

*DISTRICT
ATHLETIC
HANDBOOK*

2022-
2023





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WHAT IF I HAVE AN EMERGENCY?



EMERGENCY CONTACTS

When dealing with an unexpected situation with a student athlete, please follow the protocols listed below. Keep in mind that yellow cards must be available at all times.

Emergency Protocols

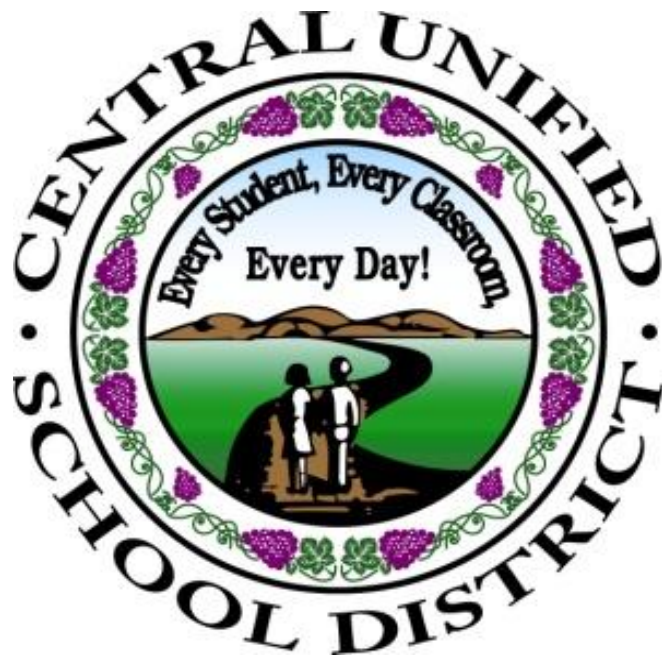
1. Secure the injured athlete
2. notify the paramedics if necessary.
 - a. Have players open gates and flag down ambulance to direct them to your location
 - b. Send another coach to make phone calls
3. Have the injured athlete's yellow card available for paramedics.
4. Notify Parents then principal
5. Notify administration immediately
 - a. Athletic Director – Call and text
 - b. Vice principal – Call and text
 - c. Elementary / District Athletic Director – Call and text
(Principal will complete an EIR)

Investigational Situations

1. Investigation situation – must have reasonable suspicion
2. Separate kids – must be supervised
3. Call principal and parents
4. Document what you found / everyone who investigates
5. Written statements from kids
 - a. Be sure to collect specific information of when, what, where and how.
6. Witness statements from coaches
7. Final written statement from the Head Coach
 - a. Use the BRICK process
 - B – Background
 - R – Rule broken
 - I – Impact on the team
 - C – Corrective action or direction for improvement
 - K – Knowledge to the parents
8. Provide all information when speaking with administration. Don't risk your position for a bad decision a student athlete made.

*MISSION
&
VISION*

2022 -
2023





Mission Statement



Central Unified will create and support athletic programs that require academic excellence, work to build character, promote teamwork, provide motivation and develop players' sport specific skills. Win or lose, our programs will be innovative while setting and accomplishing goals that benefit the students and supporting the overall mission of the district.

Belief #1 - Athletics, academics, and values work together to develop people.

Action statement: Coaches will promote excellence in the classroom by providing appropriate time allocations for studies and encouragement to seek assistance from teachers, tutors, coaches and other services. Personal growth resources on campus and in the community will be identified and encouraged.

Belief #2 - Sportsmanship will be a top priority in our programs.

Action statement: Students, coaches, fans, and administrators will work together to set standards for appropriate conduct while competing and will hold each other accountable to these standards.

Belief #3 - (Everyone is someone) Participation at some level is a key to program outcomes.

Action statement: Coaches will identify and articulate roles for all student-athletes and junior varsity programs will be developed and utilized when appropriate to allow opportunities to compete.

Belief #4 - Competing in a Central uniform or polo will be a team effort.

Action statement: The experiences and relationships developed while coaching and competing in a uniform at Central Unified will enable student-athletes and coaches to have a successful career, take ownership in the programs, and connect players to alumni and community.

Belief #5 - Athletic programs and directors will plan and prepare to compete at the highest levels possible for each sport.

Action statement: Schedules will be developed for each sport to compete at the highest local, regional and national levels possible. Coaching staffs that are appropriate for squad sizes and skilled to teach student-athletes to reach their full potential will be developed and supported. Recruiting plans that attract high-achieving coaches with abilities to succeed at any level of competition will be implemented. Resources will be sought and delivered to coaches to ensure that our athletes may compete at the highest level.

Belief #6 - Athletics will be a fun experience for everyone involved.

Action statement: We will create an environment where student-athletes and staff have an enjoyable and meaningful experience while keeping the focus of athletics as a game and learning process, not a way of life. We encourage all teams to support each other attending contests and providing positive reinforcement.



COACH



A coach is someone who takes people from where they are to where they want to be.

C

Connect with kids

O

Outwork your opponent

A

Act with integrity

C

Create community pride

H

Have fun



WHAT IS A CENTRAL UNIFIED ATHLETE?



A CENTRAL UNIFIED ATHLETE

A Central Unified athlete can come in any size, shape or color. There is no common denominator except for the love of academics, athletics and the desire to get the most out of their abilities. They are proud of their strengths, but understand their weaknesses. They are first of all concerned with being a great student and always carry a positive attitude. They are never selfish, and know that individual recognition will come through team excellence.

A Central Unified athlete understands that leadership is about taking responsibility, not making excuses. They understand that true leadership lies not in words but in our actions and attitudes at school, in the community and on the playing field. They know that leaders must create vision and be strong enough to translate that vision into reality. A Central Unified Athlete has the heart of a warrior and never loses the honesty and character of a small child. They understand if they don't work hard they can never be successful.

A Central Unified Athlete is willing to always help those in need, and is much more aware of the example they are setting for everyone watching from the sideline and hallways. A Central Unified athlete is happy when they make a play but never forgets that their teammates, teachers and coaches put them in a position to do so. While they never let up on the field, the other team is not the real opponent; it is the full extent of their own potential that they are always playing against.

A true athlete is made and not born. They are constantly striving to reach their academic and athletic potential knowing that they will bypass other players who cannot withstand the strain of this quest for excellence. They realize the challenges and competition of today's game will better prepare them for tomorrow's world. They know that the true measure of a performance is not measured in wins and losses, but how much of themselves they have given to their school and the game.

A Central Unified Athlete never realizes when the odds are stacked against them. They can only be defeated by a clock that happens to run out of time or innings that no longer exist. They are what small children dream of becoming and what old men and women can remember with great pride that they once were.



WHAT MAKES A GOOD ATHLETIC PROGRAM?



- What does a good athletic program look like? Everyone loves a coach when the team is winning, but the critics come out when in a losing season. Generally, people tend to think of sports as only athletic competition. However, there are many components that make up a great athletic program. Successful athletic programs require academic excellence, work to build character, promote teamwork, provide motivation and develop players' sport specific skills. Win or lose, it is important that the program is setting and accomplishing goals that benefit the students and support the overall mission of the school.
- Effective athletic programs are characterized by many positive components. Does the program actively support academic achievement by monitoring grades and encouraging athletes to attend after-school tutoring? Coaches should build relationships to foster trust and build positive moral with student athletes. Are students learning skills that best match their potential? Good programs set goals that can be accomplished and monitored. Are students given the appropriate college counseling and opportunities to prepare for post-secondary education.
- In order to properly evaluate any athletic program it is imperative that we remember it is a human process and not black and white. Communication is essential when conducting a program evaluation. Information should be shared discussed and best intentions assumed. Remember, this is the only time that you will have an opportunity to actually get some feedback on your program.
- Keep in mind.
 - 1. Your events are visible and have a significant effect on public relations and overall school climate. Many community members only know your school through the events they attend.
 - 2. Coaches have a significant impact on and through the behavior you model and the values that you communicate to your athletes.
 - 3. Evaluations are not based only on wins and losses. This drives coaches to see players as a means to an end rather than an opportunity to nurture them.
 - 4. Coaches and administrators who are successful are constantly evaluating their programs, themselves and their coaches to improve areas that may be weak.
 - 5. WE ARE ALL IN! Every member of your team serves as a vital element to success.



HOW DO WE GET THERE?



1. Organizations can craft a sustainable comparative advantage through differentiation.
 - a. Superior performance can only be sustained by doing different things than those around you.
 - b. What unique characteristics does your school and community possess?
 - c. How will you use the resources available and confront the challenges that exist?
 - d. Doing the same thing year in and year out is not a strategy.
2. Organizations are perfectly built to get the results that they get.
 - a. Odds are the things that function at a high level get the most attention while those that are struggling are visited much infrequently with any type of review. Your organization is designed to get the results you have.
 - b. How do you want your programs to look? What types of coaches do you want to have? What values and principles do you want the athletes to internalize and demonstrate?
 - c. Think of how you will strategize to influence the things that are important to you.
 - i. Structures and procedures, measures, performance management, rewards for success, review and raising the bar.
3. Organizations are created on business processes.
 - a. Get your processes defined and then find an owner for each job. If managing the work is the essence of running an organization, then there needs to be a single owner for each process – someone who can watch over it to make sure the process is consistently delivering the expected output. Someone who can launch an improvement effort when its time. Someone who will lose sleep over the process if it's not meeting expectations.
 - b. Who owns each process?
 - i. You could be surprised to find that one or two people own a large majority of the work day and this could create structural and performance issues.
4. Knowledge is the purest form of competitive advantage.
 - a. The fastest way to get better is to get smarter. Learn and study your craft.
5. Effective leaders capture the hearts and minds of those they work with.



WHAT IS YOUR STRATEGY? START FROM THE GROUND UP

REFLECTION
Monitor and evaluate our success based on vision and rebuild our pyramid accordingly.

STRATEGIES

Does our approach and technique mirror the foundation of our pyramid? Have we aligned and prepared for success? Does everyone in the organization understand our techniques and strategies to handle different situations?

SYSTEMS

Do we have a consistent, viable way of getting things done regardless of who's in charge?

PEOPLE

FIND OKG's:
We must find people that are OUR KIND OF GUYS OR GALS. Can they compete at our level and help with the impacts of the environment we currently face. Can they work with our community?

CULTURE

There is a vitality and energy that can be felt the second you arrive. People are loyal and display trust. People talk straight and confront real issues. People share credit abundantly. Transparency is a practiced value. People are candid and authentic. There is a high degree of pride and accountability.

We must know our starting point. What resources are available and what challenges exist. What is the level of competition that we will face and how does our environment help or hinder our cause. How can we roll all of that into our final vision of success? Once we know these factors we can develop our pyramid.



IMPACT OF ENVIRONMENT

VISION

ROLES
&
RESPONSIBILITIES

2021 -
2022





WHAT ROLE DOES THE ATHLETIC DIRECTOR SERVE?



The Principal of every school in the Central Unified School System is responsible for all activities of the school, including athletics. It is the responsibility of the Principal to make final decisions in all matters pertaining to school activities. The following athletic policies will not lessen responsibilities but will delegate areas of responsibility to the Athletic Director and to the members of the athletic staff. The Athletic Director represents the school administration in matters pertaining to athletics and may need to vote at meetings at local, conference and state levels. When representing the school, the Athletic Director's vote should represent the thinking of the majority of the athletic staff, and the principal.

Be the flag bearer for your kids. It is your job to represent the cause, the entire school, the entire community, an entire people. As the most visible group in your school whether you choose this role or not you are indeed the flag bearer. You cannot do it alone, this is why the "we not me" approach is a must for any organization. Ideas are great but they are just that, "ideas". Without action the best ideas cannot be achieved.

Step one: Start with the why

- People don't buy how you do things, they buy why you do them.
- Everyone knows what they do and how they do it. The importance piece is the why?
- Why do we work here?
- Why do we get up out of bed and show up?
- Why would we continue to allow things to be less than we imagined?
- Why believe in you?

Step Two: recruit the right people

- Good to Great said it best, get the right people on the bus and then get them in the right seats. Easy to say and difficult to execute without a plan. Hire those who believe in what you believe. Not to be confused with the same type of people. We want diversity but we need to have a common vision. Different people are a must but commonality and a belief in kids and the idea that they can achieve is a must.
 - How will we get the wrong people off the bus?
 - How will we clearly set expectations for those on the bus and the passengers soon to join us?
 - How will we recruit other people to join us?
 - How will we identify and support problem solvers?



WHAT ROLE DOES THE ATHLETIC DIRECTOR SERVE?



- Step Three: Create the right culture
 - Lasting success comes by getting the right people and crafting organizational practices that capitalize on their strengths.
 - Change does not come easy or instantaneous. Culture change is ponderous. It cannot be accomplished without extraordinary tenacity on the part of the organizations leaders.
 - Culture change comes in phases
 - Unfreezing of old ways
 - Transition and learning
 - New routines eventually refreeze
 - Established practices and traditions form and stick
 - 3 best facilitators of long term memory
 - Significant emotional experiences (you remember where you were 9/11)
 - Music (you learned the alphabet with the help of a song)
 - Metaphor (you are a flag bearer)
- Develop your own structure and process
 - The structure is the way people are grouped to perform the work of the organization.
 - In the absence of clear processes it will be impossible to share your work and you will burn out from being ultimately responsible for 100% of the work.
- Strategically and proactively to pressures rather than to haphazardly react.
 - Mangle your external environment by first, understanding its expectations, and second, accommodating or altering those expectations in one way or another.
- Monitor performance
 - Create a system to give feedback to coaches and players alike.
 - This same system will allow you to hold them accountable at the same time.
 - Allow coaches and players to formally give feedback to you.
- Raise the standards
 - Being comfortable creates complacency. By raising the standards we create discomfort which in turn creates growth.



WHAT ROLE DOES THE ATHLETIC DIRECTOR SERVE?



- Step Four: Be Ready to Lead in all Directions
 - Athletic directors have the difficult job of working just below the upper-level management (principals and superintendent office) and above the coaches, teachers and athletic personnel that are working in the trenches. You have the freedom and flexibility to set policy, create procedures, establish a vision and mission for the athletic department, but in reality the job does come with restraints. To be an effective leader from the middle you need to lead in three directions – up, down, and across.
- Leading Down
 - This is the most familiar to athletic directors. You are in a position to manage athletic department personnel, coaches and athletes. The trick is to be an effective leader that creates relationships and influence through the position. Do you have a vision and do those who work for you believe in it?
- Leading Across
 - As professionals in middle management, it is imperative you find ways to help their colleagues to grow and to become successful. We must work to give our colleagues reasons to respect and follow you. The best way to do this is to truly care about these individuals and be genuine with people you work with. Are you developing relationships and truly committed to their development as professionals.
- Leading Up
 - This is the most challenging. Sometimes, policies and procedures are created that athletic directors must support, even though they may not have played a role in developing them. The best way to avoid issues is to show your principal that you can take care of issues yourself. When you do this, your leader will be more inclined to view you as someone who can be counted on for advice and insight.

Questions to ask:

1. Am I accessible to my staff? Am I building relationships?
2. Am I providing professional development opportunities for my coaches?
3. Am I helping each person in my department realize his/her potential?
4. Am I effectively sharing my vision and, more importantly, am I inspiring others to buy into that vision?
5. Am I a manager or Leader?



WHAT ROLE DOES THE ATHLETIC DIRECTOR SERVE?



1. Oversee clearance of all coaches working with kids. All coaches should be cleared prior to coaching.
2. Prepare a master budget and supervise equipment inventories with principal.
3. Ensure all academic guidelines are being met by athletes and coaches alike.
4. Coordinate gym, building and athletic field use with the district office and oversee FUR's for your site.
5. Coordinate gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
6. Work with coaching staff and transportation supervisor to schedule all athletic departure times and provide bus supervision with trip sheets.
7. Take care of travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
8. Recruit and recommend suitable coaches for athletic teams.
9. Hire all officials for 7-12 and non-conference contests.
10. Create and ensure of signing of yearly contracts.
11. Secure game and prepare workers for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. and submit the list of contacted workers for that contest to the event supervisor prior to the event.
12. Prepare a master sports calendar that includes conference and non-conference games/events.
13. Coordinate the collection of rosters for program information as needed.
14. Act as a resource person and coordinator for all coaches.
15. Assist in supervision at home athletic contests.
16. Assist in the selection of coaches for the athletic program.
17. Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the facilities department and district administrator.
18. Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport season.
19. Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
20. Provide a channel through which students and the community may express their concerns about an athletic program.
21. Provide for in-service of coaching staff as needed.
22. Disseminate rules and regulations and enforce CIF rules and regulations, including player eligibility.
23. Collect, file, and notify athletes and coaches regarding coaching and student eligibility as it pertains to the CIF and District physical cards and athletic code of conduct.
24. Collect and maintain on file a properly completed physical card or alternate year physical card for every student participating in athletics.
25. Distribute athletic training rules yearly to all athletic participants. Collect and maintain on file a signed copy of student letters of intent.
26. Administer the school athletic code in a fair and consistent manner that is within the intent of the code.
27. Ensure district adherence to all CIF and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
28. Order Post season awards for each program.
29. Attend monthly athletic conference meetings.
30. Perform other duties as assigned.
31. Be the flag bearer



WHAT ROLE DOES THE COACH SERVE?



What exactly is the coach's role?

- Recruiter, teacher, trainer, strategist, personnel manager, administrator, promoter, communications expert, diplomat, spokesperson, psychologist, impartial judge, disciplinarian, caring friend, counselor, parent substitute? To be a coach is to assume all of these diverse roles. For the coach, the greatest reward should not be the outcome of winning, but rather the process of training and competition that positively affects the personal development of young athletes. Great coaches use sport as a vehicle to enrich the lives and the futures of their athletes.
- While society often perceives winning as the most prized outcome of sport, *a single focus on winning by the coach can subordinate every other worthy outcome of an athlete's participation in sports*. There is nothing wrong with wanting to win; however, there is a difference between being focused and being obsessed with winning. It is important for a coach to evaluate him or herself often during the year to determine if winning has become the priority over doing what is best for the young people in the program.
- At best, only 50 percent of the participants can be winners in any sport competition. In a sport such as track and field, only one team among several and only one individual among many achieve victory.
- So, does everyone else then become losers? Is there no opportunity for achievement, fulfillment and fun without winning? Is winning really the ultimate goal of sport or is there a more important objective and a more attainable goal?

Winning vs. Success

- The opportunity for success is available to everyone if it is defined as performing to one's capability rather than focusing solely on the score of a given competition.
- This is especially true in the sport of track and field where individual improvement can be quantifiably measured by a watch or measuring tape. Even though a team may lose on the scoreboard, the shot putter who places fourth in his event but improves his lifetime best mark by a foot or the hurdler who does not place in the race but "three steps" all flights for the first time certainly has reason to feel successful.
- Teaching athletes to focus on success and discussing with them what success really is, rather than allowing winning to be the only measure, nurtures the factors that ultimately lead to winning.



WHAT ROLE DOES THE COACH SERVE?



Success = Ability + Preparation + Effort + Will

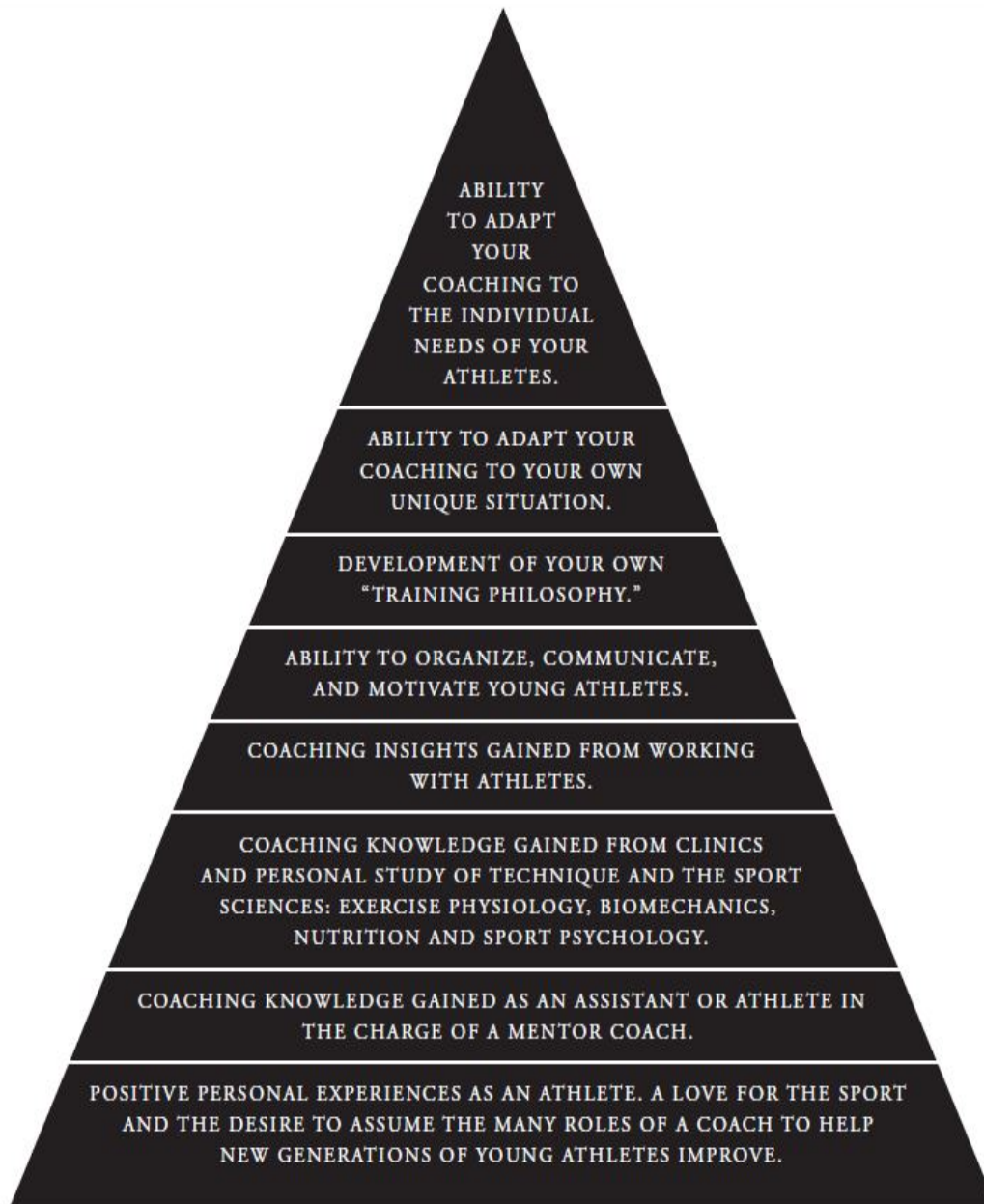
- **Ability.** Everyone has ability, but it isn't distributed equally or predictably. This applies to coaches as well as athletes. Often ability is a gift of birth, but that doesn't guarantee success. The challenge isn't to have ability but to develop and use the ability that is given.
- **Preparation.** We gain greater use of our abilities by investing in preparation. Only through the persistent and consistent process of preparation can raw talent be transformed into greater capability. In athletics, this preparation is called training. Through proper training, athletes become faster, stronger, more skilled, knowledgeable, confident and mentally tough; however, although developing greater capability is important, it is still no guarantee of success.
- **Effort.** Developed ability realizes its value when expressed through the challenge of competition. That expression is accomplished when physical and mental effort summon every ounce of one's capability. Still, athletes often find themselves nearing the finish of their race exhausted, having given all they think possible, but needing to find even more. In sport this is called...crunch time!
- **Will.** Crunch time is real, both in sport and life. It is that moment when a person thinks he or she has given all there is to give, only to find out even more is required. Many athletic contests are won or lost at this moment. Some athletes are able to draw on an inner strength to summon greater effort than they know themselves to have. This is the use of one's will, the power to go back to one's personal reservoir again and again as needed. That feeling of stress is the bodies way of telling you this is important.
 - *When athletes and teams train hard to develop their ability, give their best effort in competition, and show the will to push themselves beyond self-imposed limits, they are successful.*

Too often, coaches and athletes miss experiencing the pride and satisfaction of success because they are too focused on winning. More often, coaches and athletes fail to win because they first fail to become successes.



