regular league schedule (reduction shall not be made in the league schedule).

Section 3 TOBACCO

No participant, including players, coaches and officials, shall use or cause to be exposed any tobacco product in conjunction with an athletic contest in any approved sport. Violation of this Section by a player or coach shall be referred to the principal of the offenders' school for follow-up action. Leagues may establish automatic penalty for such violation. Violation of this Section by an official shall be cause for suspension for the remainder of the sport season, subject to due process hearing by the League(s) and/or Central Coast Section.

Section 4 SPORTSMANSHIP CONTRACT

Any school failing to file a completed CCS Sportsmanship Contract to the CCS for Fall, Winter or Spring, may not be allowed to participate in any CCS Playoff Tournaments for the respective season(s). (SEE ALSO CCS POLICIES: SPORTSMANSHIP POLICY & PHYSICAL ASSAULT POLICY)

- A. Any school failing to file a completed CCS Sportsmanship Contract to the CCS for Fall, Winter or Spring, may not be allowed to participate in any CCS Playoff Tournaments for the respective season(s). (SEE ALSO CCS POLICIES: SPORTSMANSHIP POLICY & PHYSICAL ASSAULT POLICY)

Section 5 PHYSICAL ASSAULT

- A. Any student-athlete who physically assaults any other competitor in a contest shall be referred to the principal for disciplinary action. The principal shall report the action taken on any such student to the league commissioner if the infraction occurred during the season and to the CCS Commissioner if the infraction occurred during the CCS Playoffs, Nor Cal or State Championships. SEE ALSO CCS PHYSICAL ASSAULT POLICY AND CIF BYLAW 210

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Appendix D – CIF’s 16 Principles of Pursuing Victory with Honor



16 Principles of Pursuing Victory With Honorsm

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.

CIF's 16 Principles of Pursuing Victory with Honor (cont.)

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 pressured to win.
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 study 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 program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

CIF's 16 Principles of Pursuing Victory with Honor (cont.)

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 dependency 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.

Appendix E – Athletic Coach Evaluation Form

San Mateo Union High School District Athletic Coaches Evaluation Form

Name: _____ School: _____

Assignment: _____ School Year: 2023-2024

Evaluation Criteria	3	2	1	U	N.A.
1. Effectively communicates with student-athletes, parents, guardians, media agencies, booster groups, and community members.					
2. Conducts practices and competitions to enhance the physical, social, and emotional growth of student-athletes; uses positive reinforcement; encourages players to do their best.					
3. Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort; helps players learn and improve in the sport; helps players bounce back from mistakes.					
4. Maintains discipline in a firm, fair, and consistent manner.					
5. Ensures that equipment is in good condition, fits properly and is utilized as prescribed by the manufacturer.					
6. Reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature.					
7. Creates and maintains a safe and secure environment for student-athletes before, during, and after program events.					
8. Fosters and demonstrates a spirit of sportsmanship, ethics, respect, and integrity towards opponents, officials and parents/guardians at all times; obeys the rules of the game.					
9. Develops rapport with the athletic coaching staff, teachers, and administrators.					
10. Attends all public, league, staff, and departmental meetings and ceremonies necessary to the welfare of the athletic department.					
11. Demonstrates knowledge of and adherence to the policies, procedures, rules, and regulations of the District, the league in which the District participates, the California Interscholastic Federation, and the standards of ethical conduct for interscholastic athletic team programs, including all applicable state and federal laws.					
12. Is knowledgeable in the sport and innovative in addition to using sound, proven methods of coaching.					
13. Effectively supervises, develops, and promotes the varsity, junior varsity, and freshmen teams. (Varsity head coach only.)					
14. Conducts staff meetings to ensure staff awareness of the sports program and encourages professional growth. (Head coach only.)					
15. Maintains a complete and accurate team roster and equipment inventory and submits copies to the athletic director as required. (Head coach only.)					
16. Maintains ongoing communication and works cooperatively with the athletic director.					
17. Fulfills duties and responsibilities of the job description.					

Key: - 3=Excellent; 2=Satisfactory; 1=Needs Improvement; U=Unsatisfactory; N.A.=not applicable

Athletic Coach Evaluation Form (cont.)

SUMMARY

Positive Areas:

Areas to Improve:

Additional Comments:

OVERALL RATING

ACCEPTABLE: Recommended for continued assignment.

UNSATISFACTORY: Not recommended for continued assignment.

Administrator's Signature

Date

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. The employee has the right to include a written statement as an addendum to the evaluation.

Coach's Signature

Date

Appendix F – Co-Curricular Athletics Stipends 2024-2025

APPENDIX B

SAN MATEO UNION HIGH SCHOOL DISTRICT 2024-2025 CO-CURRICULAR ATHLETIC STIPENDS

Number of Coaches	Sport	Stipend	Stipend After 3 Consecutive Years (10%)	Stipend After 6 Consecutive Years (15%)	Stipend After 10 Consecutive Years (20%)
District Funded					
Head Coach					
1	Varsity Head Coach - District Employee	\$ 6,635	\$ 7,299	\$ 7,630	\$ 7,962
1	Varsity Head Coach - Non-District Employee	\$ 6,032	\$ 6,635	\$ 6,937	\$ 7,238
1	JV Head Coach - District Employee	\$ 5,974	\$ 6,571	\$ 6,870	\$ 7,169
1	JV Head Coach - Non-District Employee	\$ 5,430	\$ 5,973	\$ 6,245	\$ 6,516
Varsity Sports - 1 Head Coach					
	Fall	Winter	Spring		
	Cross Country	Basketball - Boys	Badminton		
	Football	Basketball - Girls	Baseball		
	Golf - Girls	Soccer - Boys	Golf - Boys		
	Spirit	Soccer - Girls	Gymnastics		
	Tennis - Girls	Spirit	Lacrosse - Boys		
	Volleyball - Girls	Wrestling	Lacrosse - Girls		
	Water Polo - Boys		Softball		
	Water Polo - Girls		Swimming - Boys		
	Flag Football- Girls		Swimming - Girls		
			Tennis - Boys		
			Track & Field		
			Volleyball - Boys		
Junior Varsity Sports - 1 Head Coach					
	Fall	Winter	Spring		
	Football	Basketball - Boys	Baseball		
	Spirit	Basketball - Girls	Lacrosse - Boys		
	Volleyball - Girls	Soccer - Boys	Lacrosse - Girls		
	Water Polo - Boys	Soccer - Girls	Softball		
	Water Polo - Girls	Spirit	Swimming - Boys		
	Flag Football- Girls	Wrestling	Swimming - Girls		
			Volleyball - Boys		
Assistant Coaches					
2	Football-District Employee	\$ 5,309	\$ 5,840	\$ 6,105	\$ 6,371
1	Football-Jr District Employee	\$ 5,309	\$ 5,840	\$ 6,105	\$ 6,371
2	Track and Field- District Employee	\$ 5,309	\$ 5,840	\$ 6,105	\$ 6,371
	Non-District Employee Stipend	\$ 4,828	\$ 5,311	\$ 5,552	\$ 5,794
Please Note: Head coach and assistant coach stipends may be split with volunteered assistants in any sport under mutual agreement of those involved. All volunteered assistants must go through the clearance process in order to receive a stipend.					
Non-District Funded (Salary Plus Payroll Taxes, 22.0% CalSTRS, 36.2% CalPERS)					
	Strength & Conditioning	\$ 5,309	\$ 5,840	\$ 6,105	\$ 6,371
	Non-District Employee Strength & Conditioning	\$ 4,828	\$ 5,311	\$ 5,552	\$ 5,794
	*Additional Assistant Coach	\$ 3,064	\$ 3,370	\$ 3,524	\$ 3,677
	**Non-District Employee Additional Assistant Coach	\$ 2,786	\$ 3,065	\$ 3,204	\$ 3,343
	***Smaller Team Additional Assistant Coach	\$ 1,533	\$ 1,686	\$ 1,763	\$ 1,840
	****Non-District Employee Smaller Team Additional Assistant Coach	\$ 1,394	\$ 1,533	\$ 1,603	\$ 1,673
	*****Freshman Sports Coach	\$ 3,064	\$ 3,370	\$ 3,524	\$ 3,677
	*****Non-District Employee Freshmen Sports Coach	\$ 2,786	\$ 3,065	\$ 3,204	\$ 3,343
	* 30 or more student athletes				
	** Less than 30 student athletes				
	*** Requires contribution of up to \$1,500 to fund program costs (officials, equipment)				