EVOLUTION OF A COACH

Below is a pyramid of an evolution of a coach. Where are you? How do you get to the next level?



*HUMAN
RESOURCES*

2022 -
2023





HOW DO I HIRE A COACH?



Types of Coaches

There are four types of coaches in Central Unified.

Please see the chart below for proper hiring procedures.

- | | |
|--------------------------------|---|
| 1. Employee | - (paid) |
| 2. Walk-on paid by district | - (paid)) board approval necessary |
| 3. Walk-on paid by fundraising | - (paid) board approval necessary |
| 4. Volunteer | - (unpaid) not sent for board approval. |

<u>Requirements</u>	<u>Employee Coach</u> (Paid)	<u>Walk-On Coach</u> (Paid)	<u>Volunteer Coach</u> (Non-Paid)
Initial Clearance:	Site AD send email to Stacy Garica to verify clearance.	On boarding online packet must be completed and certifications below must be attached.	On boarding online packet must be completed and certifications below must be attached.
Attachments:	CPR Certification First Aid Certification TB test (within 60 days) CIF Certification (High School/Middle School) Sudden Cardiac Arrest Concussion Child Abuse Reporting Heat Illness Prevention Sexual Harassment Prevention	CPR Certification First Aid Certification TB test (within 60 days) CIF Certification (High School/Middle School) Sudden Cardiac Arrest Concussion Child Abuse Reporting Heat Illness Prevention Sexual Harassment Prevention	TB test (within 60 days) Sudden Cardiac Arrest Concussion Child Abuse Reporting Heat Illness Prevention Sexual Harassment Prevention
Fingerprint Clearance	Fingerprints done when initially hired as employee	Fingerprints (no charge) Social Security Card CA ID or Driver License	Fingerprints (no charge) Social Security Card CA ID or Driver License
Renew/Update/ Returning Coaches	CPR (every 2 yrs) First Aid (every 2 yrs) TB (every 4 yrs) Child Abuse Reporting (once a year)	CPR (every 2 yrs) First Aid (every 2 yrs) TB (every 4 yrs) Child Abuse Reporting (once a year)	TB (every 4 yrs) Child Abuse Reporting (once a year)

- **ADs need to assist coaches with filling out the packet and contracts. ADs are responsible for reviewing their rosters for coaching clearance and to ensure the correct coaches are listed for stipend payment.**
 - The contract needs to include the employee name, season, sport, and assignment (ex: Fall Football JV Head Coach).
- Athletic Directors **must send a Coach Roster** two (2) weeks before the start of each season.
- Athletic Directors will communicate coaching clearance information to the coaching staff and inform coaches of any pending paperwork or certifications due.
- **The coaches are NOT allowed to work on site and/or with students until they have been cleared by Human Resources. Coaches will not be paid unless they were on the Coaching Roster and have been cleared through Human Resources.**



HOW DO I HIRE A COACH?



High School Head Varsity Coaches

- All applicants for High School Head Varsity Coaching positions must apply via Edjoin.org when positions become available.

Middle School/Elementary School Head Coaches and all other Coaching Positions

All new applicants for Middle School and Elementary School Head coach positions must complete an employment application. The employee application can be found at: [Coaching Application Link](#). Selected candidates will be scheduled for fingerprint clearance. Coaches who are a district employees or have previously coached and are active in the district personal system do not need to complete another employment application, but they must submit certifications to Human Resources if needed.

- **CPR/First Aid Certification** Once fingerprints have been cleared by Human Resources, the coach will receive a "Coach Clearance" email with additional requirements such as TB and CPR certification. If the coach needs to complete CPR and First Aid, they can register for upcoming classes with in the District at <https://sites.google.com/a/centralusd.k12.ca.us/central-athletics-first-aid-cpr/home>. If the coach is a Assistant Coach they may complete their CPR and First Aid certification at www.cprtoday.com
(There is a cost for this certification, free classes will not be accepted.)

Head Coaches may not take the CPR/First aid online course. Any expense for online certification is the responsibility of the coach. A coach will not be eligible to receive a stipend until updated CPR/First Aid, TB, and fingerprint clearance have been obtained. All head coaches must be certified with a mannequin.

- **If a coach has not obtained all necessary clearances, he/she may not begin working with students.** Once all necessary clearances are obtained, the coach will be eligible to receive a stipend, pending Board approval. **If proper clearances have not been obtained after the first two weeks of the sport season, the stipend amount will be the prorated amount based on the date practice officially began for the sport, pending Board approval.**



HOW DO I HIRE A COACH?



- **A coach may immediately be dismissed without payment, prorated or otherwise, if any of the following scenarios occur:**
- There is a 30 day hold placed on the coach's fingerprints by the Department of Justice/FBI,
- The fingerprint report when returned from DOJ/FBI reveals an arrest/conviction that was concealed without explanation on the job application.
- The Governing Board does not ratify the coach appointment.
- **Contracts and Governing Board Approval for Certificated and Walk-On Coaches**
- Each certificated/classified employee coach and each walk-on coach in Central Unified will be required to sign a temporary contract at the beginning of each school year.
- Each coach working in Central Unified will be submitted for Governing Board Approval upon receipt of a signed contract. A coach is not an official short term employee of the Central Unified School District until approved by the Governing Board. All CUSD coaches are temporary positions and must be renewed annually.
- **Initial Clearance of Volunteer Coaches**
- All volunteer coaches must be checked through Megan's Law by the school site. Volunteer coaches will then complete the Volunteer Coach Packet. Completed packets are turned in to the Human Resources Office. A fingerprint appointment will be set up, at no cost to the volunteer. A representative from Human Resources will contact the volunteer coach to set up the fingerprint appointment. Volunteer coaches may work under the direct supervision of a certificated employee for up to twenty hours without fingerprint clearance. Once twenty hours of volunteer coaching service is reached, the coach will no longer be permitted to work with students until fingerprint clearance is obtained. All parents who assist in games or other functions must be cleared as a volunteer.
- Volunteer coaches are responsible for making sure the District has updated TB information on file.
- Volunteer coaches who have volunteered in other capacities within the District are still responsible to fill out a Volunteer Coach Packet and provide the required information.
- Volunteer coaches will not be allowed to be a head coach for any sport.



HOW DO I KNOW IF MY COACHES ARE CLEARED AND WILL BE PAID?



Step 1 Packet Completion

- After an application has been submitted to Human Resources and fingerprints have been cleared. H.R will send the coach an "Coach Clearance" email and have them begin the process of getting cleared prior to the season practice start. At this time they should be working on getting CPR and First aid classes lined up.
- Athletic Director will receive their rosters through google sheets to review the coaches clearance progress. It is the Athletic Director responsibility to review their rosters.

Step 2 Roster Completion by Athletic Director

- 1-2 weeks prior to the beginning of the sport season, the Athletic Director should complete the coaching roster provided by HR with the names of the anticipated coaches. All coaches must appear on this roster.
 - The AD will fill in the position, sport and name
 - If coaches are splitting a stipend it would appear as 50% next to each of their names.
 - A coach that is not being paid through the district but instead through fundraising stipend or ASP, the AD must inform Stacy Garcia immediately. Those being paid through fundraising the site secretary must submit their deposit to the Business Office and then submit an Employee Position Request (EPR) to pay the coach.

Step 3 Contract Completion

- In order to be paid each coach must be cleared with all certifications and fill out a contract for each season.

Step 3 Roster Notification

- Athletic Director and Site Principal will be notified when coaches' fingerprints have cleared. Updated roster information will be sent to Athletic Director and Site Principal as additional certifications are received by the Human Resources office.
- It is the responsibility of the Athletic Director to keep coaching staff informed of any documentation that is missing that will impact the coach's stipend payment.

		INCLUDE ALL:		Employee Coaches, Walk-On Coaches, Volunteer Coaches, Aquatics Complex Employees, Lifeguards, Choreographers, and Cheer Coaches.											
CLEARANCE INFORMATION:		All coaches and volunteers must be fingerprinted prior to coaching. Fingerprint clearance can take up to 30 days to clear, so please have your new coaches contact Alegra (559) 274 4700 Ext. 63143 for an appointment. Once fingerprints are cleared by Human Resources, coaches and volunteers have 10 working days from the start of the season to complete their certifications. If certifications are not received for coaches their stipend will be docted starting on the 11th day and are not eligible to coach. If certifications are not received for volunteers, they are not eligible to volunteer. NO COACHES CAN BE ADDED AFTER THE 10TH WORKING DAY FROM THE START OF THE SEASON, UNLESS THE ORIGINAL COACH IS TERMINATED OR QUIT.													
ADDITIONAL COACHES:		The stipends listed below have been board approved, if you would like to have additional coaches, please make sure to submit your Fundraiser Request form for their stipend. ASB stipends can be less than or equal to District paid stipend.													
CERTIFICATION RENEWALS:		Please note anything in BLUE needs to be renewed and anything in RED has expired or is missing. The clearance information is as the same above.													
UPDATED:															
BOARD APPROVED	NAME	TYPE OF COACH	STEP	STIPEND AMOUNT	FP	CONTRACT	CPR EXP	FA EXP	TB EXP	CARE EXP	SCA	CIF	CONC	CLEAR	DOCKED
ATHLETIC DIRECTOR															
FALL		OFFICE USE ONLY													
BOARD APPROVED	NAME	TYPE OF COACH	STEP	STIPEND AMOUNT	FP	CONTRACT	CPR EXP	FA EXP	TB EXP	CARE EXP	SCA	CIF	CONC	CLEAR	DOCKED
V HEAD FOOTBALL		Employee			3/18/08	MISSING	5/12/17	5/12/17	4/30/16	MISSING	MISSING	3/10/09	MISSING	NO	PENDING



COACHING CONTRACT

- **Contracts and Governing Board Approval for Certificated and Walk-On Coaches**
- Each certificated/classified employee coach and each walk-on coach in Central Unified will be required to sign a temporary contract at the beginning of each school year.
- Each coach working in Central Unified will be submitted for Governing Board Approval upon receipt of a signed contract. A coach is not an official short term employee of the Central Unified School District until approved by the Governing Board. All CUSD coaches are temporary positions and must be renewed annually.
- What goes on the contract
 - Coaches Name
 - The period of employment
 - Each contract is utilized for each individual season. Coaches are hired based on the contracted season for each individual sport. The contract will be filled out with the appropriate information for each sport a coach is involved in.

Walk On Coaching Contract



CENTRAL UNIFIED SCHOOL DISTRICT CONTRACT FOR WALK ON COACHING ASSIGNMENT

This Contract is made by and between _____ (“Temporary Employee”) and the Central Unified School District (“District”). District desires to fill a temporary, non-certificated coaching assignment. Temporary Employee desires to accept employment in accordance with the terms of this Contract.

THE PARTIES AGREE AS FOLLOWS:

1. **PERIOD OF EMPLOYMENT.** Employee is hired as a temporary, non-certificated coach for the period commencing _____ through _____ in the assignment of _____. Not with standing this term, District reserves the right to terminate this contract at any time for any reason.
2. **SALARY.** Temporary Employee shall be compensated at the rate of _____ (Walk on salary scale placement) for services rendered under this Contract, payable at the conclusion of the sport season, dependent upon Payroll Department processing timeline.
Walk On Coach Stipend Amount to be paid: \$ _____
Cheer Stipend Amount to be paid: 1st half \$ _____ (Winter) 2nd half \$ _____ (Spring)
3. **CONTINGENCIES.** This Agreement is contingent upon Temporary Employee's submission of a request

Employee Coaching Contract



CENTRAL UNIFIED SCHOOL DISTRICT CONTRACT FOR TEMPORARY CERTIFICATED EMPLOYMENT

This Contract is made by and between _____ hereafter (“Temporary Employee”) and the Central Unified School District (“District”). District desires to fill a temporary opening on its certificated staff and Temporary Employee desires to accept employment in accordance with the terms of this contract.

THE PARTIES AGREE AS FOLLOWS:

1. **PERIOD OF EMPLOYMENT.** Temporary Employee is hired on a temporary basis for the 2017-18 school year for the period commencing _____ and terminating at the earliest to occur of the following:
 - a. Notification of the loss of categorical funding or expiration of the third party agency contract, if the employment is under ed. Code section 449019;
 - b. Notification of Release;
 - c. The end of the current school year;
 - d. Employee's loss or surrender of any credential, certificate, or permit necessary for the assignment.
2. **SALARY.** Temporary Employee's salary placement shall be in accordance with the certificated collective bargaining agreement, payable in equal payments. Employee's salary placement is contingent upon verifications of college units, experience and other applicable criteria. Employee is hired to work on a 1 FTE basis.
3. **TEMPORARY ASSIGNMENT.** This position is filled under the provisions of the Education Code section indicated below:
 - 44909 (Categorical or Contract Program)
 - 44917 (Long-Term Substitute [for less than 1 semester])
 - 44919 (Short-Term Assignment)
 - (a) (Three Month Special Classes [Four Months for Migrants])
 - (b) (Temporary Athletic Coach) _____ Step 1 Step 2 Step 3



ELEMENTARY COACHING STIPENDS

APPENDIX C-1 – EXTRA ASSIGNMENT PAY SCHEDULE FOR ELEMENTARY SCHOOLS (K-6 AND K-8)

Stipends, when authorized are paid to bargaining unit members who accept extra assignments that require time and effort that extends beyond the normal seven and half (7 ½) hour workday.

Employees will perform said extra duties in addition to their regular full time assignment, including preparation period.

First consideration and right of refusal shall be granted to the District's certificated staff for all extra duty assignments.

Athletic Stipends	Step 1	Step 2	Step 3	Payments
*Athletic Director K-6	\$2,110.28	\$2,271.06	\$ 2,426.82	Payable at End of the Season (with appropriate paperwork)
*Volleyball	\$923.25	\$1,055.15	\$ 1,187.03	
*Football	\$923.25	\$1,055.15	\$ 1,187.03	
*Cross Country	\$923.25	\$1,055.15	\$1,187.03	
*Wrestling	\$923.25	\$1,055.15	\$1,187.03	
*Basketball	\$923.25	\$1,055.15	\$1,187.03	
*Track and Field	\$923.25	\$1,055.15	\$1,187.03	
*Softball	\$923.25	\$1,055.15	\$1,187.03	
*Baseball	\$923.25	\$1,055.15	\$1,187.03	
Cheerleaders/Pep Advisor	\$1,899.25	\$2,004.76	\$2,110.28	
Qualifying Track Meets (per meet)	\$154.60	\$154.60	\$154.60	

*Current First Aid and CPR Certificate required.



MIDDLE SCHOOL COACHING STIPENDS



APPENDIX C-2 – EXTRA ASSIGNMENT PAY SCHEDULE FOR MIDDLE SCHOOLS (7-8 GRADES)

Stipends, when authorized are paid to bargaining unit members who accept extra assignments that require time and effort that extends beyond the normal seven and half (7 ½) hour workday.

Employees will perform said extra duties in addition to their regular full time assignment, including preparation period.

First consideration and right of refusal shall be granted to the District's certificated staff for all extra duty assignments.

Athletic Stipends	Step 1	Step 2	Step 3	Payments
*Athletic Director	\$4,144.37	\$4,312.88	\$4,476.13	Payable at End of the Season (with appropriate paperwork)
*Activities Director	\$1,804.46	\$1,926.20	\$2,047.95	
Head Coaches				
*Volleyball	\$2,327.66	\$2,449.42	\$2,571.16	
*Football	\$2,327.66	\$2,449.42	\$2,571.16	
*Cross Country	\$2,327.66	\$2,449.42	\$2,571.16	
*Wrestling	\$2,327.66	\$2,449.42	\$2,571.16	
*Basketball	\$2,327.66	\$2,449.42	\$2,571.16	
*Track and Field	\$2,327.66	\$2,449.42	\$2,571.16	
*Softball	\$2,327.66	\$2,449.42	\$2,571.16	
*Baseball	\$2,327.66	\$2,449.42	\$2,571.16	
*Soccer	\$2,327.66	\$2,449.42	\$2,571.16	
Assistant Coach				
Volleyball	\$1,640.68	\$1,762.42	\$1,884.18	
Football	\$1,640.68	\$1,762.42	\$1,884.18	
Cross Country	\$1,640.68	\$1,762.42	\$1,884.18	
Wrestling	\$1,640.68	\$1,762.42	\$1,884.18	
Basketball	\$1,640.68	\$1,762.42	\$1,884.18	
Track and Field	\$1,640.68	\$1,762.42	\$1,884.18	
Softball	\$1,640.68	\$1,762.42	\$1,884.18	
Baseball	\$1,640.68	\$1,762.42	\$1,884.18	
Soccer	\$1,640.68	\$1,762.42	\$1,884.18	
Other Interscholastic Sport	\$2,327.66	\$2,449.42	\$2,571.16	
*Cheerleaders/Pep Advisor	\$2,327.66	\$2,449.42	\$2,571.16	
Qualifying Track Meets (per meet)	\$154.60	\$154.60	\$154.60	

***Current First Aid and CPR Certificate required.**

APPENDIX D-3 – COACHES PAY SCHEDULE (HIGH SCHOOL)

Stipends, when authorized are paid to bargaining unit members who accept extra assignments that require time and effort that extends beyond the normal seven and half (7 ½) hour workday.

Employees will perform said extra duties in addition to their regular full time assignment, including preparation period.

All head varsity coaching position salaries indicated in this schedule are for unit members only.

Assistant Coach Stipends per Appendix Adjustments, 4% increase, pre-2003 hire date.

Each coach shall receive 5% of his/her base coaching stipend for additional work per week for CIF playoff

First consideration and right of refusal shall be granted to the District's certificated staff for all extra duty assignments.

Coaches will be paid following at the close of their respective seasons and the submission of appropriate paperwork.

*Strength & Conditioning criteria must be met to receive stipend: Duties to be performed outside of the duty day, S& C program at each comprehensive high school will be offered to all sports, and S&C coach will oversee the scheduling of the weight room to ensure all sports have access.

**Athletic Program K-12 Articulation (off season coaching) criteria must be met to receive stipend: Field Varsity and JV Teams including Frosh if numbers allow, Host annual coaching clinic (Elementary/Middle School Feeders), Host annual elementary & middle school camps, Attend elementary & middle school championships for their sports, hold annual off-season training program for Central Unified Student Athletics, and a minimum of two CUSD fundraisers per year.

Athletic Stipends	Step 1	Step 2	Step 3	Payments
				Payable at End of the Season (with appropriate paperwork)
Athletic Director	\$5,592.22	\$5,697.74	\$5,803.25	
*Strength & Conditioning	\$5,421.16	\$5,545.26	\$5,669.35	
Varsity Coaches				
Pep	\$5,421.16	\$5,545.26	\$5,669.35	
Cheer	\$5,421.16	\$5,545.26	\$5,669.35	
Football	\$5,421.16	\$5,545.26	\$5,669.35	
Basketball	\$5,421.16	\$5,545.26	\$5,669.35	
Tennis	\$5,421.16	\$5,545.26	\$5,669.35	
Wrestling	\$5,421.16	\$5,545.26	\$5,669.35	
Track	\$5,421.16	\$5,545.26	\$5,669.35	
Volleyball	\$5,421.16	\$5,545.26	\$5,669.35	
Softball	\$5,421.16	\$5,545.26	\$5,669.35	
Baseball	\$5,421.16	\$5,545.26	\$5,669.35	
Soccer	\$5,421.16	\$5,545.26	\$5,669.35	
Golf	\$5,421.16	\$5,545.26	\$5,669.35	
Swimming and Diving	\$5,421.16	\$5,545.26	\$5,669.35	
Water Polo	\$5,421.16	\$5,545.26	\$5,669.35	
Cross Country	\$5,421.16	\$5,545.26	\$5,669.35	
Badminton	\$5,421.16	\$5,545.26	\$5,669.35	
**Athletic Program Articulation (Off Season Varsity Head)	\$3,000.00	\$3,000.00	\$3,000.00	
Assistant Football Coaches	\$4,008.48	\$4,130.23	\$4,251.98	
Assistant Coach	\$3,765.00	\$3,886.74	\$4,008.48	
Jr. Varsity/Frosh Coaches				
Head Jr. Varsity	\$3,889.80	\$4,011.54	\$4,133.28	
Assistant Jr. Varsity	\$3,515.40	\$3,637.14	\$3,758.88	

Current First Aid and CPR Certificate required for all coaches.



HOW TO FUNDRAISE FOR A COACH NOT PAID BY THE DISTRICT



FUNDRAISED COACHES CANNOT BE PAID MORE THAN WALK ON COACHES

- **Process for Fundraising Athletic Stipends**

- Employee submits a request to fundraise money in order to fund Athletic stipend position
 - Example: I would like to pay an extra football coach for elementary. I will be having a car wash.
- Request to fundraise money is approved by site Principal and Athletic Director
- Approved request to fundraise is sent to District Athletic Director for approval/authorization
 - HR Office is notified of approval (see attached sample form)
- Fundraiser takes place
- Money earned in fundraiser is deposited into Athletic 9025 account coded under the applicable site funding string.

– 001 – Biola Pershing
– 003 – Herndon Barstow
– 004 – Houghton Kearney
– 005 – Madison
– 006 – McKinley
– 007 – Roosevelt
– 008 – Teague
– 009 – Saroyan
– 010 – Steinbeck

– 011 – Liddell
– 012 – River Bluff
– 013 – Polk
– 014 – New Elementary
– 015 – Harvest
– 100 – El Capitan
– 101 – Rio Vista
– 102 – Glacier Point
– 200 – East (220 – west)

- Money will be deposited to Cindy Crossley in the District Annex Office
- Money must be placed in a secure cash transmittal bag with completed cash transmittal form signed by the principal.
 - (0100-90250-0-000-0000-869900-xxx-6400-6400)
- Central Courier can deliver the money Attn: Cindy Crossly
- To determine the proper amount with taxes multiply the desired amount located on the HR request.
- Coach is hired and properly cleared through HR
- Athletic Secretary will enter EWA at the conclusion of the season of sport for the fundraised stipends using appropriate 9025 funding strings
- Employee will be paid using the money placed in the athletic account by the particular school

*TRANSPORTATION
& FIELD TRIP
PROTOCOL*

2022 -
2023





FACILITY REQUESTS



Facility Use Requests (FUR)s

- High School
 - All Facility requests are the responsibility of the Head Coach.
 - All requests will be done through the Athletic Director, Principal and Secretary in the school. Elementary schools will work through the Elementary AD.
 - You must have a facility use request in order to use any field court or weight room on any campus in the district.
 - This includes all weekend practices and any camps that may occur in the summer.
 - List the actual number of participants and needs for restrooms. You will not be billed.
 - If you do not have a FUR, you will be subject to being bumped by other teams or maintenance personnel.
 - You are responsible for working with the district to avoid maintenance charges.
 - All requests must be done 2 weeks in advance.
 - All summer requests must be done within the first week of graduation through the athletics office.
 - School connected organizations must secure facilities with their own insurance and FUR requests. Do not practice under your school team name while outside of the CIF or district athletic season.



TRANSPORTATION



- High School
 - All schedules must be turned in to the Athletics office 2 weeks prior to the first scrimmage of the season.
 - Leave times are restricted and subject to the transportation limitations.
 - All leave times must be approved by the Athletic Director.
 - A cleared coach must ride the bus with players at all times. No coaches will be allowed to drive behind buses and be considered supervision.
 - If male and female students are on the bus they must be separated with the female athletes in the front and a coach separating them.
 - All coaches must be cleared through the business office before they can drive a district van. All coaches must show a valid driver's license at the time of van pickup.
 - To begin the process of being cleared to drive please click the link below: <https://docs.google.com/forms/d/e/1FAIpQLSf9bhdKTEVHxLHe7WMVUQjYZ9jnse4HtwKQdFscleAe19XNZw/viewform>
- All athletic trips will utilize yellow school buses unless specifically cleared by the district athletic director.
- Any transportation involving a rooster bus will need to fill our voluntary excursion form and work with the Vice Principal.



CENTRAL UNIFIED SCHOOL DISTRICT

STUDENT EXCURSION & TRANSPORTATION AGREEMENT

Student Name _____
Activity/Excursion _____
Activity Date(s) _____

PERMISSION TO TRANSPORT

I hereby give permission for the district to transport my child to or from any school activity, sports activity or excursion, including but not limited to practice and competition as may be necessary. I understand that transportation may be by school bus, charter bus, district van, rental van or private vehicle.

Student Signature _____ Date _____

Parent/Legal Guardian (If student is under 18 years of age) _____ Date _____

WAIVING DISTRICT TRANSPORTATION

I understand the Central Unified School District may or may not be providing transportation to or from the above activity. However, my child will not avail himself/herself of the transportation provided by the Central Unified School District.

I understand that pursuant to Education Code Section 44808, the District is not responsible for the conduct or safety of my child when he/she is not under the immediate and direct supervision of an employee of the Central Unified School District.

Student Signature _____ Date _____

Parent/Legal Guardian (If student is under 18 years of age) _____ Date _____

PLEASE READ AND INITIAL THAT YOU HAVE READ AND ACKNOWLEDGE THE FOLLOWING STATEMENT

Central USD students are NOT allowed to transport other students to or from any school activity or excursion. By failing to comply with this policy the parents or guardians are releasing Central USD of all liabilities associated with this form of voluntary transportation. I understand as the parent or guardian that I am assuming responsibility if my child voluntarily rides or provides transportation for another CUSD student which is against CUSD policy.

Student Initials

Parent/Legal Guardian Initials

VOLUNTEERS

Central USD encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. If you are planning on volunteering twice per week or more during the school year, and/or planning to volunteer for more than 10 days in a row, and/or chaperone for field trips overnight, and/or transport students other than your own you must complete a VOLUNTEER PACKET through our Human Resources Department. **THIS PROCESS IS LENGTHY AND WILL REQUIRE 4-6 WEEKS FOR PROCESSING.**

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Modified by OSS for its Members 9/2006
Modified by Central USD 02/2011



FIELD TRIP ROLES AND RESPONSIBILITIES



All chaperones must conform to all pertinent Board Policies and Regulations. The Governing Board of Central Unified School District recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

In addition, Central Unified School District Athletics department supports and recognizes the importance of providing field trip opportunities for all of its student-athletes in order to enhance their educational, social, and emotional development, as well as increase camaraderie and team bonding amongst student athletes and coaches.

With this information in mind, therefore, it is imperative for administrators and Director of Sports to be knowledgeable of, and adhere to, the field trip protocols necessary to assure safety/first aid and proper supervision (including swimming and wading activities) of all students.

All Central Unified School District school-sponsored trips away from school grounds, including athletic trips and outdoor education programs, are subject to Central Unified School District Board Policies and Administrative Regulations. Therefore, all Central Unified rules and policies apply, and any behavioral breach by student athletes will be followed by school discipline and consequences upon return based on the following tiered structure:

Level 1 – All Education Code section 48915, subdivision (a) and (c) offenses:

No school-sponsored trips for one year

Non-privilege list for 30 days

Level 2 – All other Education Code offenses and all violations of school or trip rules: Discipline deemed appropriate by Superintendent, or designee, in consultation with the site principal



FIELD TRIP ROLES AND RESPONSIBILITIES



THIS FORM SHOULD BE COPIED AND COVERED BY THE HEAD COACH WITH ALL CHAPERONES

GENERAL PROVISIONS

- All chaperones must conform to all pertinent Board Policies and Regulations.
- The Field Trip Supervisor must be a faculty member of the school taking the trip.
- Each overnight field trip must be accompanied by an Administrator on Duty or qualified district employee Administrator Designee.
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
- All chaperones shall attend a pre-event orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed. ALL CHAPERONES MUST RECEIVE THE ROLES AND RESPONSIBILITIES FORM AND SIGN DOCUMENT TO VERIFY HIS OR HER UNDERSTANDING OF BOARD POLICY AND ADMINISTRATIVE REGULATIONS.
- Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a field trip is prohibited.
- Chaperones will not be permitted to bring relatives or siblings of participating students or other persons on a field trip.
- Field trips must have at least one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h).
- Chaperones must not dispense medicine to children except those that have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers.
- Chaperones are required to ride the transportation vehicle to and from the event with the students.
- Chaperones must wear appropriate clothing at all times.
- Chaperones must not use profanity.
- Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students.
- Field Trip Supervisors and Administrator on Duty will not be assigned a specific group of students since they oversee the entire trip.
- Students are never to leave a supervised area unless escorted by a chaperone.
- For theme park visits or visits to any destination where students are “fenced in”, 7-12 students must report every other hour to a designated “home base” to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio.
- Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student’s permission slip shall be attached to the student injury incident report which is required with an accident.
- Field Trip Supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc.
- The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the trip



FIELD TRIP ROLES AND RESPONSIBILITIES



BEHAVIOR INCIDENT RESPONSE

- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline/ Academic/Co-Curricular Code of Ethics, and the Civility Policy.
- Chaperones must promptly report any inappropriate behavior violations (curfew violations, use of alcohol, drugs, etc.) to the Field Trip Supervisor and Administrator on Duty in writing.
- The Administrator on Duty will consult with Field Trip Supervisor and chaperones and give direction on the investigation and interview process.
- An investigation shall follow these steps:
 - Separate the students and have them write statements. Do not have students write statements together
 - Follow approved search and seizure procedures
 - Interview students individually after collecting statements
 - If you have chaperones on the trip, have them write statements if they have any information that would help in the investigation
 - Collect statements and ask questions about the incident
 - Write down verbal statements and observations
 - Write down time and date
 - Notify law enforcement when appropriate
 - Contact parents by phone

HOTEL PROTOCOL

- Student rooms shall not be on the ground floor whenever possible.
- Chaperone rooms shall be adjacent to every student occupied room.
- An adult chaperone room shall never be totally vacated at any time.
- Chaperones must take meals with their assigned students.
- At no time shall participants just be “turned loose.”
- Chaperones shall conduct a bed check for participants assigned to them by knocking on each door and checking to see that each participant is in his/her assigned room and that there are no visitors in the room. Female chaperones are to check female participant rooms and male chaperones are to check male participant rooms.
- Chaperones shall check hotel rooms of participants before leaving so that damages can be determined immediately and to make sure nothing gets left behind inadvertently.

HALLWAY MONITORING PROTOCOL

- A minimum of two chaperones per shift shall be assigned to hallway supervision in shifts of two hours duty from 10:00 PM throughout the remainder of the night.
- Chaperones who are also drivers shall be excluded from night time supervision.
- If hotel rooms have outside balconies, hourly checks shall be made of the balconies.
- A method for determining if students have left rooms after curfew shall be in place. This could be placing tape over the door, or some other similar method.

CENTRAL UNIFIED SCHOOL DISTRICT**FIELD TRIP CHAPERONE ROLES AND RESPONSIBILITIES****General Provisions**

1. All chaperones must conform to all pertinent Board Policies and Regulations.
2. The Field Trip Supervisor must be a faculty member of the school taking the trip.
3. Each overnight field trip must be accompanied by an Administrator on Duty or a district designee possessing an Administrative Credential. Overnight field trips fewer than 150 miles, at the discretion of cabinet, may have an "on call" administrator in lieu of an administrator on duty at the field trip location. An "on call" administrator will be expected to drive to the field trip location if requested by the field trip supervisor or if a situation arises that warrants an administrator being present.
4. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
5. All chaperones shall attend a pre-event orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed.
6. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a field trip is prohibited.
7. Chaperones will not be permitted to bring relatives or siblings of participating students or other persons on a field trip.
8. Field trips must have at least one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h).
9. Chaperones must not dispense medicine to children except those that have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers.
10. Chaperones are required to ride the transportation vehicle to and from the event with the students.
11. Chaperones must wear appropriate clothing at all times.
12. Chaperones must not use profanity.
13. Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students.
14. Field Trip Supervisors and Administrator on Duty will not be assigned a specific group of students since they oversee the entire trip.
15. Students are never to leave a supervised area unless escorted by a chaperone.
16. For theme park visits or visits to any destination where students are "fenced in", 7-12 students must report every other hour to a designated "home base" to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio.
17. Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency.
18. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
19. Field Trip Supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc.
20. The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the trip.

CENTRAL UNIFIED SCHOOL DISTRICT
Fresno, California

BEHAVIOR INCIDENT RESPONSE

1. Chaperones are expected to be familiar with the Student Code of Conduct and Discipline/ Academic/Co-Curricular Code of Ethics, and the Civility Policy.
2. Chaperones must promptly report any inappropriate behavior violations (curfew violations, use of alcohol, drugs, etc.) to the Field Trip Supervisor and Administrator on Duty in writing.
3. The Administrator on Duty will consult with Field Trip Supervisor and chaperones and give direction on the investigation and interview process.
4. An investigation shall follow these steps:
 - Separate the students and have them write statements. Do not have students write statements together
 - Follow approved search and seizure procedures
 - Interview students individually after collecting statements
 - If you have chaperones on the trip, have them write statements if they have any information that would help in the investigation
 - Collect statements and ask questions about the incident
 - Write down verbal statements and observations
 - Write down time and date
 - Notify law enforcement when appropriate
 - Contact parents by phone

HOTEL PROTOCOL

1. Student rooms shall not be on the ground floor whenever possible.
2. Chaperone rooms shall be adjacent to every student occupied room.
3. An adult chaperone room shall never be totally vacated at any time.
4. Chaperones must take meals with their assigned students.
5. At no time shall participants just be “turned loose.”
6. Chaperones shall conduct a bed check for participants assigned to them by knocking on each door and checking to see that each participant is in his/her assigned room and that there are no visitors in the room. Female chaperones are to check female participant rooms and male chaperones are to check male participant rooms.
7. Chaperones shall check hotel rooms of participants before leaving so that damages can be determined immediately and to make sure nothing gets left behind inadvertently.

HALLWAY MONITORING PROTOCOL

1. A minimum of two chaperones per shift shall be assigned to hallway supervision in shifts of three hours duty from 10:00 PM throughout the remainder of the night.
2. Chaperones who are also drivers shall be excluded from night time supervision.
3. If hotel rooms have outside balconies, hourly checks shall be made of the balconies.
4. A method for determining if students have left rooms after curfew shall be in place. This could be placing tape over the door, or some other similar method.

I, _____, am a chaperone for the _____ field trip being taken
 (print name)
 by _____ students on _____. As a member of the adult supervision of this activity, I hereby acknowledge that I have read and understand the provisions of the District’s Administrative Regulation 6153 and agree to execute my duties as a chaperone in accordance with its provisions.

Chaperone Signature

Date

rev: 8/20/12

CENTRAL UNIFIED SCHOOL DISTRICT
Fresno, California

CENTRAL UNIFIED SCHOOL DISTRICT

FIELD TRIP CODE OF CONDUCT**Trip Purpose/Philosophy Statement**

The trip you are embarking on to represent your school, the Central Unified School District, and the community promises to be a great experience. We are confident that each of you will put your total effort and concentration into this event. Not only will you be experiencing participation at its highest level, but hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute much to the school.

Remember who you are. Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

Rules and Regulations

Please be aware that all Central Unified rules and policies apply, and any trip discipline will be followed by school discipline and consequences upon your return. Any students not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the field trip. In most cases, the student will be sent home or parents will need to travel to pick up their child.

Gambling, drinking, use of drugs, tobacco, controlled substances, theft, profanity or other undesirable behavior will not be tolerated.

Hotel Department

Upon arrival at the hotel, keys will be issued to those who have been assigned that responsibility. If keys are lost, extras will be available after the replacement cost is paid. Remember that the hotel will be full of other guests and you should be considerate of their presence. Any problems or damages with any room will be considered to have been caused by all the room members. Never should anyone other than the assigned students or parents be in the room without advisor/coach permission. Absolutely no one of the opposite sex will be allowed in the rooms. Students should not give out the name of the hotel, room number, and/or phone number to anyone other than their own immediate family members.

Upon checkout, the room will be charged for any missing items. All keys will need to be turned in to the chaperone/coach, and all room charges will need to be cleared before checkout is completed.

Remember that hotels charge for all phone calls. Pay phones (or cell phones) are to be used for all personal calls. Also, many hotels have pay TV included on "in-room" television sets. There is an additional charge and if you use this service, you will need to pay for it. Only appropriately rated programming should be viewed. Many hotels have mini-refrigerators in the rooms. The contents of these units are not complimentary and often expensive. Anything taken will be added to your bill.

Be considerate of other guests. After room check and “lights out”, there should be no TV, radio, hair dryers, horseplay, etc. You are not allowed to leave room except in emergency. Leaving your room for anything other than an emergency will result in appropriate discipline, which may include not allowing you to attend future overnight field trips for a period up to one year.

Transportation

All students should comply with instructions given by advisors, chaperones, and employees of the transporting service. Safety standards should always be observed. Remember that you represent your school and organization throughout the trip.

Student Signature

Parent/Guardian Signature

Date

Exhibit approved: 6/23/15

*DISTRICT
POLICIES
&
PROCEDURES*

2022 -
2023



Central Unified Residential Eligibility

Residential and Transfer Eligibility for interscholastic athletic, intermediate (grades 7-8) and high school (grades 9-12) students:

The following regulations govern Central Unified School District students' residential, intradistrict and interdistrict transfer eligibility for participation in District interscholastic athletics.

- “Residential eligibility” governs and determines at which District area school a student has obtained eligibility to participate in interscholastic athletics.
- “Interdistrict transfer eligibility” governs whether a student whose residence is located outside the Central Unified School District is eligible to participate in interscholastic athletics following a transfer into a Central Unified District school.(BP/AR 5117)
- “Intradistrict transfer eligibility” governs and determines whether a student is eligible to participate in interscholastic athletics following a transfer from one Central Unified District school to another Central Unified District school, whether through the District’s Open Enrollment process or alternative method of intradistrict transfer. (BP/AR 5116.1, AR 5118)
- Authorization or approval by the District of a student’s interdistrict transfer, intradistrict transfer, or open enrollment transfer does not immediately result in the student obtaining interdistrict or intradistrict transfer eligibility for District interscholastic athletics. Following a student’s interdistrict or intradistrict transfer into a District school, the determination of the student’s eligibility for interscholastic athletics will be based upon the requirements, standards and guidelines set forth herein.

Residential Eligibility

- “Residential eligibility” determines which school within the Central Unified School District the student is eligible to attend based on the attendance area in which the student resides. Consequently, “residential eligibility” determines, in the first instance, the District school at which a student is generally eligible to participate in interscholastic athletics during the seventh through twelfth grade years.

- A student's area of attendance is established by the District elementary school they are attending during the second semester of their sixth grade year. Upon entering the seventh grade of the aligned intermediate school, the student has established initial enrollment.
- A student who has a valid full family move into an attendance area of the District in the seventh grade would also establish initial enrollment.
- When a student transfers into the district from a school not located within the Central Unified School District, he or she will be considered an interdistrict transfer (i.e., transfers into a Central Unified District school from a home school, private school or other out of district public school). A student on an interdistrict transfer who lives outside the District's boundaries will be granted residential eligibility based on their school of enrollment. If the student subsequently wants to attend a school other than their school of initial enrollment upon transferring into the District, the student must comply with the intradistrict transfer policy and related interscholastic eligibility limits.
- When a student transfers within the Central Unified District to another District school through either open enrollment or other intradistrict transfer, they will be considered a transfer student and will be subject to the intradistrict transfer policy related interscholastic eligibility limits.
- Example of Regulation's Application: If a student transfers/enrolls into the Central Unified District from a private school, and is enrolled or lives in District School A's attendance boundary area, the student may be granted eligibility for participation in School A's interscholastic sports. If the same student desires to attend District school B, outside his attendance area, then the student must follow the District's intradistrict policy and will generally be ineligible for participation in School B's interscholastic sports for 365 days.

Interdistrict Transfer Eligibility

For purposes of determining interdistrict transfer eligibility for District interscholastic sports, the Central Unified School District adopts and follows the standards in California Interscholastic Federation (CIF) and CIF Central Section Bylaw 207.

Interdistrict Transfer Eligibility (Grades 7 and 8)

The following provisions apply to any student who transfers from a school not associated with the District into the Central Unified School District during the student's seventh or eighth grade years. (Refer to CIF Central Section Bylaw 207).

1. A student may have interdistrict transfer eligibility provided the student moves from any non-District school to a District school due to:
 - a. A valid change of residence (Full Family Move) (Refer to CIF Central Section Bylaw 206); OR
 - b. A RULING BY THE Governing Board of a school district that has two or more high schools mandating a change of school attendance boundaries affecting an individual student or group of students provided the change of schools is not the result of a disciplinary action; OR
 - c. Family decision to transfer the student during their seventh or eighth grade year and the following conditions are met:
 - This is the first transfer of this student since his/her initial enrollment in the seventh or eighth grade: AND
 - The student is not transferring as a result of a disciplinary situation (see also CIF Bylaw 209); AND
 - The student was scholastically and otherwise eligible at the former school immediately prior to the transfer; AND
 - There is no evidence that the transfer, in whole or part, is athletically motivated (See also CIF Bylaw 510.B); AND
 - The CIF Form 510 Pre-Enrollment Contact Affidavit is completed verifying that there is no evidence of the use of undue influence (recruiting) by anyone associated with either school; AND
 - The CIF Form 207 Athletic Transfer Eligibility Application and CIF Form 510 Pre-Enrollment Contact Affidavit have been approved by the District; HOWEVER,
 - No student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence by the student and his/her parents/guardians/caregiver. In the event of a change of schools due to a valid change of residence, a student will be allowed to participate in the same sport at two

different schools not to exceed, in total, the maximum number of contests in that sport as established by the District.

- d. Example of Regulation's Application: Student A transfers into the District by way of an interdistrict transfer in the seventh grade. Students may have unrestricted eligibility if they have met all the criteria in (3)(a)-(g) above. If the student desires to transfer to another District school at any time after their initial enrollment, then they must follow the intradistrict policy and related interscholastic eligibility limits.

If a student does not qualify

If a student does not qualify for interdistrict transfer eligibility under the above standards, the student may seek a hardship waiver of their ineligibility.

All intermediate school students (grades 7-8) transferring on an interdistrict transfer into the District who intend to apply for athletic eligibility must fill out a District forms 207, 510 AND Waiver to Practice. These forms are accessible at the new school's athletic office. Any students, seventh through eighth grade, and/or the student's parent/guardian should submit the completed forms to the athletic director at the student's new school.

After reviewing the completed Forms 207 and 510, the Superintendent's designee will determine whether or not an intermediate school student has athletic eligibility upon the student's interdistrict transfer into the District. The Superintendent's designee will use the transfer guidelines under AR/BP 5117 as a criteria for and guidance for determining eligibility.

Interdistrict Transfer Eligibility (grades 9-12)

The following provisions apply to any student who transfers from a school located outside the Central Unified School District into a school located within the District during the student's ninth through twelfth grades. All criteria are established by CIF Bylaw 207 and all decisions regarding interdistrict transfers will be decided by CIF after review by the Superintendent's designee. (Refer to CIF Bylaw 207)

Foreign Exchange Students:

The 365-day ineligibility includes foreign exchange students, foreign students, and any student who has transferred from a school not associated with the District and from another district without the student's parents/guardians/caregiver with whom the student lived with when he/she established residential eligibility, even though a new legal guardian or caregiver is appointed who themselves have been a resident of the District attendance area for more than 365 days. If a foreign exchange student can prove he/she has never previously participated in a specific or related sport or competitive extracurricular activity, said student may apply for a waiver of restricted eligibility in sports that they have not participated in prior to coming to the United States. In sports in which they have participated, they become ineligible for one (1) calendar year.

All high school students (grades 9 through 12) transferring into the District on an interdistrict transfer who intend to apply for athletic eligibility must fill out at Athletic Transfer Eligibility Application, CIF Form 207 and Pre-enrollment Contact Affidavit, CIF 510 and Waiver to Practice form. These forms are accessible at the new school's athletic office. Any student (grades 9 through 12) and/or the student's parent/guardian should the completed forms to the athletic director at the student's new school.

All forms will be sent to CIF, and CIF will determine the eligibility of the student transferring. Any appeals will be directly referred to CIF

- A student may have restricted athletic eligibility, regardless of the above limitations, provided that the student can demonstrate a hardship as defined by CIF Bylaw 207 or AR/BP 5116.1, 5117, AR 5118. All students in grades 9-12 would still need approval from CIF prior to granting any eligibility.
- All intermediate school students (grades 7-8) transferring to a school outside their attendance area on an intradistrict transfer or an open enrollment transfer who intend to apply for athletic eligibility fill out District Forms 207, 510 and Waiver to Practice. These forms are accessible at the new school's athletic office. Any student in grades 7-8 and/or the student's parent/guardian should submit the completed forms to the athletic director as the student's new school.
- After reviewing the intermediate school student's completed Forms 207, 510 and Waiver to Practice, the Superintendent's designee will determine

whether the intermediate school student has athletic eligibility upon the student's intradistrict or open enrollment transfer. CIF Central Section Bylaw 207 and AR/BP 5116.1, 5117, AR 5118 and the guidance provided by same, will be used to determine eligibility. Intermediate school students denied eligibility under this section by the Superintendent's designee may appeal the designee's determination consistent with section E.9 of this regulation.

Waivers

- 1. Hardship and Restricted and Unrestricted Eligibility Waivers:** A student can obtain transfer eligibility under this regulation if he/she qualifies for an ineligibility hardship waiver. An ineligibility hardship waiver may allow a student unrestricted or restricted eligibility for participation in District interscholastic athletics in grades 7-8 and may be granted up to restricted eligibility for intradistrict transfers as defined by E.4.a for grades 9-12 upon approval from CIF. In order for students in grades 9-12 to gain unrestricted eligibility they must meet CIF Bylaw 207's definition of a hardship.
- 2. Hardship Waivers:** To qualify for a hardship waiver of ineligibility for interscholastic athletics, the transfer student must be able to demonstrate that a hardship caused the student to be ineligible. A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition, or event which causes the imposition of a severe non-athletic burden, upon the student of his/her family. The District incorporates by reference and refers to CIF Central Section Bylaw 207's definition of a hardship, interpretation of a hardship, and guidance on hardship waivers under Bylaw 207. Inclusive, for purposes of the District's Hardship Waiver process.
- 3. Restricted Eligibility Waivers:** When a student transfers from school A to school B without the student's parent/guardian/caregiver moving into the new school attendance area and the student can prove a hardship as defined in AR/BP, the student may receive restricted eligibility at school B. Restricted eligibility is defined as athletic competition except varsity level competition in sports in which the student has participated in any level of interscholastic competition during the twelve (12) calendar months preceding the date of such transfer.

If a foreign exchange student can prove he/she has never previously participated in a specific or related sport or competitive extracurricular activity, said student may apply for a waiver of restricted eligibility in sports that they have not participated in prior to coming to the United States. In sports in which they have participated, they become ineligible for one (1) calendar year.

At a new school, where the school does not have a varsity level team, a transfer student or foreign exchange student may apply for restricted eligibility in sports even where the transfer or foreign exchange student has participated previously in varsity level competition for those sports, and may be granted restricted eligibility provided all other eligibility requirements/conditions are met.

CIF 207/510 Paperwork

Time Frame: Under this regulation, parents and student athletes should allow up to twenty (20) school days from the time all completed and appropriate paperwork is received by the Athletic Director at the student athlete's new school.

Appeals of Interdistrict Transfers Eligibility Determinations (7-8) and Intradistrict or Open Enrollment Transfer Eligibility (7-12).