Board Approved: September 26, 2024

Effective Date: July 1, 2024

Appendix G - Request to Pay Event (Game Official) Staff



SAN MATEO UNION HIGH SCHOOL DISTRICT

Request to Pay Event Staff Variable

SMUHS D Employee: _____ **School Site:** _____
Name: _____ **Boys** **Frosh** **Date of Event:** _____
Address: _____ **Girls** **JV** **Opponent:** _____
Social: XXX-XX-XXXX _____ **Email Address:** _____ **Varsity** **Sport:** _____

DESCRIPTION	FOOTBALL / FLAG FOOTBALL DANCE / PROM		WRESTLING	VOLLEYBALL	BASKETBALL	LACROSSE / SOCCER	WATER POLO	TRACK & FIELD	SWIMMING	BASEBALL / SOFTBALL
	WEEKDAY* ONE GAME	NIGHT/WEKEND* ONE GAME								
Ticket Seller / Check In	\$60.00 x	\$80.00 x	ONE MATCH	ONE CONTEST	ONE GAME	ONE GAME	ONE GAME	ONE MEET	ONE MEET	ONE GAME
Security**	\$160.00 x	\$240.00 x								
Timer / Clock	\$60.00 x	\$80.00 x								
Starter										
Shot Clock					\$40.00 x					
P.A. Announcer	\$70.00 x	\$70.00 x								
Chains (up to 3 people)	\$40.00 x	\$40.00 x								
Statistician	\$60.00 x	\$60.00 x								
Site Director	\$120.00 x	\$120.00 x								
Other:										
TOTAL										

*Night games are those beginning at or after 5:00pm
 **Estimated Security hours: Football ~ 4hrs, Dance ~ 5hrs, Basketball ~ 2hrs, Soccer ~ 2hrs

Notes:

Athletic Director Approval _____ **Total Amount** _____ **Site Administrator Approval** _____
Fiscal Services Approval _____ **Account Code** _____ **Signature of Support Staffer** _____

Board Approved 09/11/2024 Questions? Contact the District Athletic Coordinator, Nicolette Landucci at nlanducci@smuhsd.org Effective 07/01/2024

Appendix H - Athletic Director Job Description



SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

REPORTS TO: School Principal

SITE: Comprehensive High Schools

CLASSIFICATION: Certificated

TERM: SDO + 15 days

SALARY: Teachers' Association Salary Schedule, AD Stipend, and up to five release periods

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:** 10/26/23

JOB SUMMARY:

Under direction and supervision of the Principal or designee, the Athletic Director (AD) shall be responsible for overseeing the school's athletic program and its compliance with District policies, regulations, procedures, and Athletic Manual. The workday for Athletic Directors will be flexible but start later and end later than the normal teacher workday. Athletic Directors are not eligible to be an athletic team coach unless filling in for an unfilled vacancy during the season. Current ADs, as of the 2022-23 school, who are athletic team coaches will be allowed to continue with the same coaching positions while also serving as athletic director providing they are not released from the coaching position. However, coaching time will not be considered part of the athletic director workday. And, perform other assigned related duties.

GENERAL LEADERSHIP:

- Act as spokesperson for the athletic program including Spirit Squads. Organize communication and notices to students, staff and parents regarding athletics and related events.
- Travel to multiple venues and supervise athletic events.
- Attend Athletic Directors Council and PAL Athletic Directors' meetings.
- Ensure that the athletic programs and spirit squads are conducted in accordance with District Policies and Administrative Regulations; in accordance with the rules, regulations and policies of C.I.F., C.C.S., and P.A.L., and under the guidance of the school's administration.
- Respond to emails, phone calls, and other correspondence regarding athletics from parents, students, and staff members within 48 hours. Keep a log for these types of communications.
- Notify site administration of all complaints related to the athletic programs as soon as practicable but no later than 48 hours.
- Attend seasonal District Athletic Booster President meetings.
- Attend Athletic Booster Club meetings and serve as an advisor and liaison.
- Regularly assess the level of compliance in regards to each Title IX factor used to assess high school compliance.
- Guide the assessment procedure for sports offerings as outlined in the District Athletic Manual.
- Oversee the purchasing and distribution of uniforms and equipment to ensure that safety standards are met and District equity expectations are followed.
- Facilitate athletic communications in a variety of formats including social media, websites, newsletter, etc.

Athletic Director Job Description (cont.)

San Mateo Union High School District
Athletic Director – Certificated Job Description (continued)

- Provide annual report to the school board on the state of athletics.
- Act as a role model for students and promote a favorable public image of the school and SMUHSD.
- Build parent relationships and community partnerships that enhance school and District programs and services.

MANAGEMENT OF COACHES:

- Serves as an advisor to the Principal regarding recruitment, selection, retention, and evaluation of coaches.
- Ensure that each coach is officially cleared for coaching through the District and has signed a coaching agreement before coaching duties begin.
- Maintain a matrix of each step of the evaluation process for all coaches to ensure that all coaches are evaluated in an appropriate manner.
- In collaboration with site administrators, provide a fair and complete evaluation process for coaches no later than two weeks following the end of the season.
- Supervise athletic and spirit squad coaches.
- Coordinate in-service training and certification training programs for coaches.
- Conduct regularly scheduled meetings with all coaching staff members concerning appropriate policies and rules for necessary coordination of the athletic programs.
- Collect a written summary from the coaches at the end of each sport and spirit squad season.
- Ensure that coaches adhere to league practice procedures and comply with the District Athletic Manual concerning practices, contest start times, transportation, injuries and medical emergencies.
- Distribute and collect keys to/from coaches at the beginning and end of each season.

MANAGEMENT OF STUDENT ATHLETES:

- Ensure that the process of determining a student’s eligibility is completed. This process includes the completion of the athletic clearance packet, the notification of academic eligibility, and the administration of the sportsmanship code.
- Oversee and coordinate team tryout communication and team selection process.
- Enforcement of SMUHSD code of conduct and technology use agreement.