- Intermediate school students (grades 7-8) who have been found ineligible for interscholastic athletics following an interdistrict transfer by the Superintendent's designee, as well as intermediate and high school students (grades 7-12) who have been found ineligible for interscholastic athletics following an intradistrict or open enrollment transfer by the Superintendent's designee, may appeal the Superintendent's designee's decision as set forth herein to the District Athletic Committee. (Interdistrict transfer eligibility for grades 9-12 students and appeals in relation to same are determined entirely by CIF)
- The student may appeal the decision, in writing, describing why he/she is appealing and how it complies with the requirements and conditions of CIF and CIF Central Section Bylaw 207 and AR/BP 5116.1, 5117, and AR 5118. All documents must be delivered to the new school's Athletic Director.
- The Athletic Director will submit the information received from the student to the District's Athletic Committee and present the case; OR
- The student may request the opportunity to present their case directly to the District's Athletic Committee in a closed meeting. If the student does not

request the opportunity to be heard by the District's Athletic Committee, he/she waives their right to such an opportunity. If the student requests an opportunity to be heard by the District's Athletic Committee, he/she will be given fifteen (15) minutes to present the appeal to the Committee. The District may have legal representation at the Committee meeting, if necessary, to present other information regarding the student's eligibility appeal. The District will be given (15) minutes to present to the Committee relevant information regarding the student's athletic eligibility and appeal, if necessary. Once the appeal is presented, both parties will be asked to leave the room while the Committee deliberates. The Committee will reconvene and disclose its decision.

All athletic eligibility and hardship waiver decisions by the Committee are final, binding, and not subject to further appeals with the District. The student will be notified of the decision from the A.D. of the school attending and the ruling will be forwarded to the CIF Central Section Commissioner.

- The District's Athletic Committee will be assigned by the Superintendent or designee to her intermediate and high school (7-12) intradistrict and open enrollment transfer eligibility appeals and intermediate school (7-8) interdistrict transfer athletic eligibility appeals. The District's Athletic Committee will be composed of all intermediate and high school Athletic Directors. In no instance shall the Athletic Director of the student's old or new school participate as a member of the Committee on a student's transfer eligibility appeal. However, the Athletic Director of the student's old and/or new school or other appropriate parties may present evidence or information to the District's Athletic Committee in order for the Committee to make an informed decision on the student's appeal, and the Athletic Director of the student's old and/or new school may advocate to the Committee regarding whether the Committee should or should not grant the student's transfer eligibility appeal.
- Upon the majority vote of a quorum of members present, the District's Athletic Committee may overturn the Superintendent's designee's decision and grant the student's appeal.
- Because the information utilized and discussed by the District's Athletic Committee regarding transfer eligibility appeals includes confidential student information, all transfer eligibility appeals and Committee deliberations will be held in closed session.

- Following a meeting by the District's Athletic Committee to determine a student's transfer eligibility appeal, the Athletic Director of the student's new school will inform the student in writing, within a reasonable period of time, of the Committee's decision on the student's athletic transfer eligibility appeal.
- Valid Residence and Valid Residence Changes

A student may have athletic eligibility under this regulation when he/she establishes that valid full family move took place. Athletic eligibility based upon a valid full family move is distinct from athletic eligibility based upon a waiver of ineligibility because of hardship.

Athletic Residence

Pursuant to CIF Central Section Bylaw 206, a valid residence is that location where the student's parents/guardians/caregiver with whom the student lived when he/she established eligibility, live with the student and, as a result, use and enjoy that location. A student (with the student's parents/guardians/caregiver or immediate family with whom eligibility has been established) may only have one valid residence at a time.

Valid Change of Residence: Determination of what constitutes a valid change of residence depends upon the facts in each case; however, to be considered, the following facts must exist (Refer to CIF Central Section Bylaw 206):

1. The original residence must be abandoned and vacated as a residence by the immediate family, AND
2. The student's entire immediate family must make the change and take with them all household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residencies; AND
3. The change of residence must be genuine, without fraud or deceit, and with permanent intent.
4. Multiple Changes in Residence.

A student whose family makes a valid move into a new attendance area may be immediately residentially eligible for varsity competition. A subsequent move into a different attendance area by the family (or other family members) during that same school year will result in the student being declared ineligible until cleared for competition by the District's Athletic Committee.

Proving Valid Change of Residence

Evidence must be submitted that a valid change of residence has occurred.

Evidence will include all of the following that are appropriate for the situation:

1. Operative telephone and utility at the student's new residence and terminated at the former residence;
 - a. Activation of bill at new address
 - b. Cancellation date of bill at former address
2. Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television and garbage collection;
 - a. Activation of bill at new address
 - b. Cancellation date of bill at former address
 - Bank statement indicating current and former addresses on new residence.
 - Credit card statement indicating current and former addresses of new resident;
 - Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
 - Proof of transfer of the parent's/guardian's and age-appropriate student's motor vehicle registration;
 - Proof of changed address on the parent's/guardian's and age-appropriate student driver's license;
 - Voter registration listing the new address;
 - Real estate documents indicting and verifying a change of residence (sale and purchase, for instance);
3. Proof of entering into a long-term lease
4. Court documents indicating a change of residence
5. Property tax receipts
6. Rent payment receipts
 - a. Declaration of residency executed by the student's parent/guardian; or

- b. Other documentation that a Section or school district may require that establishes that a person is living at the new address.

The Athletic Director or other District personnel will visit and may revisit the residence to determine that the family is residing in the new residence.

The Athletic Director or other District personnel will visit the previous residence to determine that it has been abandoned and vacated.

A decision will be rendered once all completed forms have been turned in to the Athletic Director at the student's new school site. Parents/Guardians and students should allow up to twenty (20) school days for this process to be completed.



PRACTICES



Practice Plans

- Have a practice plan prepared. (Daily, weekly, monthly, seasonally)
- Communicate with equipment manager and trainer about needs.
 - Balls/ equipment, water set-up,
 - Training cut-off times and treatment procedures
- Use proper language with players and abide by the coaching code of ethics. Profanity will not be tolerated.
- Be aware of the players using the late bus and its departure times.
- Be aware of picture days and distribute photo packets with at least one week in advance.
- Keep yellow cards with you at all times. Medical staff will want to see them in an emergency.
- Have a plan for athletes on academic probation.
 - Do not have them sitting outside or not engaged in practice or work. All athletes must be supervised at all times.
- Notify the athletic department if you plan to cancel any practice.
 - Notify athletic department about any event over winter or spring break.

Locker Room and Field Supervision

- You must have a coach supervising your players before and after practice.
 - You must open the locker room for your players and clear out the locker room once your team has finished dressing for practice.
 - Make a sweep and secure all locker room doors prior to going out to practice.
- Supervision and teacher meetings
 - In season head coaches are allowed to miss site professional development. If they have district professional development that conflicts with the start of practice, they are required to attend to its conclusion. If no assistants are available the head coach may be released for supervision.
 - If the professional development conflicts with a game they must notify the person in charge to be released.
 - Assistant must always attend unless cleared by the principal.
 - Any coaches who misses is expected to meet with the principal to get updated on missed information.
- Any athlete removed from practice is still under your supervision. Do not kick players out of practice and leave them unsupervised.



AIR QUALITY



- An Air Alert is a notification that the Valley is currently experiencing conditions that may lead to exceeding a health-based ozone (smog) standard. Air Alerts are issued Valley-wide.
- When an Air Alert is called by the Air District an email notification will be sent out to all principals and athletic directors indicating a color. Use the attached chart to determine the proper response for your school.
- An Air Alert episode may last anywhere from several hours to several days. Keep in mind that air alerts need to register for two consecutive readings to trigger a specific action.
- You can sign up to receive Air Alerts at
 - http://www.valleyair.org/programs/raan/raan_index.htm?x=FRSGRLND
- An important tool to use for protecting your health in your neighborhood is the Real-Time Air Advisory Network (RAAN). This resource is available at no charge to anyone in the Valley.
- RAAN links your site of preference to the nearest monitoring site and provides real-time air quality updates, enabling you to gauge the air quality where you live or work, and adjust your activities as appropriate.



AIR QUALITY



Elementary School Activity Restrictions During Poor Air Episodes

The following restrictions have been designed to accompany the San Joaquin Valley Air Pollution Control District’s Real-Time Outdoor Activity Risk levels (ROAR).

These guidelines should be followed for **all** students when two consecutive hourly readings from ROAR rise to Level 4 (Red, Unhealthy); and for students diagnosed with asthma, heart conditions or other respiratory ailments (on the nurse’s list) when the ROAR reading is Level 3 (Orange, Unhealthy for Sensitive Groups) for two consecutive hours. Students with asthma, heart conditions or other respiratory ailments should not participate in outdoor activities (other than recess) when air quality deteriorates into ROAR Level 4 (Red, Unhealthy) for two consecutive hourly readings.

Type of Student	Two Consecutive Level Three (Orange) Readings	Two Consecutive Level Four (Red) Readings	Two Consecutive Level Five (Purple) Readings
Nurse’s List Students	Restricted Activities Listed Below	Cannot Participate in Outdoor Activities	All Outdoor Activities Stop
Non-Nurse’s List Students	Unrestricted Activities	Restricted Activities Listed Below	All Outdoor Activities Stop

Activity Restriction Guide – Elementary Activities

Cross Country and Track

No track or cross country meets when “Red”. May still hold practices; but no long distance running (equal to or greater than respective race) or prolonged conditioning.

Examples of acceptable activities would include: stretching exercises, short games, short runs, fundamental skill building, throws and jumps practices

Football, Volleyball (Boys and Girls), Basketball, Softball, Baseball, Physical Education

Games can be held as scheduled, restrictions apply to practices: No wind sprints, running the mile, prolonged conditioning (don’t exceed 8 minutes of strenuous activity)

Wrestling

Games can be held as scheduled, restrictions apply to practices:

No prolonged conditioning (don’t exceed 8 minutes of strenuous activity)- including indoor or outdoor

Recess

Acceptable to hold recess (lunch, morning and afternoon), but supervisory staff should be watchful of students involved in voluntary activities (tag or soccer) requiring high levels of exertion. Nurse’s list students may participate in recess when two consecutive hourly readings are Red.

When the ROAR moves into Level 5 (Purple, Very Unhealthy) for two consecutive hours no students should participate in outdoor activities.



AIR QUALITY GUIDELINES



RAAN Outdoor Activity Guidelines for the San Joaquin Valley

Real-Time Outdoor Activity Risk (ROAR) Levels for Hourly Ozone and PM2.5

ROAR LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Recess (15 min)	No restrictions.	Insure 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. All activities should be moved indoors.
P.E. (1 hr)	No restrictions.	Insure 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. All activities should be moved indoors.
Athletic Practice and Training (2-4 hrs)	No restrictions.	Insure that sensitive individuals are medically managing their condition.	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Insure that sensitive individuals are medically managing their condition.	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.	No outdoor activity. All activities should be moved indoors.
Scheduled Sporting Events	No restrictions.	Insure that sensitive individuals are medically managing their condition.	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Insure that sensitive individuals are medically managing their condition.	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Insure that sensitive individuals are medically managing their condition.	Event must be rescheduled or relocated.
PM2.5 range	1 – 15 µg/m ³	16 – 35 µg/m ³	36 – 55 µg/m ³	56 – 75 µg/m ³	>75 µg/m ³
Ozone range	1 – 59 ppb	60 – 75 ppb	76 – 95 ppb	96 – 115 ppb	>115 ppb

* Sensitive Individuals include all those with asthma or other heart/lung conditions

** California Interscholastic Federation



San Joaquin Valley Air Pollution Control District



November 2011



UNIFORM AND SPIRIT PACK GUIDELINES



Spirit Pack Guidelines

- All financial documents sent home to parents must be cleared and signed by the site athletic director prior to distribution.
- Spirit Packs are not to be mandated. You may charge for them as a donation to the program but it must be optional. Making a team is not contingent upon having a spirit pack.
- It is encouraged to provide several fundraising opportunities for families who choose to order a spirit pack.
- If parents choose to purchase or fundraise for spirit packs they are theirs to keep regardless of status on team.
- No consequence for choosing not to purchase or fundraise for a spirit pack.
- If you require your team wear spirit packs at practice, you must provide one free for an athlete who requests one or allow them to purchase and wear like colors.
- If extra spirit packs are not available athletes may wear like colors.
- Game uniforms should be provided by the coach.
- You may wear spirit packs for games, but you must provide a free one for any member who does not have one. You may collect at the end of the contest.
- NEVER exclude an athlete who chooses not to pay or fundraise for a spirit pack. Always provide one and collect at the end of the year!
- The following information must be included on any spirit pack order forms.

Permissible Fee Language for Coaches – Disclaimer (Mandatory for all spirit packs)

- Under the California Constitution, the free school guarantee prohibits charging students any fee, charge, or deposit for curricular or extracurricular activities that are an integral component of the District or a school site's educational program. There are, however, specific statutes in the Education Code and other laws which identify definite circumstances when fees and charges are permissible. Nothing in the law prohibits voluntary donations, contributions, and fundraising by students and their families to support District and school site programs, so long as monetary donations, contributions, and fundraising activities are not made mandatory for students and their families.



**CENTRAL UNIFIED SCHOOL
DISTRICT**
Department of Athletics
 3535 N. Cornelia · Fresno, CA 93722
 Phone: (559) 276-0280 · Fax: (559) 277-2180



SPIRIT PACK ORDER FORM - Template

All Spirit Pack items are optional. Our athletic program encourages participants to look uniformed and professional at all times. Therefore we offer many optional Spirit Pack items for players/parents to choose from. We encourage our athletes to participate in fundraising and other team activities to help off set any voluntary costs involved. Our program offers athletes financial assistance when requested in writing for those who have difficulty fundraising. All proceeds from the sale of the Spirit Pack items will go toward the team and its participants.

Name: _____

<u>ITEM(S):</u>	<u>Discount Price:</u>	<u>Size:</u>	<u>Quantity:</u>
Example: Item: #407627 - 001	\$81.25	XL	1
Item #1	\$	_____	_____
Item #2	\$	_____	_____
Item #3	\$	_____	_____
Item #4	\$	_____	_____
Item #5	\$	_____	_____
Item #6	\$	_____	_____
Item #7	\$	_____	_____
Total Amount Enclosed:	\$ _____		



GAME SUPERVISION EXPECTATIONS



Supervisors are responsible to assist in providing a safe and secure environment for all spectators, players, and officials by enforcing all school rules and policies. Supervisors are responsible to continually monitor stands, restrooms, ticket windows, entrances, and any other area of concerns. Supervisors are to assist with any and all concerns and needs of coaches, players and parents.

SUPERVISION

All athletic contests will be supervised by an administrator or a designated certificated school official from both participating schools. Schools may make other arrangements with opposing schools.

- 1.2 Entrance gates should remain closed or attended throughout the event.
- 1.3 Public address systems should be set up at all large athletic events.
- 1.4 Each school is responsible for the conduct of its coaching staff.
- 1.5 Visiting school supervisor should introduce themselves to the administrator of the host school and be readily available should any problems occur with their students.

SPECTATORS

- 2.1 The district reserves the right to bar from all athletic events those persons who interfere with the officials or by their presence jeopardize the safety and welfare of those involved and all individuals attending the contest.
- 2.2 All spectators are to be kept in the stands and not be permitted on any part of the playing area (including basketball playing area).
- 2.3 At basketball games, one third of the seating capacity of the gym shall be reserved for the visiting school.

BANNERS

- 3.1 Each school may post banners on the wall during an athletic contest. These should be posted behind the rooting section (events held indoors). The banners should be a positive reflection of good sportsmanship.
- 3.2 Banners may be posted on each team's designated seating area.

GYMNASIUM/STADIUM SUPERVISION GUIDELINES AND DUTIES

- 4.1 Be aware of your duty time and place of event (see assignment person).
- 4.2 Keep all aisles clear.
- 4.3 Band section is reserved for band members only.
- 4.4 No smoking is permitted on school campuses.
- 4.5 Anyone in possession of, or under the influence of intoxicants, should be reported directly to police or the administrator on duty. Do not release student on their own recognizance.
- 4.6 Remove any person from facility who shows poor sportsmanship or rowdy behavior. Use police if necessary.



GAME SUPERVISION



- 4.7 Station yourself at an advantageous position in order to observe. Supervisors should not group together.
- 4.8 Supervising faculty should be the last to leave the facility after the event.
- 4.9 All students and adults (except faculty members who have assigned duties) must be in the bleachers and off the playing area.
- 4.10 Students may not leave the gym (to return) except in case of emergency, or at the discretion of a faculty member on duty. Students who leave without permission must pay upon return.
- 4.11 Teachers should check the restrooms periodically for drinking or other unacceptable behavior.
- 4.12 No one may use the exits at the sides of the gymnasium except super-visors. Others may use the exits at the end of the varsity game or in case of emergency.
- 4.13 Absolutely no one, except team members, coaches, managers, and officials are allowed to enter the locker room.

- 4.14 No one should be allowed to stand at either end of the gym while the game is in progress except supervisors, police, photographers and cheerleader groups.
- 4.15 Keep a watchful eye on bleachers for any problems which may occur.
- 4.16 Watch for problems that may occur right after the activity, as the crowds leave.
- 4.17 Keep an eye on any problem that might develop around the concession stand.
- 4.18 Introduce yourself to the administrator of the host school and make yourself readily available should any problem occur with your students.
- 4.19 Check behind or under the bleachers from time to time for problems.
- 4.20 Meet the rooter's bus when it arrives and oversee loading and departure after the game (when appropriate).
- 4.21 Permit only (e.g. CHS) rooters in the (e.g. CHS) section.
- 4.22 Only instruments played within the pep band are allowed inside the gym during a basketball game. No other noise makers (horns, whistles, megaphones, etc.) are allowed.
- 4.23 At least one administrator should be positioned on the sideline in front of the student body section for purposes of observation of stands, control of field passes and field activities.

*DISCIPLINE
&
COMMUNICATION
PROCESS*

2022 -
2023





HOW TO AVOID DISCIPLINE ISSUES



BE PROACTIVE

Many coaches face discipline issues while coaching kids. It is imperative to keep in mind that kids make mistakes and that our focusing should be on how they will learn from and ultimately benefit from them. Many times simple communication can stem the tide and change misbehavior or negative personal conduct. In order to assure learning we must be clear in our expectations not only to players but to our assistants as well as parents. Parent support is paramount to a good program and giving parents a chance to parent and guide their children will go a long way towards building trust.

BE CLEAR

Communication is vital to the success of every program. Conducting pre-season athletic parent/player meetings alleviates misunderstandings within the athletic department, parents, individual sports teams and coaches. Parents are responsible for teaching kids to support reasonable rules and they cannot help to support without a proper background of the expectations. The main objective of these meetings is to provide information and to be a resource for players and parents.

The first order of business is to discuss the mission and vision for the team and its culture. Then the roles of all the stakeholders – players, parents, coaches, officials and the athletic administration – are reviewed.

The second point of emphasis is the communication procedure for players and parents. Communication is expected to be honest and respectful with the coach, student-athlete and parents. The communication steps are to first encourage the student-athlete to communicate with the coach regarding the issue. If the issue is not solved, then the second step is for the parents to communicate with the coach with the student-athlete present. The third step is for the athletic administration (administrator and director) to meet with the coach, player and parents to discuss the issue. If these three steps have not resolved the issue, then the principal would be involved in the process, as well as the district coordinator of student activities. If the parent calls, the first question is “Has the coach been contacted?” The goal is to have the student-athlete advocate for his/her issue and to build communication skills, as well as character.

Safety is a No. 1 priority for any athletic program, so this is an important topic to discuss with parents. There is a requirement for every athlete to have a physical on file and renewed every year. In addition, each athlete must have insurance coverage in order to play sports.

The procedure for any athlete who suffers a concussion is also covered as well as the requirements for returning to action. Any athlete suspected of a concussion must be removed from all athletics and will not be allowed to return without a cleared not from a qualified physician.

BE CONSISTENT

**When mistakes occur be sure to properly document and communicate with athletes, parents and administration.
Kids will not be removed without proper BRICK protocol.**

CENTRAL UNIFIED SCHOOL DISTRICT
B.R.I.C.K. INVESTIGATION TOOL FOR ADMINISTRATIVE INQUIRIES

This confidential working document is intended to assist investigators in completing a timely and accurate investigation of an allegation, incident, or complaint. Complete each section as accurately as possible. Label and attach any evidence and additional documentation as an exhibit. This confidential document may also serve as a precursor to possible discipline.

B.R.I.C.K.

Background ▶ Identify facts accurately; separate all parties; take personal statements; interview individually; use complete descriptors for time, location, and person(s); avoid unconfirmed sources and second hand information.

Rule ▶ Identify law, policy, or expectation violated (i.e. school/district policy collective bargaining agreements).

Impact ▶ Identify who was affected and how; students, staff, parents, school/district image as a public servant.

Corrective Action ▶ Identify any corrective actions needed to reiterate expectations and/or correct behaviors.

Know Your Rights ▶ Identify consequences for continued misconduct; employees have a right to representation, hearing, or conference.

INVESTIGATIVE INTERVIEW CHECKLIST

- Separate all parties for individual statements; attach *Aeries Student Data Profile* with contacts for Students.
- Allow parties to prepare a statement in their own words. Handwritten statements must be completed in ink.
- Set interview expectations (see sample script below); invite questions or comments before proceeding.
- Focus interview inquiries on the individual's knowledge of the matter; avoid disclosure of case details, including identity and statements of others involved.
- Identify the chain of events: When/Where/What/Who and How did they respond to the matter?
- Document each response; encourage questions; repeat statements for understanding and clarity.
- Do they know of any other person(s) who may be relevant to this investigation?
- Reinforce expectations for confidentiality; cooperation; and District policy against retaliation.

INVESTIGATIVE INTERVIEW SAMPLE SCRIPT

This is an administrative inquiry on behalf of CUSD, as such, the District expects complete cooperation with the interview process and that any and all answers to questions or information you divulge to be accurate, complete, and truthful to the best of your abilities. If at any time, you need a break, it is okay to interrupt me to ask. As this is an ongoing investigation, this meeting is confidential; the District expects you to not discuss this matter, the details of the investigation, or this interview with anyone, other than your chosen Representative. Any information disclosed during this meeting will be kept confidential to the extent possible. Interviewing other witnesses may require disclosure of basic information regarding the matter. The District has a policy of no retaliation and you have a duty not to retaliate against anyone for participating in this investigation. Do you understand?

CENTRAL UNIFIED SCHOOL DISTRICT
B.R.I.C.K. INVESTIGATION TOOL FOR ADMINISTRATIVE INQUIRIES

INVESTIGATION TYPE

Complaint Violation Incident Accident

IMMEDIATE ACTION BY ADMINISTRATION

Separate all parties for individual statements EIR (if required) Notify Supervisor and/or HR
 Administrative Leave Other _____

COMPLAINANT/VICTIM

Full Name: _____

Employee* Student** Parent Other _____

**Explain employees right to representation, hearing, or conference.*

*** Attach Aeries Student Data Profile including parent/guardian contacts.*

RESPONDENT/ACCUSED

Full Name: _____

Employee* Student** Parent Other _____

Prior counsel and/or discipline provided to respondent: _____

**Explain employees right to representation, hearing, or conference.*

*** Attach Aeries Student Data Profile including parent/guardian contacts.*

WITNESSES

Provide full name for each witness. Attach personal statement(s).

**CENTRAL UNIFIED SCHOOL DISTRICT
B.R.I.C.K. INVESTIGATION TOOL FOR ADMINISTRATIVE INQUIRIES**

INVESTIGATOR(S)

Provide full name, title, and contact information for each investigator.

INVESTIGATOR SUMMARY OF EVENT(S)

Date: _____ Time: _____ AM PM Location: _____

CONCLUSION/INVESTIGATIVE FINDINGS

Investigation completed on: _____
Does evidence support the allegation(s)? Yes No | Explain: _____
Recommended Corrective Action (if applicable) _____

VIOLATION(S) OF LAW

Law enforcement contacted? Yes No If yes, who reported? _____
Officer Name/Badge# _____ Contact: _____
Report/Case Number: _____

ATTACHMENTS

The following investigative materials are attached to this document:

Statement(s) Investigator Interview Notes Title IX Form Chronology of Events
Email/Text Photo/Video Other _____



HOW TO APPROACH PARENT CONCERNS



Keep in mind that all parents are going to want the best for their children. By creating and communicating clear expectations you can drastically reduce the amount of parent complaints that may come through your department. Similar to the classroom a good preventative plan will include many factors that will take place long before a complaint may arise. While the vast majority of parents are good, positive and supportive the issue of playing time and why their child is not a starter is a constant question in all athletics. Helping your coaches formulate a philosophy and an approach to deal with this complaint must be high on your list of things to do. The following six ideas provide a starting point to handling this tough question.

1. Not up for discussion

- a. Establish a standard for your parents that the issue of playing time and who starts a game is one area that is not up for discussion. Deliver this message in your pre-season parent meeting.
- b. It is important to emphasize that athletes, however, should be encouraged to talk to their coaches with the purpose of asking for suggestions of what they can do in practice to improve.
- c. It's not a difficult task to have coaches explain to the entire team what goes into their decision of starters, and when and how substitutions are made. It is unacceptable for parent to initiate this conversation and a coach never should be approached immediately after a contest. Politely ask them to schedule a meeting at a later date.

2. Practice. Practice. Practice.

- a. Explain to the parents and athletes that playing time is earned by the performance and effort that is put forth in practice sessions. The game is not the time to experiment or audition for more playing time as this would detract from the team.
- b. If playing time is earned in practice, the effort and success during an athletes time on the floor, court or field may secure more time in the future... Everything starts with what happens in practice.



HOW TO APPROACH PARENT CONCERNS



3. Role Filling

- a. Expand your explanations to athletes and parents to cover the concept of filling roles on a team. In basketball, for example, you need more than just scorers. Individuals who can rebound, play defense and handle the ball also are necessary and critical to the team's success.
- b. It helps the team when all of the athletes and parents understand what their role is on the squad. A role can change during a season with improvement of skills, an injury to another player or finding a more effective or efficient group with the execution of the offense.

4. Make a contract

- a. Keep in mind that many people show up to events without a clear vision of what an elementary fan looks like. Many parents are their child's best or worst coach. Clearly define for parents the expectation that they keep comments positive and cheer on their team only. This conversation is best upfront and is a great tool to refer to if problems arise later down the road.
- b. The game is owned by your school and you have the right to ask anyone to leave if they are in violation of the parent or athletic code of conduct. If the situation requires simply inform the official that you are stopping the game. This is an opportunity to show that improper conduct will not be tolerated at school events.

5. Talk to your coaches

- a. Be sure to use your pre-season staff meeting to explain to your coaches how there sometimes are small groups of misguided, enabling parents who press for playing time or other issues. As part of your effort of educating your coaches, help them construct answers to two commonly expressed comments from aggressive and sometimes unrealistic parents:

1. I played in college..... And I know
2. I coached our son in the summer league, I know what he can do...

These typical statement, followed by a question or even a demand , are meant to apply pressure and subtly indicates that the coach isn't well-versed in the sport. This is intended to intimidate the coach and that is why it is important to have a sound answer that everyone can agree to. Remember: the coach gets to decide who plays and who doesn't no one else. While it is hard to say many people make it worse by trying to explain something that can be broken down to the fact that their son or daughter needs to improve skill level and practice provides that opportunity to advance.

- b. Some parents will even provide their own statistics and evaluations of other players to substantiate their position. As with grades arm your coach with the fact that he or she cannot discuss other players on the team.

6. Offer support when needed

- a. Be prepared to support your coaches by joining them when they meet with problematic parents.



HOW TO APPROACH A PARENT MEETING



When meeting with Parents be sure to have an agenda to ensure that everyone can be heard.

- Thank everyone for coming
- Establish norms
 - Everyone will be allowed to speak
- Talk through the issue
 - What is the most important thing we should be talking about today?
 - Identify the issue as seen by both sides
 - What is going on and how long has it been going on?
 - How does it impact others?
 - If nothing changes what are the implications?
 - How have you contributed to the problem?
- Listen to each members perspective
 - Make sure you hear from everyone
 - What would you do if you were the coach or parent
 - After anyone gives their opinion say thank you
- Repeat back what you have heard
 - Repeat back “what I heard you say was” and “ Did I miss anything?”
 - Understand both sides and their perception
- Describe the ideal outcome
 - Mentally determine the best solution
 - State the solution
 - Ask for input on the solution
 - Detail expectations
 - When the issue is resolved, what difference will that make? When you contemplate these results, how do you feel?
- Commit to the action
 - What is the best step we can all take toward resolution?



DEALING WITH DIFFERENT TYPES OF PEOPLE



Don't try to change difficult people. It is best to diagnose difficult types and develop a strategy to control the process and ensure the best results for students. Be sure to set norms, stay calm and realize that self assurance is key. Search for win, win situations while always giving them a way out and valuing them and their purpose for being there.

TYPE	Specific Behavior	Response
Irrational type	Inability of the person to hear anyone else's viewpoint or address the issue.	Let the energy be spent. Ask questions using their key words. Give direction.
Recognition seeker	Need for attention and notice. Done through professional resisting and organizational protest. Negative about change and often cynical.	Bring them behind closed doors. Only give recognition when it is earned. Withdraw recognition for negative behavior.
Bully	Loves confrontation and wins through intimidation and always focuses on the battle at hand but never long term.	Be calm and stay out of body. Do not retreat nor worry about battles as you want to win the war. Use a side by side strategy not across a desk.
Space Cadet	In a different world. Whatever you say will not reach their reality.	Agree to move on. Use their words to restate your point. Give direction.
Hidden Agenda	Often hide their true needs. You find yourself arguing about things not related to the issue. Often use guilt.	Explore the agenda through clarifying questions. Avoid guilt and losing your agenda.



DEALING WITH DIFFERENT TYPES OF PEOPLE



TYPE	Specific Behavior	Response
Whiner	Speaks in a certain tone. Act like the victim and never accept any responsibility.	Cut off the tone. Get below the surface to the real issue and understand the message. Do not let them take too much time.
High – Ground Fighter	They fight from the moral high ground.	Retreat and strategize
Wonderfully Nice Person	These people play on the fact that people like them and they strategize using guilt.	Stick to your agenda while avoiding guilt. Now what you want and need for the better of the team.
Sniper	Parking lot contenders. They will not confront you to your face. Instead they utilize sympathy groups	Bring them into the open publicly. Establish norms on how you and your culture operate.
Know-It-All	They know, read, seen and tried it all.	Test their knowledge and involve them if they have skills. Harness knowledge and empower them through tasks.
Passive Resister	Share commonly with the sniper. They work best in a group setting and bring things up last minute	Involve from the beginning. Draw them out in public. “what do you think?” Don’t let them guilt you
Indecisive Type	Always needs more time or data to make a decision.	Give them two choices. Do not let them pass off ownership. Ask questions to guide them.



Communication Plan for Concerns



Good communication is critical in athletics, on and off the field. A communication plan is in place to assist and to improve communication between parents, coaches and administrators, ultimately for the benefit of the student.

Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way or they disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times.

The coaches work hard to do the best they can for all of their athletes, and we ask the students and parents to respect the fact that their decisions are often extremely difficult, and are made based on factors of which students and parents may not be aware.

The student, not the parent, is strongly encouraged to talk to the coach about any issues or problems that arise during the season. This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.

Communication the PARENT should expect from your child's COACH:

- The coach's philosophy and criteria for the team selection process
- Specific team policies and consequences for when policies are not followed or training rules not adhered to
- Expectations the coach has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e. practices, special equipment, out of season conditioning
- Any special events or activities planned, including optional team garments that the team is considering to purchase
- Procedure to follow should your child be injured during participation
- Specific ways to improve upon athlete's ability appropriate concerns PARENTS should discuss with

COACHES:

- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach's philosophy and/or expectations
- If their child, at any time, feels threatened or uncomfortable in any way by actions of teammates or coach(es)
- Any specific information that the parent feels would be of value to the coach to help him/her coach their child
- Ways the parent can help the child improve
- Any concerns a parent may have about their child's behavior or performance in or out of school (Oftentimes a coach may have a very positive influence in the lives of their athletes.) It is recognized that situations may arise where parents find it necessary to raise a concern with a coach, and it is imperative the parent(s) adhere to the following communication guidelines:



Protocol for Registering Concerns

Protocol for registering concerns:

1. Contact the coach first, to set up a meeting.
2. If the coach cannot be reached, contact the Athletic Director.
3. DO NOT CONFRONT A COACH BEFORE, DURING OR AFTER A PRACTICE OR CONTEST. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.

It can be very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach:

Issues NOT appropriate to discuss with coaches:

- | | |
|-----------------|---------------------------|
| 1. Playing Time | 3. Team Strategy |
| 2. Play Calling | 4. Other student-athletes |

There are situations that may require a conference between the coach and the parent. In most instances, it is vital that the athlete be present. It is important that all parties involved have a clear understanding of the other's position.

Next Steps after parent/athlete coach meeting:

What a parent can do if, in their opinion, the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the school's Athletic Director to discuss the situation.
2. After this step, an additional meeting may be held with the parent, coach, athlete, and AD.
3. If the meeting with the athletic director does not resolve the issue then contact the building administrator in charge of athletics.

Other Important Talking Points:

Please do not discuss with your child a coach's tactics or playing strategies, starting line-up decisions, or decisions a coach makes about the playing time of other players. This will only undermine the coach's ability to help your child improve, to develop team harmony and develop constructive team play.

Central Unified School District has established a variety of co-curricular activities because they teach valuable athletic, academic, and life skills. Research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, as many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

In Closing....The intent of this communication plan is to help make the experience in the Central Unified School District program more enjoyable and productive for all athletes, coaches, parents and fans.

*HEALTH,
SAFETY, & RISK
MANAGEMENT*

2022-
2023





CONCUSSION AWARENESS



Guideline for Management of Concussion In Sports

Introduction

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes in brain function, or in some cases, death. 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.

What is a concussion?

You’ve probably heard the terms “ding” and “bell-ringer.” These terms were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. A concussion is caused by a bump, blow, or jolt to the head or another part of the body with the force transmitted to the head. Basically, any force that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.

It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. In fact, less than 10% of players actually lose consciousness with a concussion.

The sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. Once this injury occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers. A concussion is primarily an injury that interferes with how the brain works. While there is damage to brain cells, the damage is at a microscopic level and cannot be seen on MRI or CT scans. Therefore, the brain looks normal on these tests, even though it has been seriously injured.



CONCUSSION AWARENESS 2



Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate health-care professional. However, you must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an student-athlete may have a concussion, then he or she must be immediately removed from practice or game competition at that time for the remainder of the day, and all physical activity.

SYMPTOMS REPORTED BY ATHLETE

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Balance problems or dizziness
- Double, blurred or fuzzy vision
- Sensitivity to light and/or noise
- Feeling Sluggish or slowed down
- Feeling foggy or groggy
- Confusion
- Drowsiness
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Concentration or memory problems
- Repeating the same question/comment

SYMPTOMS RECOGNIZED BY ADULTS

- Appears dazed or stunned
- Vacant facial expression
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or uncoordinated
- Answers questions slowly
- Slurred speech
- Loses consciousness
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness



CONCUSSION AWARENESS AND THE LAW



Concussion and Head Injury information Sheet

Assembly Bill 25 added to the California Education Code a mandate that schools must now follow. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the student-athlete and the student-athlete's parent or guardian before the student athlete's initiating try-outs, practice or competition. See attached Concussion Fact Sheet for Parents, Concussion Fact Sheet for Athlete and the Athletic Event and Activity Medical Release, Concussion Consent, Assumption of Risk and Liability Waiver Form. This shall be for all sports activities including non-contact sports such as, but not limited to cheerleading, track and field, soccer, basketball, lacrosse, and cross country.

Signed Waivers and Releases

On May 7, 2010, the State CIF Federated Council passed Bylaw 313 that now requires a signed medical release before a student-athlete who is suspected to have sustained a concussion can return to play. Parents of athletes must provide evidence of medical insurance. The Athletic Event and Activity Medical Release, Concussion, Consent, Assumption of Risk and Liability Waiver Form must be signed and returned **before** the student/athlete is allowed to access the event premises, including any tryouts, official or unofficial practices, or training. Proof of medical insurance for student-athlete is required.



CIF RETURN TO PLAY FORM



CALIFORNIA INTERSCHOLASTIC FEDERATION CENTRAL SECTION



Counties: Fresno Kern Kings Madera Tulare

313. CONCUSSION PROTOCOL

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

(Approved May 2010 Federated Council)

Q: What is meant by “licensed health care provider?”

A: The “scope of practice” for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

I have examined _____ and feel he/she is fit to return to athletic practice/competition following his/her concussion, per CIF by law 313.

Print Name

Signature



CONCUSSION AWARENESS FOR ATHLETES

CONCUSSION

A Fact Sheet for Coaches

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

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

CIF Bylaw 313 – Play It Safer

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

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

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

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

WHAT CAN HAPPEN IF I KEEP PLAYING A STUDENT WITH A CONCUSSION OR RETURNS TOO SOON?

Athletes with the signs and symptoms of concussion should be removed from play immediately (CIF Bylaw 313). Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries and concussions are no different. It is your duty as a coach to place the health and safety of your student-athletes ahead of winning.

WHAT A COACH SHOULD DO IF YOU THINK YOUR PLAYER HAS SUFFERED A CONCUSSION

Any athlete even suspected of suffering a concussion **must** be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. The new "CIF Bylaw 313" now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student-athletes. A coach's job is to ensure everyone follows these guidelines.



**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.**



For more information and resources, visit www.cifstate.org/health_safety/ & www.cdc.gov/concussion.





CONCUSSION AWARENESS FOR ATHLETES

CONCUSSION

A Fact Sheet for Student-Athletes

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

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

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

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

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

DON'T HIDE IT. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

REPORT IT. TELL YOUR COACH – TELL YOUR PARENTS! Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

GET CHECKED OUT. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

TAKE TIME TO RECOVER. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.



**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.**

For more information and resources, visit www.cifstate.org/health_safety/ & www.cdc.gov/concussion/





CONCUSSION AWARENESS FOR PARENTS



A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just “not feeling right” or “feeling down”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
 - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. SEEK MEDICAL ATTENTION RIGHT AWAY.

A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

2. KEEP YOUR CHILD OUT OF PLAY.

Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.

Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It’s better to miss one game than the whole season.

For more information, visit www.cdc.gov/Concussion.



SUDDEN CARDIAC ARREST (SCA)

Keep Their Heart in the Game

A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

How common is sudden cardiac arrest in the United States?

As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes during exercise.

Who is at risk for sudden cardiac arrest?

SCA is more likely to occur during exercise or physical activity, so student-athletes are at greater risk. While a heart condition may have no warning signs, studies show that many young people do have symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think they're out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some health history factors increase the risk of SCA.

**FAINTING
is the
#1 SYMPTOM
OF A HEART CONDITION**

What should you do if your student-athlete is experiencing any of these symptoms?

We need to let student-athletes know that if they experience any SCA-related symptoms it is crucial to alert an adult and get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for your doctor's feedback before returning to play, and alert your coach, trainer and school nurse about any diagnosed conditions.

What is an AED?

An automated external defibrillator (AED) is the only way to save a sudden cardiac arrest victim. An AED is a portable, user-friendly device that automatically diagnoses potentially life-threatening heart rhythms and delivers an electric shock to restore normal rhythm. Anyone can operate an AED, regardless of training. Simple audio direction instructs the rescuer when to press a button to deliver the shock, while other AEDs provide an automatic shock if a fatal heart rhythm is detected. A rescuer cannot accidentally hurt a victim with an AED—quick action can only help. AEDs are designed to only shock victims whose hearts need to be restored to a healthy rhythm. Check with your school for locations of on-campus AEDs.



The Cardiac Chain of Survival

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take action in the first minutes of collapse.

Early Recognition of Sudden Cardiac Arrest



Collapsed and unresponsive.
Gasping, gurgling, snorting, moaning or labored breathing noises.
Seizure-like activity.

Early Access to 9-1-1



Confirm unresponsiveness.
Call 9-1-1 and follow emergency dispatcher's instructions.
Call any on-site Emergency Responders.

Early CPR



Begin cardiopulmonary resuscitation (CPR) immediately. Hands-only CPR involves fast and continual two-inch chest compressions—about 100 per minute.

Early Defibrillation



Immediately retrieve and use an automated external defibrillator (AED) as soon as possible to restore the heart to its normal rhythm. Mobile AED units have step-by-step instructions for a bystander to use in an emergency situation.

Early Advanced Care



Emergency Medical Services (EMS) Responders begin advanced life support including additional resuscitative measures and transfer to a hospital.

Cardiac Chain of Survival Courtesy of Parent Heart Watch



SUDDEN CARDIAC ARREST (SCA)

Keep Their Heart in the Game

Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete

Potential Indicators That SCA May Occur

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

What is CIF doing to help protect student-athletes?

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting—the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency.

I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

STUDENT-ATHLETE SIGNATURE

PRINT STUDENT-ATHLETE'S NAME

DATE

PARENT/GUARDIAN SIGNATURE

PRINT PARENT/GUARDIAN'S NAME

DATE

For more information about Sudden Cardiac Arrest visit

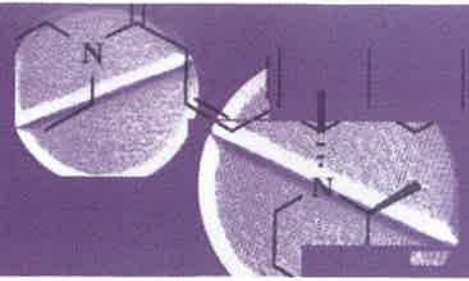
California Interscholastic Federation
<http://www.cifstate.org>

Eric Paredes Save A Life Foundation
<http://www.epsavealife.org>

CardiacWise (20-minute training video)
<http://www.sportsafetyinternational.org>



PRESCRIPTION OPIOIDS: WHAT YOU NEED TO KNOW



Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

As many as
1 in 4
PEOPLE*

receiving prescription opioids long term in a primary care setting struggles with addiction.
*Findings from one study



RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



American Hospital
Association®

Make sure you know the name of your medication, how much and how often to take it, and its potential risks & side effects.

KNOW YOUR OPTIONS

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise
- Cognitive behavioral therapy, a psychological, goal- directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN:

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider within ____ days.
 - ◇ Work together to create a plan on how to manage your pain.
 - ◇ Talk about ways to help manage your pain that don't involve prescription opioids.
 - ◇ Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
 - ◇ Never sell or share prescription opioids.
 - ◇ Never use another person's prescription opioids.
- Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration (www.fda.gov/Drugs/ResourcesForYou).
- Visit www.cdc.gov/drugoverdose to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Opioid Factsheet. I have read and understand its contents.

Print Student/Athlete's Name

Student/Athlete's Signature

Date

Parent or Guardian's Name

Parent or Guardian's Signature

Date



FITTING HELMETS PROPERLY



PROPER FITTING OF HELMETS:

- Vision – Make sure your athlete’s eyes are visible and he can see straight forward and side to side.
- Coverage – The front helmet pad should cover the athlete’s head from the middle of his forehead to the back of his head. The helmet should not sit too high or low. To check, make sure the ear holes line up with the athlete’s ears.
- Chin strap – The chin strap should be centered under the athlete’s chin and fit snugly. Although no scientific research shows that mouth guards reduce the risk of concussion, athletes should wear a mouth guard to help prevent dental or facial injuries at all times.
- Fit —The helmet should “feel” snug with no gaps between the pads and the athlete’s head. The helmet should not slide on the head with the chin strap in place. Grab the facemask and apply pressure upward, down, left and right to see that the helmet remains in place.
Why is the fit important? An improperly-fitted helmet can place an athlete at greater risk for injury.
- Helmets help reduce the risk of severe brain injury and skull fracture, but NO helmet can prevent all concussions. There is no “concussion-proof” helmet and a helmet doesn’t make you invincible to other injuries. It is important to avoid hits to the head, even when wearing a helmet.

RECONDITIONING

Helmets must be reconditioned and recertified annually by a licensed NAERA-member.

- Helmets should have a label stating that they are NOCSAE or otherwise certified, as permitted by your league rules, showing the date of manufacture and the date they were reconditioned and recertified if not new.
- Helmets without a clearly visible date of manufacture should not be used.
- Disable and dispose of ALL helmets rejected by your NAERA reconditioner.
- Based on NAERA policy, helmets should be replaced no later than 10 years from date of manufacture. And many helmets may need to be replaced sooner, depending on wear and tear.



FITTING HELMETS PROPERLY



Practices “Heads Up” football during practice

- Never lowering his head during a hit or leading with his helmet. Shoulder tackling is recommended where an athlete will slide their head to one side or the other.
- Uses proper techniques in blocking and tackling; and Follows the rules of play and practices good sportsmanship and self-control at all times.
- Learn concussion signs and symptoms and how to respond. If you think an athlete has a concussion:
 1. Immediately remove the athlete from play; and
 2. Seek medical attention right away from a qualified and informed professional.

NEVER let an athlete return to play the day of the injury and until a qualified and informed health care professional signs a formal return to practice document. Although most athletes with concussion eventually recover, taking time to rest is the best way to make sure his brain recovers. When in doubt, the athlete should sit out and have a player assessment performed. The athlete’s long-term health is more important than the outcome of a game. Remember to teach athletes to play smart—these are their brains we’re talking about! It’s better to miss one game than the whole season

PARENTS AND COACHES

Inspect your athlete’s helmet for damage.

- DO NOT allow your athlete to use a cracked or broken helmet.
- Check for missing or loose hardware.
- Check for proper inflation (for air bladder-equipped helmets).
- Clean the helmet inside and out with warm water and mild detergent regularly.
- DO NOT soak any part of the helmet, expose it to extreme heat or use solvents or strong cleaning agents.
- DO NOT allow anyone to sit or guard to help prevent dental or facial injuries.

Fit —The helmet should “feel” snug with no gaps between the pads and the athlete’s head. The helmet should not slide on the head with the chin strap in place.

Why is the fit important? An improperly-fitted helmet can place an athlete at greater risk for injury.

Helmets help reduce the risk of severe brain injury and skull fracture, but NO helmet can prevent all concussions. There is no “concussion-proof” helmet and a helmet doesn’t make you invincible to other injuries. It is important to avoid hits to the head, even when wearing a helmet.



CONTACT LAWS STATE BILL 2127



PART 1:

The bill would prohibit high school and middle school football teams of school districts, charter schools, or private schools that elect to offer an athletic program from conducting more than 2 full-contact practices, as defined, per week during the preseason and regular season, as defined. The bill would also prohibit the full-contact portion of a practice from exceeding 45 minutes in any single day, and completely prohibit full-contact practice during the off-season, as defined.

PART 2:

Existing law requires a school district, charter school, or private school, if it offers an athletic program, to immediately remove an athlete from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity. Existing law also requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete initiates practice or competition.

This bill would provide that an athlete suspected of sustaining a concussion or head injury is prohibited from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, as defined to mean a licensed health care provider trained in the management of concussions and acting within the scope of his or her practice, and the athlete receives written clearance from a licensed health care provider. The bill would further provide that, if a licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. The bill would urge the California Interscholastic Federation to develop and adopt rules and protocols to implement this provision.

Definitions:

"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.

"Off-season" means a period extending from the end of the regular season until 30 days before the commencement of the next regular season.

"Preseason" means a period of 30 days before the commencement of the regular season.

"Regular season" means the period from the first interscholastic football game or scrimmage until the completion of the final interscholastic football game of that season.



CENTRAL UNIFIED FOOTBALL CONTACT



CENTRAL PROTOCOL:

We will phase in the new law. Implement the (2) 45 minutes (not to exceed 45 minutes per day) a week of full contact but allows schools 2 days to get the 90 minutes. This allows for more acclimation and more instruction on how to hit appropriately.