ATHLETIC EVENTS COORDINATION

- Develop an athletic calendar, in coordination with the League Commissioner, to be considered for approval by the school administration.
- Coordinate transportation requests with the District’s Transportation Department and establish athletic team bus schedules.
- Ensure compliance with District regulations for travel to interscholastic athletic events.
- Ensure through coordination with Assistant Principal(s) and the Facilities Manager that playing facilities are properly maintained for daily practice and athletic contests.
- Assist with home game event preparation such as: gate support staff, scoreboard operator, officials, announcer, etc., including electronic student rostering, not eligible for entry list, parent booster entry list, etc.
- Supervise home athletic events for safety and efficiency, which includes, but is not limited to, the following:
 - Coordinate with site administration to develop supervision schedules for athletic events, issuing directions regarding expectations of event staff, security, and co-curricular staff, and providing guidance/feedback/support to staff during events.

Athletic Director Job Description (cont.)

San Mateo Union High School District

Athletic Director – Certificated Job Description (continued)

- Coordinate with event staff regarding student/fan behavior during events, including follow-up afterwards.
- Coordinate with the site Facility Manager or designee to ensure gate areas, spectator areas, restrooms, sound system, scoreboard, lights, and general facilities are set up in advance, broken down afterwards, and secured as needed.
- Oversee gate/admission processes.
- Assist gate support staff, scoreboard operator, officials, announcer, etc.
- In conjunction with the Athletic Coordinator, recruit and schedule event staff.
- Submit payroll for event staff.
- Create and monitor a summer schedule for coaches who use the school facilities for conditioning or practice during the summer, coordinating the schedule with Facility Use personnel.
- Coordinate athletic facility use with the school site staff member who is responsible for renting school facilities to outside groups.
- Reserve off-campus facilities when they are required to meet the school's athletic program needs. Coordinate the use of game set up of shared/outside facilities.
- Coordinate game/event management procedures.
- Provide support and act as a resource for student participation; encourage student involvement in athletic activities.
- Prepare and communicate a handout for visiting teams about entrance, parking, etc.

FINANCE:

- Develop and monitor the school's athletic budget subject to approval by the Principal or designee.
- Coordinate the ordering, receipt and inventory of athletic supplies and equipment.
- Coordinate and integrate spending for athletic department funds, fundraisers, and expenditures accorded by the Athletic Boosters group.
- Supervise the maintenance of all athletic equipment to ensure proper condition, inventory and storage.
- Coordinate the payment of game/match/competition officials.

AWARDS PROGRAM:

- Coordinate, facilitate, and promote the school's athletic awards programs.
- Maintain school and league athletic records, awards and trophies.
- Participate in the Hall of Fame nomination and selection process if applicable for the site.

PHYSICAL DEMANDS: with or without accommodation

- Ability to read fine print and computer screens.
- Ability to understand speech at normal levels.
- Ability to conduct verbal conversation in English or other designated language.
- Ability to conduct group training, exchange information in person, electronically, and over the telephone.
- Ability to exhibit full range of motion for shoulder, elbow, back, hip and knee.
- Ability to push and pull objects weighing up to thirty (30) pounds.
- Ability to lift up to 15 pounds; lifting and/or moving up to 25 pounds occasionally.
- Ability to tolerate a high level of noise in the working environment.

Athletic Director Job Description (cont.)

San Mateo Union High School District
Athletic Director – Certificated Job Description (continued)

OTHER REQUIREMENTS:

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.
- **Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state, including valid Water Safety certification.**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy, [Equity Flyer](#), [BP0415.1 Racial Equity](#), and [AR0415.1 Racial Equity](#).

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Appendix I - Varsity Head Coach Job Description



SAN MATEO UNION HIGH SCHOOL DISTRICT

CO-CURRICULAR ATHLETICS VARSITY HEAD COACH JOB DESCRIPTION

JOB TITLE: ATHLETIC VARSITY HEAD COACH

REPORTS TO: School Principal & Athletic Director **SITE:** All Schools

CLASSIFICATION: Co-Curricular Athletics **WORK YEAR:** Per Season

SALARY: Co-Curricular Athletics Stipends

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:** 10/26/23

JOB SUMMARY:

Instruct student-athletes in the fundamental skills, strategy, and physical training necessary to promote individual and team success. Provide student-athletes with athletic instruction that leads to the formulation of good sportsmanship, acceptable social behavior, moral values, self-discipline and self-confidence. Supports school athletic program, athletic booster group, and athletic director and performs other related duties as assigned. Assistant coaches will support the head coach in regards to fulfilling the essential functions below.

ESSENTIAL FUNCTIONS:

1. Responsible for all matters pertaining to the organization and administration of coaching the team under his/her/their direction, and enforcing all rules of the C.I.F., CCS, and PAL as they pertain to the respective sport.
2. Serves as a positive role model to players, parents, officials, and fellow coaches by following all rules and demonstrating good sportsmanship.
3. Works cooperatively within an education environment that emphasizes the successful psychological, social, and emotional development of its students.
4. Represents the school on the highest professional level with dignity, integrity, strength of character, and ethical behavior.
5. Promotes respect by example through appearance and conduct.
6. Exhibits moral and ethical behavior and demonstrates dedication and loyalty to the school, the Athletic program, the Athletic Director and other coaches.
7. Arranges for pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations.
8. Organizes team tryouts, maintains the integrity of the selection process, and respectfully communicates results in a timely and appropriate manner.
9. Plans and conducts all practice sessions effectively at a level appropriate for each member of the team.
10. Insures proper warm-up and conditioning programs to reduce the risk of injury.
11. Provides a safe and enjoyable environment for all players, giving each student an opportunity to participate.
12. Instructs participants in the skills necessary for achievement.
13. Properly supervises all athletes at practice, in transit and at games.
14. Inspects all equipment and oversees the management of equipment and uniforms.
15. Supervises, to the extent necessary, all levels in assigned sport (Varsity, JV & Freshman).
16. Promotes student participation in other out-of-season sports.
17. Keeps statistics on the team and players for school and league records and submits requested

Varsity Head Coach Job Description (cont.)

- reports on time.
18. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require or could require medical attention.
 19. Encourages parent involvement and coordinates their assistance.
 20. Communicates good health, fitness principles and positive character development concepts to players, parents, and spectators.
 21. Communicates with the Athletic Director on all matters of policy.
 22. Supervises and evaluates all assistant coaches in conjunction with the Athletic Director, who is responsible for final formal evaluations.
 23. Supervises and assigns all volunteers, student managers, trainers, etc.
 24. Monitors the academic progress of team members during the season, and encourages academics over athletics.
 25. Reports student discipline problems, vandalism, and other related concerns to the Athletic Director, Dean, or other appropriate school level personnel.
 26. Responsible for submitting budget requests in a timely manner. Maintains accounting, integrity and transparency of all fiscal transactions and fundraising.
 27. Deposits all donations, fund raising, tournament proceeds, and student fees to school site accounting tech and maintains up-to-date record keeping.
 28. Provides facility use schedules in advance of the season to Facilities Department, and keeps the Athletic Director informed of all changes.
 29. Submits proper end of season information to Athletic Director (award lists, end of season report, equipment inventory, etc.)
 30. Assigns and maintains inventory of athletic equipment issued to students and staff.
 31. Immediately collects and returns all district uniforms and equipment at the end of the season.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions 1-31 with or without reasonable accommodation.