506. PRACTICE ALLOWANCE

For the benefit of the physical and mental health of our student-athletes, all practices (as defined herein) under the auspices of the high school athletic program during the season of sport shall be conducted under the following conditions (See also Bylaw 504.M.):

- A. All teams will be allowed no more than eighteen (18) hours of practice time per week and no more than four (4) hours in any single day.
 - (1) **Multiple Practice Sessions:**
 - a. Double day practices shall not be held on consecutive days.
 - b. Must include a minimum of three (3) hours rest between practices.
 - (2) **Golf Only**
 - a. In the sport of golf only, a team is allowed a maximum of two (2) days per week of 18-hole practice rounds. [Counts as four (4) hours]
- B. Any competition day would count as three (3) hours toward the allowable weekly and daily practice hours no matter the length of the contest(s). No practice may be held following the conclusion of any contest.
- C. **Definition of Practice**
 - (1) Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport; AND/OR
 - (2) Any school team or individual activity that includes skill drills, game situation drills, inter-squad scrimmages or games, weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings) that are implicitly/explicitly required by the coach; AND/OR
 - (3) Any other coach-directed or supervised school team or individual activity or instruction for a specific sport (private, small group or positional instruction, etc.) AND/OR
 - (4) Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the high school athletic program, team or school; AND
 - (5) Outside organization activity (club, etc.), shall not be used to circumvent these Bylaws.
- D. Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal. Activities that would be included herein are exclusive to any activity already covered in number C.(1)-(5) above.
- E. This Bylaw shall not supersede any School/District/Section policies that may be more restrictive.



CENTRAL UNIFIED FOOTBALL CLIMITIZATION



CUSD will follow the attached CIF rule on acclimatization.

It is MANDATORY for a high school coach to conduct a physical conditioning /practice/ACCLIMATION program for prospective members of each football team on DAYS 1 THROUGH 5 , set by the Central Section Board of Managers, prior to the official last day to start FULL CONTACT practice in “Pads”.

The session, or sessions, may be held in the morning, afternoon, or evening and may only be a **MAXIMUM** of 4 hours each day.

2.5.2 All such pre-season conditioning /practice/ACCLIMATION drills must be held at the school’s regular practice field. No workouts will be permitted at beaches, mountain resorts, or military installations. No meals and/or housing of athletes shall be provided free of charge by the school conducting/ PRACTICE , the pre-season conditioning /practice drills or by any of that school’s allied organizations, such as booster clubs, etc.

2.5.3 Such conditioning /practice/ACCLIMATION may include calisthenics, rule sessions, chalk talks, and game films.

Days: 1 & 2: Footballs, football shoes, HELMETS will be the only equipment permitted.

DAYS 3-5: ONLY HELMETS AND SHOULDER PADS MAY BE WORN. BEGINNING ON THE SIXTH (6th) DAY, ALL PROTECTIVE EQUIPMENT MAY BE WORN AND FULL CONTACT MAY BEGIN.

2.5.3A ON DAYS 3-5, CONTACT WITH BLOCKING SLEDS AND TACKLING DUMMIES (BAGS) MY BE INITIATED

2.3.3.B A 1- HOUR MAXIMUM WALK THROUGH IS PERMITTED DURING DAYS 1 THROUGH 5 OF THE ACCLIMATIZATION PERIOD. HOWEVER, A THREE HOUR RECOVERY PERIOD SHALL BE INSERTED BETWEEN THE PRACTICE AND THE WALK-THROUGH (OR VISA VERSA).

2.5.3 C ALL OTHER “RECOMMENDATIONS FOR PRE-SEASON ACCLIMATIZATION AND CONTACT TIME LIMITATIONS”, AS PUT FORTH BY THE CIF SPORTS MEDICINE ADVISORY COMMITTEE, SHOULD BE FOLLOWED.

3) All other fall sports are in conditioning and weight lifting next week. No equipment; balls; etc., per our new season of sport.

*BUILDING
CULTURE
&
FEEDBACK*

2022 -
2023



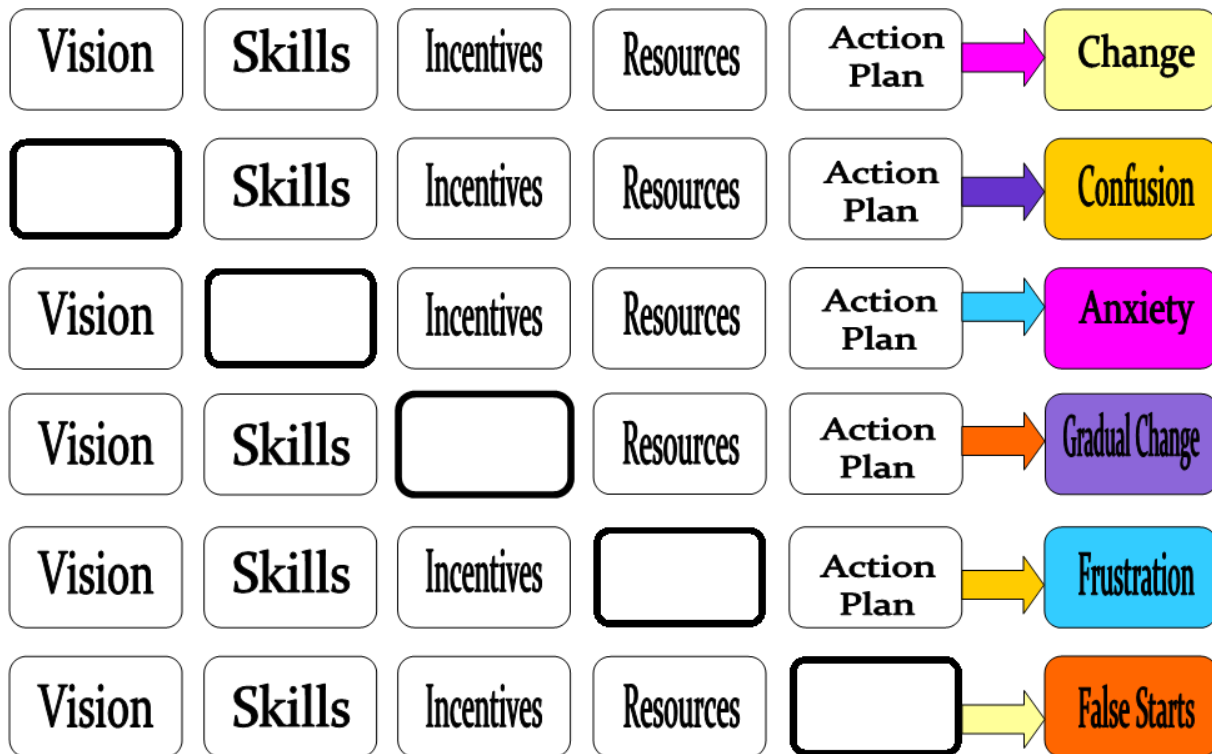
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WHAT TYPE OF CULTURE DO WE WANT TO HAVE?



Managing Complex Change (Ambrose 1987)



There are no shortcuts. If you're going to do a job do it right. If you're going to get into something, do it with all your heart. Be your best at it.



IMPORTANCE OF MINDSET



Grow Your Mindset

From Carol Dweck's book, *MindSet: The New Psychology of Success*, pages 205 – 206

Every word and action from parent to child sends a message. Tomorrow, listen to what you say to your kids and tune in to the messages you're sending. Are they messages that say: You have permanent traits and I'm judging them? Or are they messages that say you're a developing person and I'm interested in your development?

How do you use praise? Remember that praising children's intelligence or talent, tempting as it is, sends a fixed-mindset message. It makes their confidence and motivation more fragile. Instead, try to focus on the processes they used—their strategies, effort, or choices. Practice working the process praise into your interactions with your children.

Watch and listen to yourself carefully when your child messes up. Remember that constructive criticism is feedback that helps the child understand how to FIX something. It's not feedback that labels or simply excuses the child. At the end of each day, write down the constructive criticism (and the process praise) you've given your kids.

Parents often set goals their children can work toward. Remember that having innate talent is not a goal. Expanding skills and knowledge is. Pay careful attention to the goals you set for your children.

If you're a teacher, remember that lowering standards doesn't raise students' self-esteem. But neither does raising standards without giving students ways of reaching them. The growth mindset gives you a way to set high standards and have students reach them. Try presenting topics in a growth framework and giving students process feedback. I think you'll like what happens.

Do you think of your slower students as kids who will never be able to learn well? Do they think of themselves as permanently dumb? Instead, try to figure out what they don't understand and what learning strategies they don't have. Remember that great teachers believe in the growth of talent and intellect, and are fascinated by the process of learning.

Are you a fixed-mindset coach? Do you think first and foremost about your record and your reputation? Are you intolerant of mistakes? Do you try to motivate your players through judgment? That may be what's holding up your athletes.

Try on the growth mindset. Instead of asking for mistake-free games, ask for full commitment and full effort. Instead of judging the players, give them the respect and the coaching they need to develop.

As parents, teachers, and coaches, our mission is developing people's potential. Let's use all the lessons of the growth mindset—and whatever else we can—to do this.



IMPORTANCE OF YOUR WORDS



Words That Encourage:

1. Wow! 😊
2. Look at that!
3. Tell me about it.
4. Show me more.
5. How did you do that?
6. Let's see what you did.
7. How do you feel about it?
8. How did you figure that out?
9. I see that you _____.
(be specific)
10. That looks like it took a lot of effort.
11. How many ways did you try it before it turned out the way you wanted it?
12. What do you plan to do next?
13. That looks like it took so much work.
14. Are you pleased with what you did?

Labels that Judge:

Smart
Cute
Great
Fast
Best
Pretty
Good
Quick
Clever
Beautiful
Lovely
Intelligent
Right
Amazing
The best
Better than _____.
(another person)

Grow Your Mind-Set

"What did you struggle with today?"

"This is hard, this is fun, what should we do next?"

"You can grow your intelligence"

"You can learn. You can stretch. You can keep mastering new things."

"I don't think there's anything better in the world than a child hearing from a parent or teacher the words, 'You'll get there!'"

"Do you label your kids? This one is the artist and that one is the scientist. Next time, remember that you're not helping them -even though you may be praising them. Remember... praising kids' ability lowered their IQ scores."



MINDSET



Growth Mindset Intelligence can be developed

Leads to a desire to learn
and therefore a tendency to...

People who hold the Growth Mindset believe that intelligence can be developed, that the brain is like a muscle that can be trained. This leads to the desire to improve.



...embrace challenges

And how do you improve? First, you embrace challenges, because you know that you'll come out stronger on the other side.



...persist in the face of setbacks

Similarly, obstacles - external setbacks - do not discourage you. Your self-image is not tied to your success and how you will look to others; failure is an opportunity to learn, and so whatever happens you win.



...see effort as the path to mastery

Effort is seen not as something useless to be avoided but as necessary to grow and master useful skills.



...learn from criticism

Criticism and negative feedback are sources of information. That doesn't mean that all criticism is worth integrating or that nothing is never taken personally, but at least the Growth Mindset individual knows that he or she can change and improve, so the negative feedback is not perceived as being directly about them as a person, but rather about their current abilities.



...find lessons and inspiration in the success of others

The success of others is seen as a source of inspiration and information. To Growth Mindset individuals, success is not seen as a zero-sum game.

As a result, they reach ever-higher levels of achievement.

All this gives them a greater sense of free will

And so, Growth Mindset individuals will improve and this will create a positive feedback loops that encourages them to keep learning and improving. Of course, most people do not have a 100% Fixed mindset or a 100% Growth mindset; most of us have some of both.

The good news is that it is possible to change your worldview from a fixed mindset to a growth mindset. And Carol Dweck's research indicates that both children and adults can be taught to change their mindset!



MINDSET

Fixed Mindset Intelligence is static

People who hold these beliefs think that "they are the way they are", but that doesn't mean that they have less of a desire for a positive self-image than anyone else. So of course they want to perform well and look smart.

Leads to a desire to look smart
and therefore a tendency to...



CHALLENGES

...avoid challenges



By definition, a challenge is hard and success is not assured, so rather than risk failing and negatively impacting their self-image, they will often avoid challenges and stick to what they know they can do well.

OBSTACLES

...give up easily



Same with obstacles. The difference here, as I see it, is that challenges are things that you can decide to do while obstacles are external forces that get in your way.

EFFORT

...see effort as fruitless or worse



What's the point of working hard and making efforts if afterwards you are still on square one? If your worldview tells you that effort is an unpleasant thing that doesn't really pay dividends, then the smart thing to do is to avoid it as much as possible.

CRITICISM

...ignore useful negative feedback



Useful negative feedback is ignored in the best of cases, and taken as an insult the rest of the time. The Fixed Mindset logically leads you to believe that any criticism of your capabilities is criticism of you. This usually discourages the people around and after a while they stop giving any negative feedback, further isolating the person from external influences that could generate some change.

SUCCESS OF OTHERS

...feel threatened by the success of others



The success of others is seen as a benchmark against which the person looks bad. Usually when others succeed, people with a Fixed Mindset will try to convince themselves and the people around them that the success was due to either luck (after all, almost everything is due to luck in the Fixed Mindset world) or objectionable actions. In some cases, they will even try to tarnish the success of others by bringing up things that are completely unrelated ("Yes, but did you know about his...").

As a result, they may plateau early
and achieve less than their full potential.

All this confirms a deterministic view of the world.

As a result, they don't reach their full potential and their beliefs feed on themselves: They don't change or improve much with time, if at all, and so to them this confirms that "they are as they are".



COACHES AND FEEDBACK



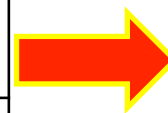
Feedback is among the most common features of successful teaching and learning. The use of feedback aims to reduce the gap between where the student is and where he or she is meant to be. To make feedback effective, therefore, teachers must have a good understanding of where the students are and where they are meant to be. The more transparent this is for athletes the more athletes can help get themselves from the points at which they are to the success points. Feedback serves multiple purposes: it can provide cues that capture a person's attention and help them focus on succeeding with the task; it can direct attention towards the processes needed to accomplish the task; it can provide information about ideas that have been misunderstood; and it can be motivational so that students invest more effort or skill in the task. (Hattie & Timperly, 2006)

Feedback can be provided in many ways: through affective processes, increased effort, motivation, or engagement; confirming to the student that he or she is correct or incorrect, indicating that more information is available or needed, pointing to directions that the student might pursue, and indicating alternative strategies with which to understand particular information.

Too often coaches work from inferences rather than looking at what the athletes are actually capable of. Feedback from what they do is necessary to modify practices to fill in the gaps in learning.

Feedback from head coaches to coaches and then down to athletes is a critical component and can tremendously affect the success of our teams. Do you receive feedback on your own coaching from your athletes?

Levels		Major Questions	3 Feedback Questions
1	Task	Determine how well has the task been performed; is it correct or incorrect?	Where am I going? What are my goals?
2	Process	What are the strategies or skills needed to perform the task; are there alternative strategies that can be used?	How am I going? What progress is being made towards the goal?
3	Self-regulation	What is the conditional knowledge and understanding needed to know what you are doing? Self-monitoring, directing the processes and tasks	Where to next? What activities need to be undertaken next to make better progress?
4	Self	Personal evaluation and affect about the learning.	





COACHES AND FEEDBACK



The Four Feedback Levels		
1	Task	This level is information focused (correct or incorrect), leads to acquiring more or different information and builds surface knowledge.
2	Process	The second level is feedback aimed at the processes used to create the product or to complete the task. Examples include helping to provide connections between ideas, providing strategies for identifying errors, learning how to learn from mistakes, and providing cues about different strategies or errors. Example: can you evaluate why you might have failed at goal 1 and come up with some other strategies that may have been more successful.
3	Self-regulation	The third level is more focused at the self-regulation level, or on the student's monitoring of their own learning processes. This level will enhance students skills in self evaluation, provide greater confidence, assist with willingness to invest effort into seeking and dealing with feedback information. Helping students to identify feedback themselves and how to self-evaluate, providing opportunities and awareness of the importance of deliberate practice and effort, and developing confidence to pursue learning. Example: I'm impressed by how you went back to the video when you were frustrated and studied what mistakes you made. What else could you do? When you come up with a plan tell me how confident you are and why.
4	Self - Level	The fourth level is directed to the self (for example, "you're a great athlete, or well done) and is commonly know as praise. The major message is to provide praise, but not to give it in such a way that it dilutes the power of feedback; keep praise and feedback about the learning separate. Keep in mind this type of information is rarely converted into more engagement, commitment to the learning goals, enhanced self-efficacy or understanding about the task. When feedback draws attention to the self, students try to avoid the risk involved in tackling a challenge particularly if they have a high fear of failure.

*FUNDRAISING
&
OUTSIDE
ORGANIZATIONS*

2022 -
2023



07.15.14



ASB PROCESS

YOU MUST GET ASB APPROVAL BEFORE SPENDING OR RAISING ANY MONEY

Purchasing Items (There are two ways to do this)

You may not purchase anything until you have ASB approval. The date of purchase MUST be after the ASB date of approval.

How do I purchase something for my team?

- You can purchase an item through a vendor using a PO number.
- You can purchase an item yourself and be reimbursed.
- Do not have any personal items on the receipt or it will not be accepted.

Purchases will be denied for the following reasons:

- Purchases were made prior to approval of purchase order (PO) by the student council and eventually the site Principal.
- Items purchased were not approved on the original purchase order.
- Personal items were included in the purchase.
- Receipt does not have a description written to what is purchased
- Original receipt not turned in

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- Purchases were made prior to approval of purchase order (PO) by the student council and eventually the site Principal.
- Items purchased were not approved on the original purchase order.
- Personal items were included in the purchase.
- Receipt does not have a description written to what is purchased
- Original receipt not turned in

You must have the money in your account to cover the amount of the PO.

- Purchasing an item through a vendor
- You must first get a quote not an invoice (it must say quote)
- All businesses must also have their W-9 on file in order to be paid by the district.
- Create Minutes
- Turn the PO form into the ASB office for approval.
- Be sure to list all the items that you will be buying.
- The form will be sent to the finance office upon approval by ASB and the Administrator in charge of athletics.
- Debbie will give you a PO number and then you may order the items.
- **YOU MAY NOT ORDER ANYTHING PRIOR TO THE PO DATE**



ASB PROCESS



Purchasing Items with your own money

- You are not required to have a quote.
- Turn the PO form into the ASB office for approval with your name at the top.
- List the items that you will be buying for your team. Be specific.
- The form will be sent to the finance office upon approval by ASB and the administrator in charge of athletics.
- Debbie will give you a PO number and then you may order the items.
- **YOU MAY NOT ORDER ANYTHING PRIOR TO THE PO DATE"**

Purchasing Items with your own money

- You are not required to have a quote.
- Turn the PO form into the ASB office for approval with your name at the top.
- List the items that you will be buying for your team. Be specific.
- The form will be sent to the finance office upon approval by ASB and the administrator in charge of athletics.
- Debbie will give you a PO number and then you may order the items.
- You may not order anything prior to the PO date.
- **DO NOT ORDER ANYTHING THAT IS NOT LISTED ON THE PO.**

How to create Minutes

Teams must hold meetings and have minutes to approve purchases and fund raisers.

Minutes should include the following:

- Date of meeting
- Who attended? They should sign in.
- Approval of purchases and fundraisers.

After the meeting has been held the Coach must sign and submit the minutes along with purchase order requisitions and fund raising request forms to student council for approval. Once approved by the Student Council the purchase order requisitions and fundraiser forms will be turned into the finance office for principal approval. The finance clerk will return a copy of the approved purchase order to the coach. When those forms are returned then the purchases can be made.

Stipends

All coaches must have their information turned in and cleared through Human Resources or they will have their stipend docked for each day until they are cleared.

All stipends are final after Board approval. You may not add or change a stipend after it has gone to the board.

Any fundraised positions must follow board policy including requests for positions through human resources.



PURCHASE ORDER PROCESS

Purchase Order Forms (see Form 3)

PO forms are required for spending with all vendors. A PO form allows a coach to buy items from a specific company for up to a specific dollar amount.

Ex. Nike is the vendor you would like to use so you have your athletes approve a budget of \$25,000. Once it is approved you now have a spending limit of \$25,000 for the entire school year.

All vendors must have a W-9 on file with the finance office.

They need to send a copy to Debbie in the finance office.

Be sure to make the PO for an amount that will last you all year in order to avoid having to do it twice.

If you order anything without a PO it cannot be paid for by your ASB account. Minutes are not required but you cannot order anything that is not listed on the actual PO form.

How do I fill out a PO form?

You will need:

- The name of the vendor.
- A specific description of the items. (snack bar items, shoes, uniforms)
- The dollar amount that was approved in the minutes.
- Coaches signature

PO forms must be submitted to ASB 2 weeks in advance of the actual time of purchase. It is best to submit PO forms at the beginning of the school year so they can cover you for the entire year.

District PO Process

1. Get approval to obtain a quote from your vendor.
2. Coach provides a vendor quote (not an invoice) to District AD.
3. Finance Secretary creates a request for District AD.
4. District Athletic Director approves and sends to District Purchasing.
5. District Purchasing creates a PO and sends back to Finance Secretary.
6. Finance Secretary sends PO to your vendor.
7. Coach sends PO to vendor if not done by Finance Secretary.

Once all items have been received coaches must notify the Finance Secretary. **YOUR VENDOR MUST SEND THE INVOICE TO DISTRICT OFFICE NOT THE HIGH SCHOOL**

*Central Unified School District
Accounts Payable (559-274-4700)
4605 N. Polk
Fresno, CA 93722-5334*



FUNDRAISING & OUTSIDE CLUBS



Fundraisers

A fundraising request must be done through ASB.

When collecting money for fundraisers, each student must be receipted using a 3 part receipt book. The student receives the white receipt, the yellow gets attached to the ASB cash count form and the Pink copy stays in the book.

All 501C3 school connected organizations must be cleared by the business department prior to any fundraising.

Central Unified Criteria for outside club teams

Ex: A CLUB, is an organization not funded by the school. (AAU, USA, ODYSSEY)

In order to be a booster club you must have the following completed and turned in to the business office.

- A certified non profit tax id from the IRS (501C3)
- The district needs the acceptance letters. A determination letter will be acceptable while the IRS is reviewing your application
- We must have a copy of your insurance on file
- You must have by-laws
- You must complete the connected organization packet online

Club teams outside of their season of sport, as defined by CIF, must abide by the following criteria or they will be considered a CUSD team and therefore subject to all Board approved policies and procedures.

- Club team may not use the high schools name "Central Grizzlies"
- Club team may not wear CUSD provided uniforms or utilize CUSD equipment.
- Club team may not use any ASB or district funds or accounts
- Club team will not have access to any district transportation
- Club team must complete FURS in the Club teams name
- Club team must provide insurance information to facility department
- Club teams must carry emergency cards
- In the event an athletic trainer is required, the Club team must pay the athletic trainer a daily rate TBD
- All fundraising must be in the name of the Club team and deposited in a non CUSD account

CLUB Funds

CLUB funds and ASB accounts should never be comingled. Non- Student organizations shall be responsible for the collection of their own money, tickets and other items.

*ELEMENTARY
ATHLETICS*

2022 -
2023



05.09.18



INTRODUCTION



Updated 8-10-14

CENTRAL UNIFIED ELEMENTARY ATHLETICS

PURPOSE

The Elementary Athletics Directors and Principals shall have the responsibility for the operation and maintenance of policies and procedures of all elementary athletic programs. The district has taken a firm position that academics must be the first priority for all students and that coaches should adjust accordingly to allow students to participate in both academics and athletics. Central Unified strongly views athletics as a support to the overall educational program that provides critical “connectedness” for many of our students. CUSD athletics provides an opportunity for to students to be involved and in continuing in developing a culture of excellence.

COMMISSIONERS

The District Athletic Director and Director of Athletics will function as the Commissioners and work in conjunction with school sites and district administration to address elementary athletic issues and concerns.

MEETINGS

Meetings will be approximately two weeks prior to the beginning of each athletic season and as deemed necessary by the Commissioner. The last meeting will be two weeks before the last Championship game and will be to review bylaws.

It is mandatory that AD’s attend meetings. If an emergency occurs and an AD cannot attend another representative from the school site must be at the meeting so information gets to the coaches and administration. If a school site does not have a representative at the meeting the Principal will be notified and a make-up meeting will be scheduled at West campus with Gary Davis. If a second meeting is missed the school will forfeit their baseball/softball money.

RULE AND POLICY CHANGE PROCEDURES

All recommended rule and policy changes must be processed through and approved by District Athletic Director.

A simple majority from a quorum of the Athletic Directors/Principals will constitute action as approved by the Commissioner. All rule and policy changes will be by vote at AD meeting or by e -mail the Wednesday following the AD meeting.

Athletic events may be added to existing schedules by both Commissioners if approved.

PROTEST COMMITTEE COMPOSITION AND GUIDELINES

The Protest Committee will be comprised of one Administrator and both Commissioners and will follow the CIF appeals guidelines. The role of the Protest Committee will be to review concerns and protests and make appropriate recommendations for disciplinary action to the Commissioners. The Commissioners will ensure consistency in enforcement of disciplinary recommendations. Commissioner must be notified verbally within 24 hours and written protest turned in within 48 hours.

Protest Committee members appointed by the Commissioner for the 2019-2020 school year are the Elementary AD, District AD and one Principal not involved in the protest.



POLICIES



GENERAL POLICIES

PRACTICE SESSIONS

A practice session is defined as having a coach or any other individual supervising or organizing practice activities under game conditions. Try-outs are considered practice. All practices will be conducted after the conclusion of the normal school day.

Practices may NOT be held during staff development, minimum days or Wednesday Prep Time. Practice for any sport shall begin no sooner than the date posted on the schedule as the "Practice starts" date. No practice session shall begin before the official opening of school in August. Practices shall be conducted only on days school is in session.

"Practices shall be conducted only on days school is in session. The only exception is during the Thanksgiving, winter and spring recess. Thanksgiving, winter and spring sports teams are allowed a maximum of five (5) hours of practice during recess." From Handbook

Summer camps are allowed as long as they are open to everyone and notification to District AD is made two weeks prior to Summer Break. Twenty hours maximum for camps. Camp supervision- Coaches are to stay until all athletes are picked up. Camp can only be cancelled after each parent has been personally notified. No practice will be conducted during the time classes are normally in session. All sports may conduct meetings and issue uniforms during recess periods only. Coaches may not engage in organized recess or other informal practice play with team members at any time, during season or in the off-season.

The maximum number of hours of practice per week for all sports **during the season** shall not exceed four and a half (4 1/2) hours per week. Fall, Winter, and Spring athletics may practice six (6) hours per week from the **opening date of the season to the first regular season game.**

All students must practice three (3) hours prior to league competition. Students new to wrestling must condition and practice at least six (6) hours prior to league competition. Students new to football must condition and practice at least eight (8) hours prior to league competition.

The track season overlaps wrestling and baseball. Athletes may participate in track and wrestling and or baseball/ softball. Athletes must have participated in two games, matches or meets to qualify for championships. If the schedule includes a bye or a postponement, teams may practice on those days.

ONE scrimmage game per sport will be allowed other than those scheduled by the District. Scrimmages are not considered a practice.

Athletic events may be added to existing schedules by the site Athletic Director, Principal, and final approval from the District Athletic Director. The athletic event will be separate from the practice regulations as written.

VIOLATIONS

Violation of rules could result in the head coach being suspended for one league game; the team forfeiting one league game; or the loss of points for that sport for Athletic Excellence.



POLICIES 2



Athletic Excellence Award

Athletic Excellence points are based on league play. Points for track are based solely on the league meets. Points are accumulated according to how a school team finishes in a league. Two points are awarded for each place a team finishes above the others in their league. In track and cross country there will be one Championship for Girls and one for Boys by combining Midget and Bantam points. Two points are awarded for the District Champion.

Example of a six-team league finish in volleyball, football, basketball, wrestling, baseball, and softball:

<u>Team</u>	<u>W</u>	<u>L</u>	<u>Central Points</u>
Team A	6	0	12
Team B	5	1	10
Team C	4	2	7
Team D	4	2	7
Team E	3	3	4
Team F	2	4	2

Tied teams combine points and divide by the number of tied teams.

VICTORY MEDALS

Given at EVERY competition our teams play- scrimmage, regular season game, play-off, Championship game. Awarded to athlete who shows good sportsmanship and character during play. Not an “MVP” award! Teams meet after shaking hands and award an athlete of opposing team. Both teams then give a “Central” break as a show of sportsmanship and unity.

TEAM CONTACTS

“Informal” contacts with team members – Coaches may not engage in any type of informal play, drills, walk-throughs or other forms of practice with team members, including during recess breaks, lunch-time recess periods and intramural activities. Coaches are allowed to hold weigh-ins and chalk talks during such time periods.

TEAM MANAGERS

Selection and utilization of team managers – Students are not required to be eligible for the given sport in order to serve as manager (e.g. fourth graders may serve as managers for a fifth/sixth grade sport such as football). Gender may not be used as part of the criteria for selection of team managers (e.g., girls may serve as managers for boys’ teams, and vice-versa). Managers who are not eligible for a sport may not participate in drills, game situations, or practice of any kind. Managers must still fill out all paperwork and follow the same GPA requirements as the players.

RULES FOR STUDENT PARTICIPATION IN TRAVEL CLUBS AND CAMPS

Whether run by CUSD coaches of outside agencies, students cannot be required to take part in travel clubs and camps as part of the criteria for participation in elementary athletic teams. Off-season participation in such clubs is acceptable if it does not interfere with district sports and events.

MONITORING OF PRACTICE SCHEDULES – RULE ENFORCEMENT AND RELATED CONSEQUENCES

Principals or their designees are expected to monitor practice schedules as well as appropriately enforce all rules and policies pertaining to athletics. Violations of policy and/or rule infractions will be reported to members of the Protest Committee. The role of the Protest Committee will be to review protests and make appropriate recommendations for disciplinary action. No further appeals accepted.



POLICIES 3



PARTICIPATION

Participation in elementary athletics is generally open to 4th, 5th, and 6th grade students that have not reached *their 13th birthday prior to September 1st*. The Junior Fresno Relays and Junior Olympic qualifying are governed by the Fresno County Track and Field Committee. Track and Cross Country are open to 3rd-6th grade. Tackle football is open to 5th and 6th grade only.

Grade Point Average: Students are expected to maintain a 2.0 grade point average and adhere to district and site policies. Grade Point Average will follow CIF guidelines. If a student's GPA drops below a 2.0 at any grading period, they will be placed on probation. While on probation an athlete may practice and play in games. Two consecutive grading periods below 2.0 they will be deemed ineligible. Number of "F's" does not deem them ineligible. If deemed ineligible they may practice but can not play in a game or travel with the team. While ineligible it is the school site's discretion as to whether the athlete practices or not. Grading Period will be from Monday to Friday each week during the season. Grades are cumulative not just work that week.

The Eligibility Semester Rule: The rule comes into effect when a student enters the fifth grade. Students in fifth grade have four (4) consecutive semesters in which to compete in elementary athletics. If a student is retained for any reason, his/her eligibility runs out at the end of the fourth consecutive semester.

Discipline issues: School administration, parent and coach are the only people allowed to keep a player from participating. Teachers can't keep an athlete from participating unless a school administrator has approved the case.

All appeals must go through the Commissioners.

1. Official rosters for each sport must be submitted to District Athletic Directors office no later than Monday, after the second (2nd) scheduled league game.
2. An athlete may switch from one sport to another before the official roster is due. Once the athlete makes one switch, they may not return.
3. New students may switch sports prior to the second (2nd) league game in which they are eligible to participate.
4. Specifically, by sport, participation is open to the following students:

Cross Country	<i>3rd, 4th, 5th, and 6th grade girls/boys</i>
Football	<i>5th, and 6th grade girls/boys</i>
Volleyball	<i>4th, 5th, and 6th grade girls</i>
Basketball	<i>4th, 5th, and 6th grade girls/boys</i>
Wrestling	<i>4th, 5th, and 6th grade girls/boys</i>
Track	<i>3rd, 4th, 5th, and 6th grade girls/boys</i>
Softball	<i>4th, 5th, and 6th grade girls</i>
Baseball	<i>4th, 5th, and 6th grade boys</i>

Violations of rules 2, 3, & 4 shall be submitted to the Commissioners and the Protest Committee. Any violation could result in suspension of the coaches or game forfeiture.



POLICIES 4



DISTRICT CHAMPIONSHIPS

All team sport seasons (Volleyball, Basketball, Softball, Baseball, Football) will terminate at the end of the league schedule and there will be a playoff tournament. Team trophies will be awarded to the league champions and District Champions.

Tie Breaker- The win/loss record at the end of the season will determine the division champion. If two teams or more tie with the same record, co-champions will be declared. To determine who will represent the division in the championship game or have a higher seed head to head will be the first criteria, the second criteria will be record against highest common opponent, followed by a coin flip by District AD.

The individual sports (Cross Country, Wrestling, & Track) will honor champions as outlined below.

Cross Country: The fastest six (6) runners in each division receive medals, 7th – 12th receive ribbons.

Track: The top four athletes/teams in each event will receive ribbons at the District meet.

Wrestling: The top qualifiers from each league compete in the District Wrestling Championships. The six top wrestlers in each weight division receive medals.

WEATHER CONDITIONS

The District Athletic Director will have the final determination pertaining to the cancellation and rescheduling of games/practice due to extreme weather conditions. AQI index numbers will be out by 9:00am. Cancellation decisions will be made no later than 12:00 noon. Detailed restrictions discussed in front section of District Handbook.

CANCELLED GAMES

Every effort must be made to play scheduled games. Re-scheduled games will be played the following Tuesday. If that game gets rained-out /AQI then the following Tuesday will be game day and so on until the game is finally played. If weather conditions prevent make-ups, a double forfeit will result, subject to review by the District Athletic Director. No other game changes will be allowed except for 6th grade camp.

6th GRADE CAMP

Schools going to camp W-Th-F must re-schedule their game the Tuesday before they go to camp. Schools going to camp on a Tuesday must re-schedule their game for the Tuesday following camp. District AD must be notified in September of camp dates and re-scheduled dates. **NO other field trips or Carnivals can be used to re-schedule games.**

COACHES' TRAINING AND EVALUATIONS

Site principals shall be responsible for the training and evaluation of all head coaches.

SUPERVISION

Site supervision needs to be visible at all home athletic contests. It is mandatory to have Supervision by site administration at all district championship events. Coaches and AD shall supervise the athletes while site administration is there to supervise parents and handle any incidents that may arise.

Process for 1/2 day athletics substitutes should be as follows:

Athletic directors will inform the site secretary at least 5 business days in advance of the date, teacher and times a substitute is needed. The site secretary will create the SBA using the athletic fund string. Once authorized HR will post the School Business absence in SmartFind Express.



CUT POLICIES



CUSD values the ideal of maximum participation, but the nature of interscholastic sports makes it necessary to limit squad size in most sports. When coaches make cuts, players are given every opportunity to discuss the outcome with the coaches involved. CUSD offers no-cut programs in each sport season to accommodate those athletes who wish to participate on the interscholastic level. Although CUSD uses CIF state tournament regulations as a guideline for determining squad size, the actual size of the squad is left to the discretion of the coach with the approval of the Athletic Director.

Cutting Policy:

- Responsibility
- Choosing the members of the athletic teams is the sole responsibility of the coaches of those teams.
- Lower level coaches shall take into consideration the policies as established by the Head Coach in a particular program when selecting final team rosters.
- Prior to trying out, the coach shall provide the following information to all candidates for the team: extent of tryout period, criteria used to select team members practice/time commitment needed if athlete is selected to the team game commitments.

Procedure

- When a team cut becomes a necessity, the process will include these important elements:
- Completion of a minimum of three practice sessions.
- Each candidate will be informed of the cut by an evaluation letter showing strengths and areas to be improved on. Letters should be given out in a private manner. Suggestions are last period, mailing, or as they are getting on the bus.
- Teams are encouraged to have at least one intra-squad game or scrimmage prior to the cut.
- Cut lists will not be posted.
- Coaches will discuss alternative possibilities for participation in the sport or in other activities programs.
- If a coach foresees difficulties arising as a result of team cuts, he/she should discuss the situation with the Athletic Director.



PURSUING VICTORY WITH HONOR PRESENTATION



The following is an example of a PVWH presentation. Feel free to follow it or come up with your own as long as you cover the topics listed.

I. Introduction

All teams meet in one place for introduction(gym, cafeteria, etc...)

1. Administrator welcomes student athletes and introduces coaches
2. AD introduces what will be covered in the presentation

II. Group Presentation (gym, cafeteria, etc...)

A. Speakers– two coaches are to give a short (5 minutes or less) talk on a pillar of Character Counts including personal stories(example-Responsibility)

B. AD then discusses any information all teams/coaches/parents may need as a group

1. GPA 2.0
2. Cut Policy
3. School paperwork needed
4. etc..

C. Teams are dismissed to rooms for team meetings

III. Team Meetings

A. Discuss

1. Team Rules
2. Cut policy and how you judge/rate athletes
3. GPA
4. Transportation
5. Emergency Cards

B. Discuss Character in Sports and have athletes sign Code of Conduct

IV. Pre-season Meeting to be held with-in first two weeks of season

A. Date and time of meetings to be sent to District AD



HOW TO PURCHASE EQUIPMENT



Each Principal will be provided a district budget that will be utilized to equip your teams for the year. It is the job of the athletic director to keep the principal informed of the needs of your many coaches. Uniforms should be rotated and bought on a schedule in order to properly budget for the upcoming season. The following steps outline the process for ordering equipment.

1. Each school has an athletic budget created by the district. Check with your Principal to see what your budget is.
2. Create a list of needs
3. Contact a sales rep and ask for a quote.
4. Get the quote approved by your Principal
5. Once approved by the Principal the site finance secretary will create a requisition with the following code.
 - a) Enter code for athletics
6. Site Principal will send the requisition to the district athletic director for approval.
7. Once approved the district finance department will create a PO and notify the vendor it is ok to proceed with the order.
8. Once the order is received keep the packing list and make a copy to send to the district business annex.
9. Once the order has been received in full the district will issue payment.
 - a) Keep in mind that you are the only one who will know if we have actually received all the items that you ordered. It is important that we receive the original packing list for payment purposes.



VOLLEYBALL

Revised 8-04-14



VOLLEYBALL RULES

Revised 8-14-11

Dimensions: Elementary School

Court: 30' x 60'

Net: 7'

Number of Players: Six players on each side.

Scoring:

A point is scored by the team who wins the rally, regardless of who serves. A missed serve is a point for the opposing team. Games are played to 25 points and must be won by 2 points. A match is the best 2 out of 3 games. Teams flip for serve. If a 3rd game is needed, teams will flip for serve. In the 3rd game, once one of the two teams reaches 12 points, the teams will swap sides and continue play from the same spot in their rotation. This is not a time out.

Rotation of Players:

Rotation is made only after the opposing team loses serve. Players rotate clockwise on the court. Server continues to serve until a rally is lost.

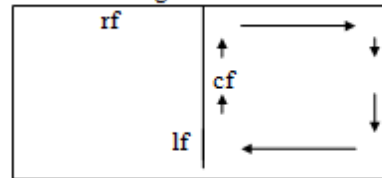
Rules:

- 1.Players will have only one attempt to get the ball over the net on a serve.
- 2.The server shall stand with feet anywhere behind the base line. Contact with the base line ("foot fault") during a serve is a foul
- 3.Hands or forearms may be used during a serve attempt.
- 4.A ball touching the net and going over is a legal serve. (Called a "let" serve)
- 5.Any ball touching the net, crossing between the sidelines, remains in play.
- 6.Players may leave the court to play a ball outside of the court boundaries as long as she does not cross the line extended from the net.
- 7.Players must be in position at serve. After the serve, players may move from their respective positions. No back line player may spike or block at the net. Attacking the ball by a back row player must be done behind the 10' line.
- 8.Only 3 contacts are allowed before the ball is returned to the opposing team. Players may not touch the ball twice in succession. Exception: A ball that is partially blocked does not count as a contact and therefore may be touched twice by the blocker.
- 9.It is a foul when a player touches the net or steps completely over the center line under the net.
- 10.It is a foul when the ball momentarily comes to rest or is contacted for a prolonged amount of time by a player. This is called a "lift".
- 11.Multiple contacts are more than one contact by a player during one attempt to play the ball. Multiple contacts are only permitted if the first contact was an attempt to block, and on any first team hit, whether or not the ball is touched by the blocker. This is also called a "double hit".
- 12.A ball contacting any part of the line shall be considered in.
- 13.A team is allowed to substitute freely and an unlimited amount, the only restriction being a player once entered into the game, must remain in the same spot in the rotation and therefore would only be eligible to serve 1/6th of a full rotation.
- 14.Teams will be allowed 2 time outs per game. Time outs are one minute in length.

Comments:

- 1.It is legal to use the fist in volleyball.
2. A point is not scored when the ball out of play is thrown over the net.
- 3.The server must wait for the referee to blow the whistle and hand signal before she serves.
4. Spiking is legal.
- 5.Home team emails scores to K-8 AD Gary Davis.
- 6.It is highly recommended that teams attempt to use all three contacts, and not purposely pass the ball back over the net on the first contact. This practice is counter productive and does not teach the skills players need to be competitive in the future. While the "overpass offense" is not illegal it is considered bad form and unsportsmanlike.

Diagram of Court





CROSS COUNTRY



Revised 8-04-14

High school rules will be used with some modifications for the CUSD Elementary Athletic Program.

TEAMS

- 1.A cross country team shall consist of three (3) members or more.
- 2.Each elementary school shall have four (4) cross country teams.
 - a.One 3rd/4th grade girl's team - .6 mile
 - b.One 3rd/4th grade boy's team - .6 mile
 - c.One 5th/6th grade girl's team - 1 mile
 - d.One 5th/6th grade boy's team - 1 mile

RULES

- 1.Fall athletic rosters are due by second meet.
- 2.An example of scoring shall be as shown in the following table:
1st = 1 2nd = 2 3rd = 3 and so on.
- 3.All competitors who finish the race shall be ranked and tallied in accordance with the above table. The team score shall then be determined by totaling the points scored by the first three finishers of each team.
- 4.If fewer than three (3) competitors of a team finish, the places of all members of that team shall be disregarded.
- 5.Tie-Breaker - It is considered a tie even if two (2) or more teams score the same number of points. In case of a tie, the high school tie breaker procedure will be in effect. The team with the best fourth (4th) place finisher shall prevail.
- 6.The order of races shall be:
5th/6th grade girls
5th/6th grade boys
3rd/4th grade girls
3rd/4th grade boys
- 7.While the 4th, 5th, 6th, 7th, 8th, 9th, and 10th runners and so on, of a team do not score points toward their team's total, their places, if better than those of any of the first three (3) of an opposing team, result in an increased score for that opposing team.
- 8.League dual meet competition will determine league champion. Midget and bantam points will be combined to determine a boys and girls winner for duals.
- 9.Non-participants shall not aid a runner in any way, i.e., pacing, water, towels, etc.
Verbal encouragement is not considered an aid.
- 10.Participants must wear shoes.

CROSS COUNTRY CHAMPIONSHIPS

The league team portion of competition will terminate at the end of the league dual meets. Individual athlete recognition will be at an end of the season district meet. Each school may send all their runners. The divisions are: 3rd/4th grade girls, 3rd/4th boys, 5th / 6th grade girls & 5th & 6th boys. Individual medals will be given to the top 6 placers and ribbons will be provided for the 7th –12th places. For all dual meets, District championship, and athletic excellence points midget and bantam points will be combined to determine a boys and girls champion.

OFFICIALS

1. The STARTER and REFEREE place the teams in proper position on the starting line after they have drawn lots for position. They give needed instructions before the race and start the race. They make final decisions concerning questionable points and disqualify any runner for unsportsmanlike conduct, or for any flagrant violation of the rules.
- 2.The FINISH JUDGES stand outside the chute, and on the finish line and determine the order in which runners enter the chute. Their decision is final.
- 3.The CHUTE INSPECTORS supervise the runners after they enter the chute and see they are properly checked to prevent any irregularity in the order of finish. They see that any runner who crosses the finish line is given his proper order as the contestants go through the chute. Some officials instruct contestants in the chute to place a hand on the shoulder of the one in front of them to prevent gaps in the line.
- 4.The PLACE CHECKER gives a place card to each finisher with a number on it corresponding to the place of finish.
- 5.The TIMER records the time of all runners.
- 6.The SCORE KEEPER records the following information on the score sheets:
 - a.Name and school of each finisher corresponding to his place of finish.
 - b.Record the times of each finisher corresponding to their place of finish.
 - c.Add the place of the first three (3) finishers for each team.
 - d.The team with the lowest point total will be declared the winner.



FOOTBALL



Revised 6-28-15

CIF High school rules will be used with some modifications.

Field Size:

- 40 by 80 yards with 10 yard end zones
- Fields will be lined G, 10, 20, 30, 40, 30, 20, 10, G
- Hash marks will be marked 13 yards from the sidelines.
- Coach's sideline restriction expands to the 20 yard line on either side.

Weight and Grade Limits:

Weight: minimum 70 lbs maximum 150 lbs

A waiver can be used for those lighter than 70lbs.

A copy of waivers should be sent to District AD.

Weight limit is with athletic shorts and shirt.

Grades: 5th and 6th grade

- An athlete may not practice in uniform or participate in contact unless they make weight as stated. Once certified at a game, an athlete does not have to make weight until the next game.

Weigh-ins:

Each player shall be weighed at the game site immediately prior to the beginning of the game, in athletic shorts and shirt.

The coach is to present a typed roster at weigh-ins with jersey number, name, grade, and weight. Hand written roster will not be accepted.

Scales can be calibrated at the Best Weight & Scale Co. 2728 N. Sunnyside phone # 291-2592.

Player Eligibility

- All players must meet academic eligibility requirements. If an athlete falls below a 2.0 GPA for one grading period they will be put on probationary status. If the athlete falls below 2.0 two grading periods in a row they are then ineligible until the next grading period.

Coaches

- Must be finger printed, have TB, signed a contract and have CPR/First Aid up to date before coaching.
- The Head coach is responsible for his/her assistants, player eligibility, and that players are properly fitted and equipped.

Shoes

- Central will follow C.I.F./National Federation guidelines that allow molded or detachable rubber cleats. No metal.

Protests and Complaints

- All protests and formal complaints must be filed by a team representative in writing.
- Protests must be filed in writing to the District Athletic Director no later than the Tuesday following the game in question.
- The District AD, Director of Athletics, and one non-involved Principal will form a three person review committee.
- Upon a review of the evidence presented, a determination will be made.
- Should a violation be substantiated, sighting responsibility of the Head coach, the Head coach will be suspended for one game upon the first violation, and removed from all coaching duties for the remainder of the season upon any subsequent violations. (The suspension will be effective immediately following the ruling. Each complaint must involve a separate incident.)



FOOTBALL 2



Contact/Practices

- The first official contact game/scrimmage will be the Carnival.
- Four hours a week minimum, six maximum practice prior to Carnival.
- Three hours a week minimum, four and half maximum practice after the Carnival. Stretching and changing not counted as practice hours.
- Practices can not be canceled unless cleared by the AD/Vice Principal/Principal and approved by District Athletic Director.
- Athletes must complete 8 hours of practice, with the first three being non-full pads and five hours in full gear prior to a scrimmage or game.
- Practice in full gear may only happen on Tuesday and Thursday each week. No tackling on days not in full gear.

C.I.F. Guidelines

- Anything not covered in the Central Elementary bylaws will be covered by C.I.F. guidelines.

Ejections

- A player or coach ejected from a game will not be allowed to participate in the next scheduled game.
- An appeal may be made to the District AD.
- Appeals must be made by the following Monday following the game in which the player or coach was ejected otherwise the ejection stands.