QUALIFICATIONS:

1. Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state.
2. Successful coaching experience in assigned sport.
3. Demonstrated proficiency in instruction and a solid understanding of the technical aspects of the sport.
4. Demonstrated commitment to positive coaching philosophy.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.

PHYSICAL REQUIREMENTS:

- Ability to observe type and extent of injury.
- Ability to hear and speak to exchange information.
- Ability to walk or stand for extended periods.
- Ability to bend, stoop, squat, kneel and reach overhead.

Varsity Head Coach Job Description (cont.)

- Ability to operate equipment, and handle work with various materials and objects.
- Ability to lift, carry, push, pull or otherwise move objects up to 50 pounds of force.

OTHER REQUIREMENTS:

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

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San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

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Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Appendix J - Junior Varsity Head Coach Job Description



SAN MATEO UNION HIGH SCHOOL DISTRICT

CO-CURRICULAR ATHLETICS JV HEAD COACH JOB DESCRIPTION

JOB TITLE: ATHLETIC JV HEAD COACH

REPORTS TO: Athletic Director & Varsity Head Coach **SITE:** All Schools

CLASSIFICATION: Co-Curricular Athletics **WORK YEAR:** Per Season

SALARY: Co-Curricular Athletics Stipends

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:** 10/26/23

JOB SUMMARY:

Instruct student-athletes in the fundamental skills, strategy, and physical training necessary to promote individual and team success. Provide student-athletes with athletic instruction that leads to the formulation of good sportsmanship, acceptable social behavior, moral values, self-discipline and self-confidence. Supports school athletic program, athletic booster group, and athletic director and performs other related duties as assigned. Assistant coaches will support the head coach in regards to fulfilling the essential functions below.

ESSENTIAL FUNCTIONS:

1. Responsible for all matters pertaining to the organization and administration of coaching the team under his/her/their direction, and enforcing all rules of the C.I.F., CCS, and PAL as they pertain to the respective sport.
2. Serves as a positive role model to players, parents, officials, and fellow coaches by following all rules and demonstrating good sportsmanship.
3. Works cooperatively within an education environment that emphasizes the successful psychological, social, and emotional development of its students.
4. Represents the school on the highest professional level with dignity, integrity, strength of character, and ethical behavior.
5. Promotes respect by example through appearance and conduct.
6. Exhibits moral and ethical behavior and demonstrates dedication and loyalty to the school, the Athletic program, the Athletic Director and other coaches.
7. Assists the Varsity Head Coach in arranging pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations.
8. Assists the Varsity Head Coach in organizing team tryouts, maintaining the integrity of the selection process, and respectfully communicating results in a timely and appropriate manner.
9. Plans and conducts all JV practice sessions effectively at a level appropriate for each member of the team.
10. Insures proper warm-up and conditioning programs to reduce the risk of injury.
11. Provides a safe and enjoyable environment for all players, giving each student an opportunity to participate.
12. Instructs participants in the skills necessary for achievement.
13. Properly supervises all athletes at practice, in transit and at games.

Junior Varsity Head Coach Job Description (cont.)

San Mateo Union High School District
JV Head Coach – Co-Curricular Athletics Job Description

14. Assists the Varsity Head Coach in inspecting all equipment and management of equipment and uniforms.
15. Promotes student participation in other out-of-season sports.
16. Keeps statistics on the JV team and players for school and league records and submits requested reports on time.
17. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require or could require medical attention
18. Encourages parent involvement and coordinates their assistance.
19. Communicates good health, fitness principles and positive character development concepts to players, parents, and spectators.
20. Communicates with the Varsity Head Coach on all matters of policy.
21. Monitors the academic progress of JV team members during the season, and encourages academics over athletics.
22. Reports student discipline problems, vandalism, and other related concerns to the Varsity Head Coach, Athletic Director, Dean, or other appropriate school level personnel.
23. Assists the Varsity Head Coach in assigning and maintaining inventory of athletic equipment issued to students and staff.
24. Assists the Varsity Head Coach in immediately collecting and returning all district uniforms and equipment at the end of the season.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions 1-24 with or without reasonable accommodation.

QUALIFICATIONS:

1. Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state.
2. Successful coaching experience in assigned sport.
3. Demonstrated proficiency in instruction and a solid understanding of the technical aspects of the sport.
4. Demonstrated commitment to positive coaching philosophy.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.

PHYSICAL REQUIREMENTS:

- Ability to observe type and extent of injury.
- Ability to hear and speak to exchange information.
- Ability to walk or stand for extended periods.
- Ability to bend, stoop, squat, kneel and reach overhead.
- Ability to operate equipment, and handle work with various materials and objects.
- Ability to lift, carry, push, pull or otherwise move objects up to 50 pounds of force.

Junior Varsity Head Coach Job Description (cont.)

San Mateo Union High School District
JV Head Coach – Co-Curricular Athletics Job Description

OTHER REQUIREMENTS:

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

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Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Appendix K - Assistant Coach Job Description



SAN MATEO UNION HIGH SCHOOL DISTRICT

CO-CURRICULAR ATHLETICS ASSISTANT COACH JOB DESCRIPTION

JOB TITLE: ATHLETIC ASSISTANT COACH

REPORTS TO: Athletic Director & Varsity Head Coach **SITE:** All Schools

CLASSIFICATION: Co-Curricular Athletics **WORK YEAR:** Per Season

SALARY: Co-Curricular Athletics Stipends

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:** 10/26/23

JOB SUMMARY:

Instruct student-athletes in the fundamental skills, strategy, and physical training necessary to promote individual and team success. Provide student-athletes with athletic instruction that leads to the formulation of good sportsmanship, acceptable social behavior, moral values, self-discipline and self-confidence. Supports school athletic program, athletic booster group, and athletic director and performs other related duties as assigned. Assistant coaches will support the head coach in regards to fulfilling the essential functions below.

ESSENTIAL FUNCTIONS:

1. Responsible for all matters pertaining to the organization and administration of coaching the team under his/her/their direction, and enforcing all rules of the C.I.F., CCS, and PAL as they pertain to the respective sport.
2. Serves as a positive role model to players, parents, officials, and fellow coaches by following all rules and demonstrating good sportsmanship.
3. Works cooperatively within an education environment that emphasizes the successful psychological, social, and emotional development of its students.
4. Represents the school on the highest professional level with dignity, integrity, strength of character, and ethical behavior.
5. Promotes respect by example through appearance and conduct.
6. Exhibits moral and ethical behavior and demonstrates dedication and loyalty to the school, the Athletic program, the Athletic Director and other coaches.
7. Assists the Varsity Head Coach in arranging pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations.
8. Assists the Varsity Head Coach in organizing team tryouts, maintaining the integrity of the selection process, and respectfully communicating results in a timely and appropriate manner.
9. Assists the Varsity Head Coach in planning and conducting all practice sessions effectively at a level appropriate for each member of the team.
10. Insures proper warm-up and conditioning programs to reduce the risk of injury.
11. Provides a safe and enjoyable environment for all players, giving each student an opportunity to participate.
12. Instructs participants in the skills necessary for achievement.
13. Properly supervises all athletes at practice, in transit and at games.

Assistant Coach Job Description (cont.)

San Mateo Union High School District
Assistant Coach – Co-Curricular Athletics Job Description

14. Assists the Varsity Head Coach in inspecting all equipment and management of equipment and uniforms.
15. Promotes student participation in other out-of-season sports.
16. Keeps statistics on the team and players for school and league records and submits requested reports on time.
17. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require or could require medical attention. Encourages parent involvement and coordinates their assistance.
18. Communicates good health, fitness principles and positive character development concepts to players, parents, and spectators.
19. Communicates with the Varsity Head Coach on all matters of policy.
20. Assists the Varsity Head Coach in monitoring the academic progress of team members during the season, and encourages academics over athletics.
21. Reports student discipline problems, vandalism, and other related concerns to the Varsity Head Coach, Athletic Director, Dean, or other appropriate school level personnel.
22. Assists the Varsity Head Coach in assigning and maintaining inventory of athletic equipment issued to students and staff.
23. Assists the Varsity Head Coach in immediately collecting and returning all district uniforms and equipment at the end of the season.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions 1-24 with or without reasonable accommodation.

QUALIFICATIONS:

1. Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state.
2. Successful coaching experience in assigned sport.
3. Demonstrated proficiency in instruction and a solid understanding of the technical aspects of the sport.
4. Demonstrated commitment to positive coaching philosophy.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.

PHYSICAL REQUIREMENTS:

- Ability to observe type and extent of injury.
- Ability to hear and speak to exchange information.
- Ability to walk or stand for extended periods.
- Ability to bend, stoop, squat, kneel and reach overhead.
- Ability to operate equipment, and handle work with various materials and objects.
- Ability to lift, carry, push, pull or otherwise move objects up to 50 pounds of force.

Assistant Coach Job Description (cont.)

San Mateo Union High School District
Assistant Coach – Co-Curricular Athletics Job Description

OTHER REQUIREMENTS:

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

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This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy. [Equity Flyer](#)

[BP0415.1 Racial Equity](#)

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DISASTER SERVICE WORKERS:

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Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Appendix L - Athletic Trainer Job Description



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: ATHLETIC TRAINER
REPORTS TO: Principal/Athletic Director **SITE:** All School Sites
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** School Days Only+10 Days
SALARY: Range 147 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under general supervision of the athletic director, the athletic trainer engages in sports medicine. Sports medicine includes injury prevention, recognition, assessment and evaluation; and the organization and administration, education and counseling of student-athlete injuries. Under the direction of a physician, the Athletic Trainer may provide treatment, rehabilitation, and reconditioning of the student-athlete injuries. Records are maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

ESSENTIAL FUNCTIONS:

1. Injury Prevention and Health Promotion - Implements strategies to prevent the incidence and/or severity of injuries and illness to optimize student-athletes' overall health and quality of life.
2. Injury Recognition, Assessment – Assesses the extent of possible injuries through injury site palpations, estimations of range-of-motion, muscle strength, joint flexibility and neurological, sensory and motor tests. The student's input is considered an integral part of the assessment; refers to physician as necessary.
3. Immediate Care – Administers first aid and emergency care, independent of setting
4. Treatment, Rehabilitation and Reconditioning – Within the scope of practice, implements a treatment rehabilitation plan and/or reconditioning strategies. Re-evaluates treatment plans, as needed, to ensure maximum benefit.
5. Concussion Management –Under the supervision of a physician, initiates the District's return to play protocol following a concussion.
6. Organization and Administration – Utilizes an Healthy Roster to document all treatments and injury management provided to students; complies with HIPAA and FERPA requirement; and maintains and manages AEDs and athletic training facility inventory, supplies, and function.
7. Education and Counseling – Educates student-athletes, families, and coaches regarding injuries, risk factor modification, and exercise programs.
8. Reporting – completes District accident reports for student athletic injuries that could require a medical referral and submits it to the Health Office within 48 hours.
9. Communication - Provides regular and pertinent communication to the student-athletes' care circle, physicians, physical therapists, school administration, health aides, athletic directors, coaches, and other athletic trainers.

Employment Standards:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

Athletic Trainer Job Description (cont.)

San Mateo Union High School District
Athletic Trainer - Classified Job Description (continued)

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree from a four-year CAATE accredited Athletic Training Education program and/or a Master's Degree from a CAATE accredited Athletic Training Education program
- Athletic Trainer, Certified (ATC) by the Board of Certification credential.
- Master's Degree, desirable.
- At least one year working in athletic training.

SPECIFIC QUALIFICATIONS:

- Should possess personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.
- Physical and mental capabilities are necessary to assume responsibilities involved in working with teachers, students, and parents. Possesses enthusiasm for and interest in the educational programs of the District.

KNOWLEDGE OF:

- Principles of anatomy, physiology, kinesiology, and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- Principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures, including CPR.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Sports injury record keeping and privacy laws.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Utilize Google Workspace effectively.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL REQUIREMENTS:

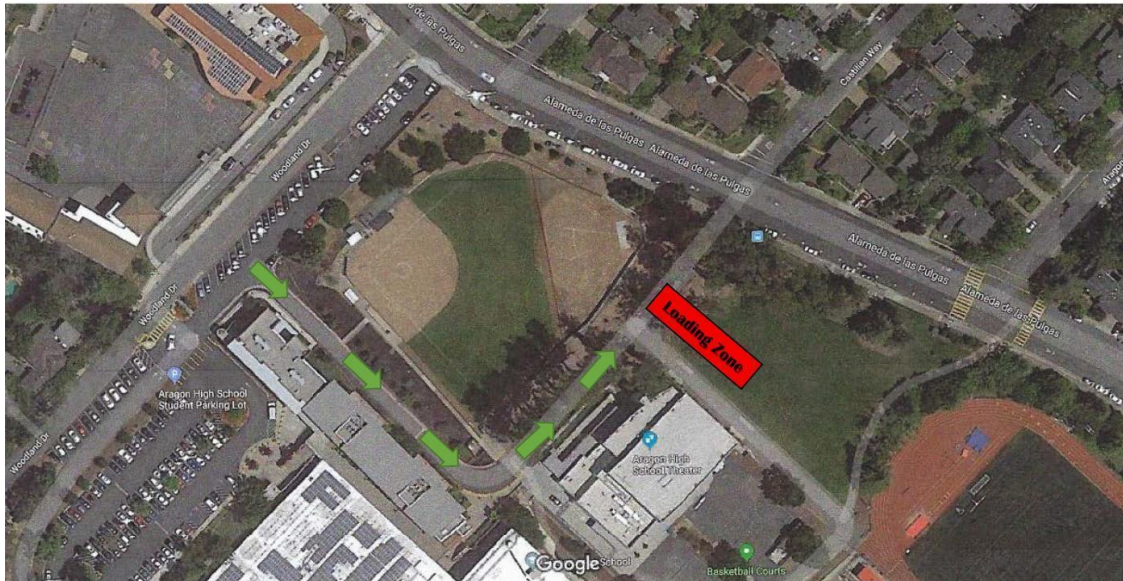
- Ability to observe type and extent of injury.
- Ability to hearing and speak to exchange information.
- Ability to walk or stand for extended periods of time.
- Ability to frequently and repetitively bend, stoop, squat, kneel and reach overhead.
- Ability to operate equipment and manipulate various materials and objects.
- Ability to frequently lift, carry, push, pull or otherwise move objects of up to 50 pounds in force.

LICENSE/OTHER REQUIREMENTS:

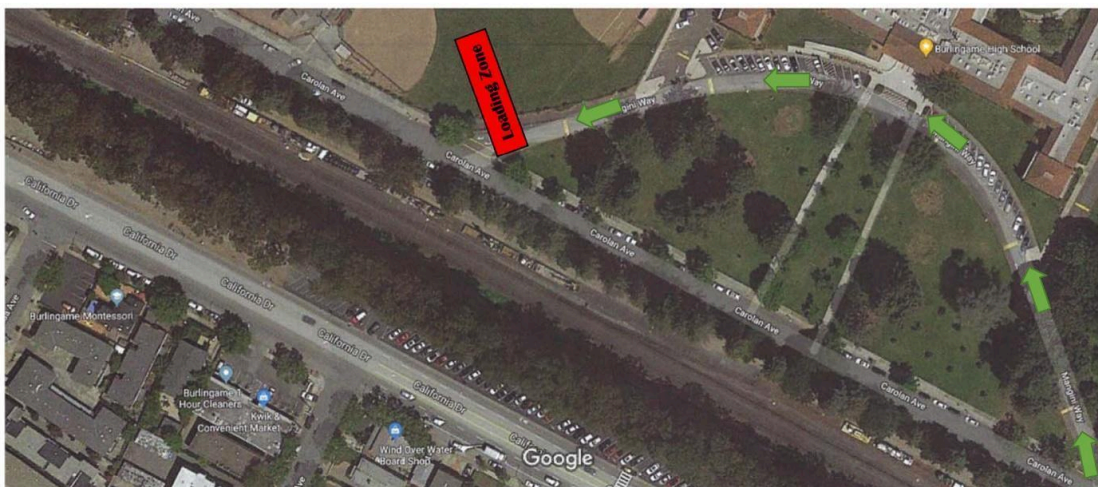
- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must possess a valid First Aid and CPR card.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.

Appendix M – Designated Loading and Unloading Zones at the Campus Sites

ARAGON HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
SELL WAY – JUST PAST THE THEATER



BURLINGAME HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
ON MANGINI WAY – ADJACENT TO THE SOFTBALL FIELD

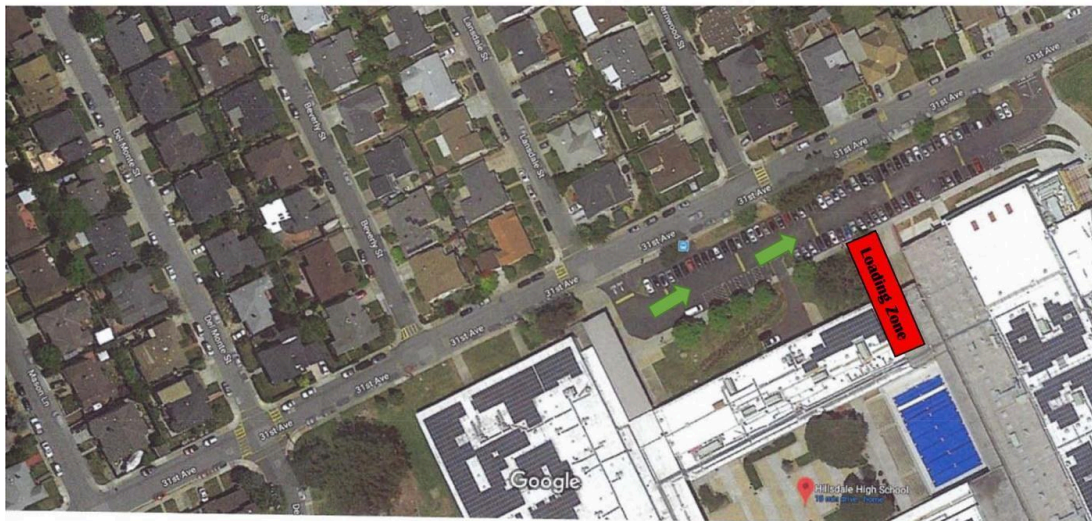


Designated Loading and Unloading Zones at the Campus Sites (cont.)

CAPUCHINO HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
LOWER LOOP - ADJACENT TO THE GYMNASIUM

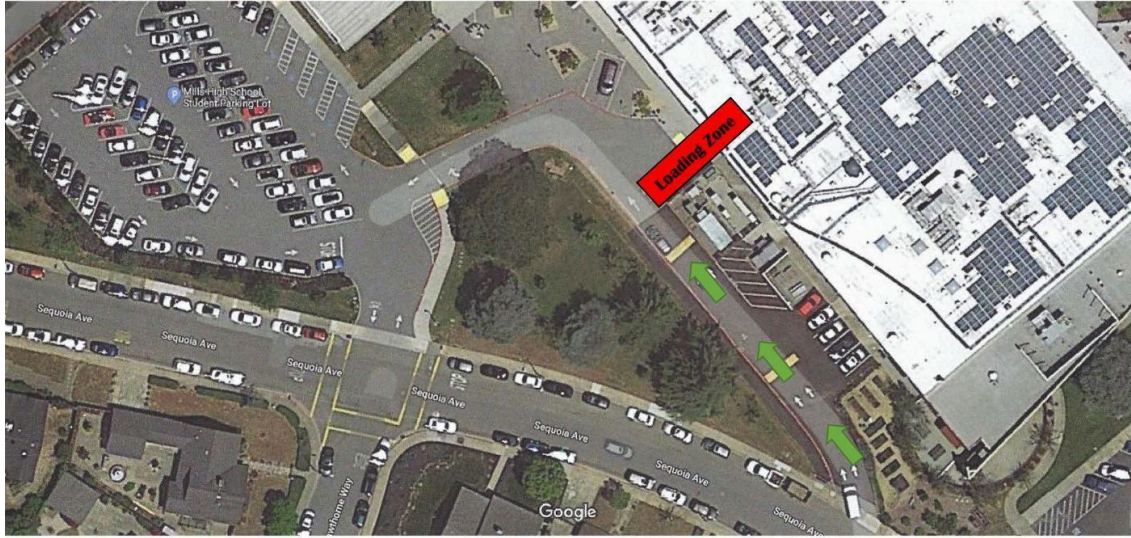


HILLSDALE HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
31ST AVENUE PARKING LOT - ADJACENT TO THE CAFETERIA

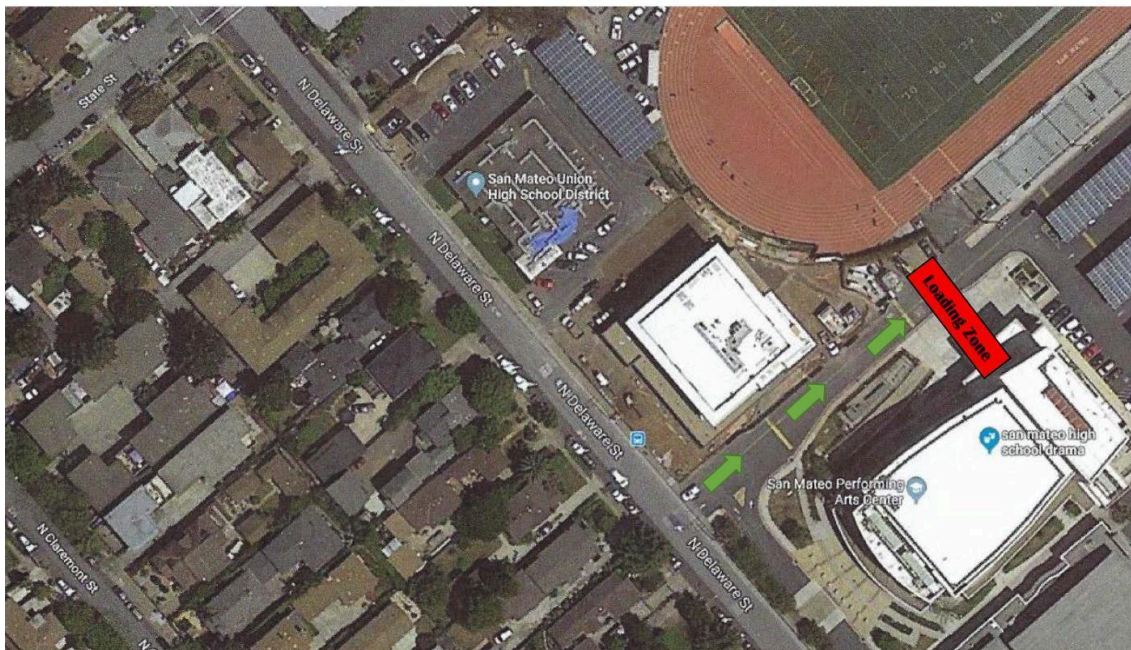


Designated Loading and Unloading Zones at the Campus Sites (cont.)

MILLS HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
PARKING SEQUOIA AVENUE



SAN MATEO HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
DRIVEWAY BETWEEN THE NEW DISTRICT OFFICE AND THE PAC



Appendix N – CCS Extreme Heat and Air Quality Policy

EXTREME HEAT AND AIR QUALITY POLICY

As per CA State Law AB 1653 and CIF Bylaw 503 K, Heat Illness and 503 L, Air Quality Index Protocols, all CIF member schools must adhere to the CIF Heat Illness Prevention and Heat Acclimatization Policies as outlined below.

Extreme Heat Procedures:

The WetBulb Globe Temperature (WBGT) is a measure of the heat stress in direct sunlight, which takes into account: temperature, humidity, wind speed, sun angle, and cloud cover (solar radiation). This differs from the Heat Index, which takes into consideration temperature and humidity and is calculated for shady areas. The WBGT is especially valuable in environments where people are physically active, such as sports, as it provides a better assessment of the risk of heat-related conditions during physical exertion. The CIF requires that schools use the WBGT for the most accurate measurement.

Depending on your Category Region (see map below), it is mandated for the benefit of the health and safety of our student-athletes that practice/games be canceled, or delayed until cooler when WBGT exceeds these levels:

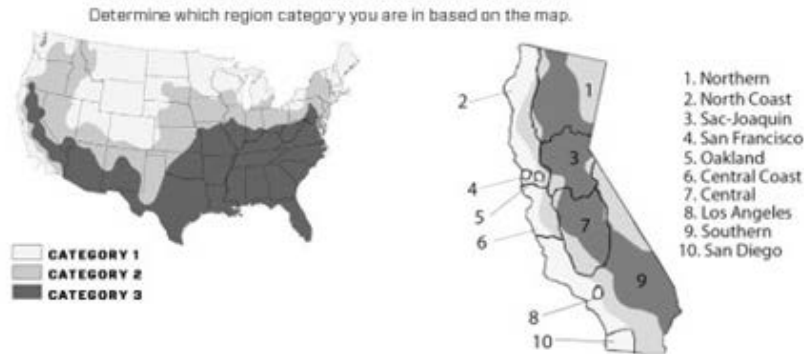
- Region Category 1 $\geq 86.2^{\circ}\text{F}$
- Region Category 2 $\geq 89.9^{\circ}\text{F}$
- Region Category 3 $\geq 92.0^{\circ}\text{F}$

STEP 1

Find your Region Category

Based on the following map, schools should select the category that best fits their region to follow the required guidelines shown below.

The majority of states fall under just one category or two at the most. However, due to its diverse climate across the state, California encompasses all three categories: light gray - Category 1 / medium gray - Category 2 / dark gray - Category 3. (See image below).



CCS Extreme Heat and Air Quality Policy (cont.)

STEP 2

WBGT Readings (Note: Temperatures listed in the chart below are calculated using a WBGT and are **not** basic air temperatures) Please see Step 3 below for samples of WBGT readings.

Cat 3	Cat 2	Cat 1	Outdoor Activity Guidelines
<82.0°F	<79.7°F	<76.1°F	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
<27.8°C	<26.5°C	<24.5°C	
82.2 - 86.9°F	79.9 - 84.6°F	76.3 - 81.0°F	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
27.9 - 30.5°C	26.6 - 29.2°C	24.6 - 27.2°C	
87.1 - 90.0°F	84.7 - 87.6°F	81.1 - 84.0°F	Maximum outdoor practice time is 2 h. Provide at least four separate rest breaks each hour with a minimum duration of 4 min each. For Football/Field Hockey: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing full pads without changing to shorts.
30.6 - 32.2°C	29.3 - 30.9°C	27.3 - 28.9°C	
90.1 - 91.9°F	87.8 - 89.6°F	84.2 - 86.0°F	Contests are permitted with additional hydration breaks. Maximum outdoor practice time is 1 h. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 min of rest breaks distributed throughout the hour of practice.
32.2 - 33.3°C	31.0 - 32.0°C	29.0 - 30.0°C	
≥92.1°F	≥89.8°F	≥86.2°F	No outdoor workouts/contests. Delay practice/competitions until a cooler WBGT is reached.
≥33.4°C	≥32.1°C	≥30.1°C	

STEP 3

Schools without a WBGT should use the link below from the NOAA for a WBGT reading

<https://digital.mdl.nws.noaa.gov/?zoom=7&lat=35.28787&lon=-79.36779&layers=F000BTTFTTT®ion=0&element=8&mrnz=true&barbs=false&subl=TTTTFF&units=english&wunits=nautical&coords=latlon&tunits=local>

EXAMPLE @2:30 PM

AUGUST 31, 2023	AUGUST 31, 2023	AUGUST 31, 2023
<u>CATEGORY 1 SCHOOL</u>	<u>CATEGORY 2 SCHOOL</u>	<u>CATEGORY 3 SCHOOL</u>
Outside Air Temp 87° F	Outside Air Temp 97° F	Outside Air Temp 92° F
WBGT Reading =80	WBGT Reading =82	WBGT Reading =81



CCS Extreme Heat and Air Quality Policy (cont.)

CIF Fall Outdoor Sports Acclimatization Policy

Given the extreme heat issues typically experienced at the start of the Fall sports season, heat acclimatization is crucial for high school athletes to help them adapt to hot weather conditions and reduce the risk of heat-related illnesses. The following is a four-step plan for heat acclimatization in outdoor high school sports:

1. **Gradual Increase in Activity:**
 - Start with light workouts in cooler conditions to prepare athletes for increased heat exposure.
 - Gradually increase the intensity and duration of practice sessions over 10-14 days.
2. **Hydration Education:**
 - Teach athletes the importance of staying hydrated and recognizing signs of dehydration.
 - Encourage regular water breaks during practice and games and always provide access to water.
3. **Modify Practice Schedules:**
 - Schedule outdoor practices during cooler times, like early morning or late evening.
 - Allow frequent breaks and shade to help athletes cool down and recover.
4. **Monitor Athlete Health:**
 - Educate coaches, trainers, and athletes on the signs of heat-related illnesses (heat exhaustion and heat stroke).
 - The school will have available a method to institute whole-body cooling to treat a student-athlete with exertional heat illness, especially heat stroke (e.g., ice tub, "taco tarp", ice towels) which is easily accessible at all practice and contest venues.

Safety should always be the top priority when acclimating high school athletes to hot weather conditions. This plan helps athletes adapt while minimizing the risk of heat-related issues.

For All Outdoor Fall Sports

Five-Day Acclimatization Period. Preseason practice shall begin with a five-day acclimatization period for all Fall student-athletes. All student-athletes, including those who arrive at preseason practice after the first day of practice, are required to undergo a five-day acclimatization period. The five-day acclimatization period shall be conducted as follows:







- (a) Participants shall not engage in more than one on-field practice per day during the five-day acclimatization period. On-field practices shall last no longer than two hours.

For Football Only

- (b) During the first three days of practice or testing activity, helmets shall be the only protective equipment student-athletes may wear. During the next two days of practice or testing activity, helmets, and shoulder pads shall be the only protective equipment student-athletes may wear. Student-athletes may practice in full pads on the sixth day of practice or testing activity.



CCS Extreme Heat and Air Quality Policy (cont.)

	US AQI Level	PM2.5 (µg/m ³)	Health Recommendation (for 24 hour exposure)
	Good 0-50	0-12.0	Air quality is satisfactory and poses little or no risk.
	Moderate 51-100	12.1-35.4	Sensitive individuals should avoid outdoor activity as they may experience respiratory symptoms.
	Unhealthy for Sensitive Groups 101-150	35.5-55.4	General public and sensitive individuals in particular are at risk to experience irritation and respiratory problems.
	Unhealthy 151-200	55.5-150.4	Increased likelihood of adverse effects and aggravation to the heart and lungs among general public.
	Very Unhealthy 201-300	150.5-250.4	General public will be noticeably affected. Sensitive groups should restrict outdoor activities.
	Hazardous 301+	250.5+	General public at high risk of experiencing strong irritations and adverse health effects. Should avoid outdoor activities.

Pictured: Air quality index chart with corresponding PM2.5 µg/m3.

Air Quality and Sport Participation: CIF Position Statement Sports Medicine Advisory Committee

Recent catastrophic and historical fires in California continue to raise numerous questions regarding safe participation in sport and practice for young athletes. This position statement serves as a resource to coaches, administrators, parents and students who have questions about participation in outdoor activity during periods of diminished air quality for California high school sport.

Healthy athletes are at increased risk for inhaling pollutants in the air. Physical activity increases ventilation and the number of pollutants that are inhaled are increased compared to periods of rest. During physical activity, air is often inhaled directly into the mouth, bypassing the built-in nasal filtration system. Deep inhalation diffuses pollutants into the bloodstream more quickly during exercise. These risks are increased if an athlete has a pre-existing medical condition such as asthma or a cardiac condition.

A valid and reliable standardized national air quality resource is the National Weather Service (NWS) Air Quality Forecast System. This system provides constant monitoring of ozone, particulate matter and pollutants with accurate and advanced notice to prevent the adverse effects of decreased air quality.

The key component of the standardized air quality resource is the NWS Air Quality Index (AQI). The AQI provides real time monitoring and alerts in response to changing air quality levels. Five different pollutants are tracked in this system including the following: 1) ground level ozone 2) particle pollution 3) carbon monoxide 4) sulfur dioxide 5) nitrogen dioxide. Ground level ozone and particulate matter are the most concerning pollutants for outdoor physical activity. The AQI is reported as a single number based on a scale of 0 to 500 with 0 being completely safe and 500 indicating the most hazardous levels of air pollution.



CCS Extreme Heat and Air Quality Policy (cont.)

Consistent with this national reporting system and consistent with the National Collegiate Athletic Association Committee on Competitive Safeguards and Medical Aspect of Sport, the CIF Sports Medicine Advisory Committee offers the following general guidance to institutions seeking to make decisions about the appropriateness of practice or competition in questionable air quality situations. With recent severe fires within the state of California, both regional and statewide authorities have often established alerts to cancelling sport events or practices because of local risk. CIF recommends following these guidelines. If specific guidelines have not yet been provided, the following are useful guidelines consistent with NCAA and NFHS position statements on air quality.

- 1) Monitoring of local AQI and associated air quality alerts, especially during times of extreme environmental conditions is recommended. Advice and monitoring is best done by the primary athletics health care providers (athletic trainers, school nursing staff, team physicians) who have training in such monitoring. Schools may choose to delegate this responsibility to a staff member with knowledge of AQI.
- 2) Member schools should consider shortening or cancelling outdoor athletic events (practices or competition) in accordance with AQI recommendations. Exposure to air should be managed more carefully for students with pre-existing lung or heart conditions. When the AQI rises above 100 schools should consider removing such athletes at risk from practice or competition.
- 3) At AQI values above 150 serious consideration should be given to rescheduling the activity or moving it indoors if possible. Prolonged exposure and heavy exertion should be avoided.
- 4) School Emergency Action Plans may guide the emergency care response in these circumstances and the staff should be made aware of this plan.
- 5) The Preparticipation Physical Examination for Sport will be used as a tool to identify students at risk for smoke inhalation exposure such as asthma, cardiac disease and respiratory disease.
- 6) Emphasize to student athletes that the wearing of masks, such as for protection against COVID-19 does not protect against exposure to hazardous air quality. Consequently, wearing masks will not allow competition or practices when AQI is at hazardous levels.

There are now validated online applications to smart phones which can track not only AQI in a town or city, but also AQI regionally near each neighborhood within each town or city. Consistent with NFHS, California Air Quality Board and California Environmental Protection Agency, the CIF recommends using the www.airnow.gov application for this purpose. The AQI may even be checked periodically during a day of competition or practice in case of changing conditions. The application was created with the collaboration of the Environmental Protection Agency and contains not only air quality data but also current fire conditions, webcams and email notifications consistent with local and regional up to date conditions.

References

- 1) Air Quality Position Statement. NCAA Sports Science Institute, Sept 2018
- 2) NFHS Position Statement on Physical Activity, Air Quality and Wildfires, April 2019
- 3) CIF North Coast Section. Air Quality Index Rules, Bylaw 1003H.
- 4) US Environmental Protection Agency. Air Now website www.airnow.gov