Team Game Responsibilities

- All spectators and parents must remain 15 yards from the team bench. Home team shall provide crowd control barriers around each team's bench.
- The home team will provide water containers for both teams. Visiting teams will be responsible for their own cups or bottles.
- The home school will provide first-down markers, down indicator, score keeper and adult or high school age crews.

Time of Games

- Weigh-ins must take place as soon as possible after arrival. A 10 minute warm-up period is given before the 5th quarter game. The 5th quarter game starts at 2:30 and the Varsity game starts at 2:45. No games start before 2:45.
- Quarters will be 8 minutes in length, non-running time. The referees will keep time. Half-time is 8 minutes. Stopwatches will be furnished by the home team.
- Fifth Quarter will be fifteen minutes running time.

Fifth Quarter Game

- Game will start immediately after 10 minute warm-up period.
- Time will be 15 minute running time.
- Visiting team starts the possession on their own 30 yard line.
- If a team scores there is no extra point and the other team takes over on their 30 yard line.
- If a turnover takes place the team starts where the change of possession takes place.
- No score is kept for 5th quarter.
- 5th quarter is for those who regularly do not get time in the scored game.
- Coaches are allowed on the field during 5th quarter.
- Coaches will officiate 5th quarter.



FOOTBALL 3



Championship Game

- DI#1 vs DI #2. DII #1 vs DII #2
- Tie breakers for league champion will be:
 - Head to head
 - Record against next highest common opponent
 - Coin flip

Game tie breaker

- All games that end in a tie will be resolved using the National Federation 10 yard line overtime procedure. No new overtime can start after 4:15. If by that time there is no change the game will be a tie.

Officials

- CIF officials will be used through John Steinborn. # 304-0969 or jcsteinborn@sbcglobal.net.
- Two officials will be ordered for each game but games can be played with one.

Insurance

- Students are to have private insurance or can purchase low cost insurance through the school site.

Game Ball

- Junior size ball will be used.

Rules

- Kick-off will be from the 30 yard line.
- Major penalties are 10 yards, rather than 15 yards.
- If the referee discovers a player without a mouthpiece, the team will be assessed a 10 yard penalty. Mouth pieces must be of a color other than white. No clear mouth pieces.
- Three time-outs per half. Coaches may call time-outs from the sideline.
- Extra points will be worth two points from the 2.5 yard line.
- A free kick shall not be kicked out of bounds between the goal lines untouched . If it is Returner has the following options:
 1. accept a five yard penalty from the previous spot and have a re-kick
 2. Put the ball in play 20 yards beyond the previous spot
 3. Decline the penalty and put the ball in play where it went out of bounds
- Kick-off will be from the 30 yard line.
- Major penalties are 10 yards, rather than 15 yards.
- If the referee discovers a player without a mouthpiece, the team will be assessed a 10 yard penalty. Mouth pieces must be of a color other than white. No clear mouth pieces.
- Three time-outs per half. Coaches may call time-outs from the sideline.
- Extra points will be worth two points from the 2.5 yard line.
- A free kick shall not be kicked out of bounds between the goal lines untouched . If it is Returner has the following options:
 1. accept a five yard penalty from the previous spot and have a re-kick
 2. Put the ball in play 20 yards beyond the previous spot
 3. Decline the penalty and put the ball in play where it went out of bounds
- There will be no blocking of any player below the waist.
(Penalty will be 15 yards from the spot of the foul)



FOOTBALL 4



Elementary Mandatory Weigh-in Procedures

- Upon arrival both teams will meet to weigh-in.
- Visiting team will always weigh-in first.
- Visiting Coach will present home coach with the District weigh-in sheet typed in numerical order(2,4,7,11,etc.).
 - If not typed it will be a 15 yard penalty at kick-off. Both Coaches observe scale weigh-in.
- Use pen for writing weights not pencil.
- Visiting team will line up with jersey on. If close to 150lbs players should be in athletic shorts and shirt holding jersey.
- Home Coach may weigh all players or just those close to 150lbs using their judgment. Remember this is for safety purposes. If a player is over he/she may step off the scale, make sure he/she has nothing more than a shirt and shorts on and re-weigh. The weigh-in sheet has a second weigh-in column to record this. If he/she is over the second time he/she cannot play that game and should not dress out. Circle name on weigh-in sheet in pen.
- When the entire process is completed both coaches must sign each sheet.
- Home team will then repeat the process.
- Weigh ins will be considered complete once both teams have weighed in using the official forms and both coaches have signed them.
- No athletes may weigh in once both sheets have been signed. If an athlete is not present at weigh-ins the athlete may not play.
- Athletes cannot go run or use rest room and come back to weigh. Once both teams have weighed with opposing coach observing they are over.
- Each Coach will then present the Head official with their signed weigh-in sheet when asked for Captains before coin flip. If the weigh-in sheets are not complete or presented the game will not start until they are. The game clock will start at normal game time even if weigh-in sheets are not approved.
- Do not lose playing time because proper weigh-in protocol was not followed!



FOOTBALL 5

CENTRAL ELEMENTARY FOOTBALL WEIGHT SHEET

Name, grade and jersey number must be typed!
 Circle name of player missing weight!

TEAM

Date

	PLAYERS NAME	Grade	JERSEY #	1ST WEIGH-IN	2nd WEIGH-IN	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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34						
35						
36						
37						
38						
39						
40						

OBSERVING COACH HOME

TEAM

OBSERVING COACH VISITOR

TEAM

If not signed game will not start until completed. Game clock will start.

* If not typed it is a 15 yard penalty at kick-off!



CHEER



Participation requirements:

- Cheer teams will be available to 5th and 6th grade students at the elementary level.
- Each site, depending on size of enrollment, has the discretion to allow 4th grade students to participate. The decision should be based on supervision and safety. EX: Large schools 5th and 6th / Small schools 4th-6th.
- School sites also have the discretion to select a cheer squad (anyone eligible can participate, no cuts) and a competition squad (try-outs with cuts to determine members). Schools can choose to compete with their cheer squad or to have cuts for their competition team.
- Students must meet district requirements in order to participate including at least a 2.0 GPA and satisfactory citizenship.
- Elementary cheer teams shall focus on learning the following with an emphasis on proper cheer motions:
 - cheer motions (high v, low v, daggers, goal posts, t, broken t, diagonal, k, etc.)
 - jumps (x jump, toe touch, hurdler, pike, etc.)
 - stunts (how to base, how to back spot, how to fly, building technique, how to be safe, etc.)
- The following will be MANDATORY for cheer advisors during the
- **FALL season (July – December):**
 - Attendance at squad practices – at least 3 hours/week
 - Attendance at all home football games – including championships
 - Attendance at all home basketball games – including championships
 - Attendance at performances at rallies or other school events
 - Attendance at the elementary football carnival (usually held in August)
 - Attendance at the elementary jamboree if any of your sports teams make it to championships (football, volleyball, cross country – usually held in October/November)
 - Attendance at the high school spirit night football game
 - Attendance at the high school spirit showcase night (usually held in December)
- Principals will have the discretion to send cheer squads to away games based on bus availability.
- The following will be MANDATORY for cheer advisors during the
- **SPRING season (January – early March):**
 - Attendance at squad practices – at least 3 hours/week
 - Attendance at all home basketball games – including championships
 - Attendance at performances at rallies or other school events
 - Participation in Central Unified Elementary Cheer Championships (usually held in late February/early March)
 - Participation in one other local competition – performing competition routine at spirit showcase in December in addition to cheer squad routine would be acceptable.



CHEER 2



SAFETY GUIDELINES

All school sites shall follow the safety guidelines set forth in the National Federation of State High School Associations Spirit Rules Book.

Stunting guidelines:

- Absolutely no jewelry allowed.
- Proper shoes are required.
- All stunting must be supervised by an adult.
- All stunts must have a back spot.
- Difficult stunts shall not be attempted until basic stunting techniques have been mastered.
- All stunting must occur on either mats or grass.

Uniform requirements:

Cheer uniforms shall not exceed \$300. Potential costs to include:

- Skirt
- Bow
- Bag (optional)
- Shell top
- Liner
- Warm-ups (optional)
- Socks
- Spirit pack (practice t-shirt, shorts)
- Poms (optional)
- Shoes

*School sites shall provide uniforms for those who cannot afford to purchase their own. The uniform will be a loaner (general size – will not be custom fit, cannot be altered, must be returned at the end of cheer season).

*School sites shall provide fundraising opportunities to help defray the cost of participation in cheer and spirit.

*School sites shall provide opportunities to purchase used uniforms from previous squad members.

Competition

Advisors can hold try-outs for the competition team with cuts being made.

Squad size shall not exceed 36 members. The school site may determine a minimum number of competition cheer team members.

Competition team should consist of those members who have already been selected for the school cheer team.

Squads will be able to compete in the following division:

Show Cheer – performance consisting of a combination of music and words. Routines should include but are not limited to stunting, dancing, tumbling, pyramids, jumps, formation and level changes, etc.

The Central Unified Elementary Cheer Championships are mandatory for competition squads. The decision of which other competitions to attend will be left to the discretion of the advisor and school site.

Choreographers must be cleared through the district. Help with choreography is available through the high school.

Advisors must participate in Central Unified Elementary Cheer Championships in order to receive spring coaching stipend. Season officially ends with that competition.



BASKETBALL

Revised 8-04-14



GENERAL INFORMATION

1. THE TEAM MAY CONSIST OF ONLY 4th, 5th AND 6th GRADERS.

SUBSTITUTIONS

1. A SUBSTITUTE MAY ENTER THE GAME ONLY IN DEAD BALL SITUATIONS AND ONLY AFTER BEING RECOGNIZED BY THE REFEREE.

JUMP BALL

1. ALL PLAYERS MUST STAY OUTSIDE THE CIRCLE UNTIL THE BALL IS TAPPED
2. ONE OR TWO HANDS MAY BE USED TO TAP THE BALL.
3. THE BALL MAY BE TAPPED ONE OR TWO TIMES, BUT NO MORE THAN TWICE.
4. THE JUMPER MAY NOT TAKE POSSESSION OF THE BALL UNTIL IT HAS TOUCHED THE GROUND OR A PLAYER OTHER THAN THE ONE WHO TOOK THE JUMP BALL.

HANDLING THE BALL

1. A PLAYER MAY HOLD THE BALL FOR FIVE SECONDS IN BOUNDS IN CLOSELY GUARDED, FIVE SECONDS OUT OF BOUNDS AND TEN SECONDS ON A FREE THROW.
2. IF A PLAYER IS NOT CLOSELY GUARDED (WITHIN THREE FEET), HE MAY HOLD THE BALL AS LONG AS HE WANTS.
3. A PLAYER MAY TAKE OR TAP THE BALL FROM AN OPPONENT. (THE HAND IS CONSIDERED TO BE PART OF THE BALL).
4. IN MAKING A LAY-UP, THE ATHLETE IS ALLOWED 2 1/2 STEPS.

TAKING THE BALL OUT OF BOUNDS

1. THE PERSON TAKING THE BALL OUT OF BOUNDS MAY:
 - A. RUN THE BASELINE **ONLY** AFTER A MADE BASKET.
 - B. ALL DEAD BALL SITUATIONS, PLAYER MAY ONLY TAKE 1 STEP FORWARD TO PASS THE BALL ON OUT OF BOUNDS PLAY.
2. AT THE SIDELINE AFTER:
 - A. ANY VIOLATION.
 - B. BALL HIT OUT OF BOUNDS.
 - C. A FREE THROW FOR UNSPORTSMANLIKE CONDUCT.
 - D. UNNECESSARY ROUGHNESS.
3. AT THE END LINE (GOAL LINE) AFTER:
 - A. A SUCCESSFUL FREE THROW EXCEPT AFTER A DOUBLE FOUL.
 1. (TECHNICAL FOUL).
 - B. A SUCCESSFUL FIELD GOAL (BASKET SCORED).
4. WHEN OUT OF BOUNDS SPACE IS LIMITED.
5. NO PART OF ANY PLAYER WITHIN THE COURT MAY COME NEARER THAN THREE FEET TO THE SPOT ON THE BOUNDARY LINE WHERE THE BALL IS BEING THROWN IN.

DURING A FREE THROW

1. THE DEFENSIVE TEAM SHALL HAVE THE LANE POSITION NEAREST THE BASKET.
2. ALL PLAYERS MUST STAY OFF THE LANE LINE AND OUT OF THE LANE UNTIL THE BALL HITS THE RIM.

VIOLATIONS

1. THE BALL IS TAKEN OUT OF BOUNDS AT THE SIDELINE OPPOSITE THE SPOT WHERE THE VIOLATION OCCURRED.

JUMP BALL

- A. TAPPING THE BALL MORE THAN TWICE.
- B. PLAYING THE BALL BEFORE IT TOUCHES THE FLOOR, BASKET, BACKBOARD, OR HAS BEEN PLAYED BY ANOTHER PLAYER
- C. FAILING TO STAY IN YOUR POSITION OUTSIDE THE CIRCLE UNTIL THE BALL HAS BEEN TOSSED UP.
- D. STEPPING INTO THE CIRCLE BEFORE THE BALL HAS BEEN TAPPED.



BASKETBALL 2



HANDLING THE BALL

- A. KICKING THE BALL INTENTIONALLY WITH THE FOOT OR LOWER LEG.
- B. HITTING THE BALL WITH THE FIST.
- C. DRIBBLING WITH TWO HANDS (DOUBLE DRIBBLE).
- D. DISCONTINUED DRIBBLE AND RE-DRIBBLE (DOUBLE DRIBBLE).
- E. HOLDING THE BALL MORE THAN FIVE SECONDS WHEN CLOSELY GUARDED.
- F. FIVE SECONDS OUT OF BOUNDS, TEN SECONDS AT THE FREE THROW LINE.

THREE-SECOND LINE VIOLATION

- A. PLAYER WITHOUT THE BALL REMAINS IN THE FREE-THROW LANE FOR MORE THAN THREE SECONDS WHEN HIS TEAM HAS THE BALL.

FREE THROW

1. FAILURE TO TRY FOR A FREE THROW WITH IN TEN SECONDS AFTER RECEIVING THE BALL.
2. FAILURE TO CAUSE THE BALL TO TOUCH THE RING OR ENTER THE BASKET.

FOULS

1. UNTIL SIX TEAM FOULS, THE BALL GOES OUT OF BOUNDS TO THE TEAM FOULED, EXCEPT IN THE CASES OF "DOUBLE FOUL" AND "SHOOTING FOUL". IN A "SHOOTING FOUL", IF THE SHOT IS MADE, ONE SHOT: IF MISSED, TWO SHOTS, IN A "DOUBLE FOUL" THE TEAM POSSESSING THE BALL AT THE TIME OF THE FOUL TAKES THE BALL OUT ON THE SIDE. ON THE SEVENTH TEAM FOUL (PER HALF), A ONE AND ONE SITUATION COMES INTO PLAY. ON THE TENTH FOUL, TWO SHOTS WILL BE ASSESSED.

COMMON FOULS

1. BLOCKING - GETTING IN FRONT OF A PLAYER WHO IS MOVING WITH OR WITHOUT A BALL.
2. CHARGING - TOUCHING AN OPPONENT WITH THE BALL OR BODY WHEN HE IS STANDING STILL.
3. HACKING - CHOPPING AT THE BALL.
4. PUSHING.
5. HOLDING.
6. TRIPPING
7. PULLING OR SPINNING AN OPPONENT INTO AN OFF-BALANCE POSITION WHILE TRYING TO TAKE THE BALL.
8. SUBSTITUTE ENTERING THE COURT BEFORE BEING SIGNALLED ON BY THE REFEREE OR NOT REPORTING TO SCORER.

DISQUALIFYING:

1. PLAYER IS REMOVED FROM THE GAME WHEN HE HAS COMMITTED EITHER:
 - A. FIVE FOULS (PERSONAL FOULS).
 - B. A SINGLE DISQUALIFYING FOUL (POOR SPORTSMANSHIP OR ROUGHNESS).

MISCELLANEOUS:

1. THE CLOCK STOPS ON ALL TIME OUTS. **60 SECONDS TIME OUTS, 2 TIME OUTS PER HALF.**
2. NO JUMP BALLS (EXCEPT OPENING JUMP). ALTERNATE POSSESSION WILL BE USED.
3. PRESSING & TRAPPING ARE O.K., BUT **NO** PRESSING IF 20 POINTS AHEAD.
4. NO PLAYER IS TO WEAR JEWELRY. FINGERNAILS MUST BE CLIPPED TO A REASONABLE LENGTH. (BOTH COACHES WILL CHECK THIS WITH THEIR TEAMS AND THEIR OPPONENTS BEFORE THE GAME BEGINS). ONLY RUBBER BANDS AND "BOBBY PINS" SHOULD BE USED FOR THE HAIR.
5. EYE GLASSES MUST BE SECURED WITH PROPER EQUIPMENT.
6. THE HOME SCHOOL WILL PROVIDE THE OFFICIAL SCORER. THE VISITING TEAM WILL PROVIDE A SCORING ASSISTANT.
7. THE HOME SCHOOL TURN SCORES IN TO DISTRICT AD.
8. THERE ARE NO 3 POINT SHOTS EVEN IF LINES ARE PRESENT.
9. GIRLS ONLY- A PLAYER MAY PRESS ONLY AFTER THE PLAYER CROSSES OVER THE HALF-COURT LINE, NO FULL COURT PRESS. PENALTY FOR THIS WILL BE A TECHNICAL FOUL.

LENGTH OF GAMES:

1. TEAMS WILL PLAY 6 MINUTE NON-RUNNING TIME QUARTERS.
2. **TWO TIME OUTS PER HALF, 60 SEC. EACH.**
3. IF THE SITUATION REQUIRES IT, QUARTERS MAY BE SHORTENED AT THE AGREEMENT OF BOTH COACHES.
4. IF THE SCORE IS TIED, ONE 5 MINUTE OVERTIME PERIOD. IF STILL TIED, SUDDEN DEATH (JUMP BALL, 1st SCORE WINS).

EQUIPMENT:

1. BASKETBALLS
 - A. BOYS-USE OFFICIAL SIZE BASKETBALL
 - B. GIRLS- USE "WOMENS" OR INTERMEDIATE SIZE



WRESTLING

Revised 8-04-14

High school rules will be used with some modifications for the Central Elementary Athletic Program.

Scales may be calibrated at the Best Weight & Scale Co. 2728 N. Sunnyside, 291-2592. The responsibility of the referee is primarily for the safety of the wrestlers through the proper interpretation and application of the rules governing the sport of wrestling.

RULES

A wrestling season has two components. Dual matches will determine League Champions and District Championship tournament will determine individual District Champions and the District Team Champion.

Weight classes shall be known as:

63lb.	69lb.	75lb.	81lb.	87lb.
93lb.	99lb.	105lb.	112lb.	119lb.
126lb.	133lb.	143lb.	153lb.	168lb.

All wrestlers will be weighed in their wrestling singlet. The wrestler's weight with singlet shall be their net weight and wrestle according to all other weight rules.

A growth allowance of one pound will be added to each weight class the 4th match of the season. An additional one pound will be added for the championship tournament weigh-ins/last dual. This is a net increase of two pounds per weight class.

The weight certification match will be the fourth league match of the season. Bye teams will certify as though there was a match. School administration must witness and sign certification. The weight certification establishes the minimum weight that a wrestler may compete for all dual and tournament competition after the certification match. Send copy of certification to District AD.

All wrestlers under 100 pounds may wrestle one weight class above their actual certified weight. All wrestlers over 100 pounds may wrestle no more than two weight classes above their actual certified weight.

Wrestlers shall have wrestled a minimum of two league matches to qualify for a seed in the championship tournament.

All weigh-ins shall be held prior to the beginning of each competition, and conducted under mutual agreement by opposing schools. Once all wrestlers are weighed, the scales are closed. Wrestlers have one chance to weigh-in; if they do not make it they can step off then immediately back on to check for error. That is it.

Scales shall be provided by the host school.

Wrestlers with mouth braces must wear protective mouthpiece.

4th grade wrestlers may not wrestle the 168 lb. weight division.

Wrestling is for grades 4-6. No 3rd graders.

All Varsity wrestlers shall have their exact weight listed on the official score sheet.

Head gear is required for all wrestling activities.

All mats must be sanitized at least once a week to prevent the spread of communicable diseases. If detected at a school, the mat should be sanitized daily and affected wrestlers may not wrestle until cleared by a doctor. See clearance form.

Three periods one minute in length for Varsity matches shall constitute a match. Junior Varsity matches shall be three, 30 second rounds.

- = First period: both wrestlers start in neutral position(standing)
- Second period: one wrestler is given option to take position of either advantage (top), defensive (bottom), neutral or deferring to the opponent.
- Third period: Start shall be the reverse of the second period.
- Overtime matches: The overtime shall consist of a one-minute sudden victory period; if no scoring occurs, two 30-second tiebreakers shall be utilized; and if the score remains tied a 30-second ultimate tiebreaker will be competed.



WRESTLING 2



Wrestling shall continue as long as the supporting points of either wrestler remain inbounds. The supporting points are those which bear the wrestler's weight, exclusive of those parts which the wrestler holds of the opponent.

Fall or near fall points can never be awarded when the defensive wrestler's shoulders are out-of-bounds, but wrestling can continue.

Coaches are restricted to the bench while the clock is running and during normal out-of-bounds and resumption of wrestling. During this time, the coach may walk behind the team bench to encourage his wrestler or, when necessary for the team bench to be located in the bleachers, to walk in front of the team area, provided it is away from the mat. The coach may approach the official's table to request the match to be stopped to discuss possible misapplication of a rule. The coach may move toward the mat only during a charged time-out or at the end of the match. The first offense will result in a warning. A reoccurrence will be penalized as misconduct.

WRESTLING CHAMPIONSHIPS

The team league championship will terminate at the end of the duals. Individual athlete recognition will be at the end of the District Tournament. We will also recognize the District team champion. Individual District Tournament medals will be awarded to the top 6 placers. Team trophy for District Champion and three Pursuing Victory with Honor awards will be given.

MATCH SCORING

Points are awarded during a match for the following:

- Takedown- from a neutral position, wrestler takes opponent to the mat and gains complete control- 2 points
- Escape- defensive wrestler gains a neutral position- 1 point
- Reversal- defensive wrestler gains a position of advantage without becoming neutral in the process- 2 points
- Near fall- offensive wrestler holds opponent's shoulder to the mat within four inches or 45 degrees with full control continuously for two seconds- 2 points, five seconds-3 points.
- Technical fall- occurs when a wrestler has earned a 15 point advantage over the opponent- match over
- Fall- any part of the shoulder or area of scapula held in contact with the mat for two full seconds constitutes a fall- match ends

TEAM SCORING

Dual Meet scoring:

<u>Match Result</u>	<u>Point Value</u>
Fall	6
Forfeit	6
Default	6
Technical Fall(15+ pt advantage)	5
Major decision(8-14 pt adv)	4
Decision	3



TRACK AND FIELD

Revised 5-10-18

General Information

Junior Fresno Relays and USATF rules will be used with some modifications for the Central Elementary Athletic Program.

The track season begins with the spring season in February. All other rules are in force. An Athlete may participate in track and one other spring sport.

The season will be split into two distinct seasons, the Central Elementary Athletic Program and the County Track and Field Program.

Rules

Each school shall have a track team of the following divisions for both boys and girls for the Central Unified Track Season:

3/4 Boys, 3/4 Girls, 5/6 Boys and 5/6 Girls. No age groups will be used for the Central Unified Track Season.

The Top 4 from the laned events and top 5 from non laned events will qualify from the Division I and II Championships for the District Championship.

The Top 4 declared athletes will move on to the Area IV Meet for the Country Track and Field Program. Results will be posted and athletes will need to declare for the Area IV meet. Those who do not wish to or cannot attend the Area IV Meet will be dropped and the next eligible athlete will be invited from the District Championship results.

For County Track Purposes only, the following age groups will be used:

Age Divisions	Year of Birth
9 - 10 (previously Bantam)	2009-2010
11 - 12 (previously Midget)	2007-2008
13 - 14 (previously Youth)	2005-2006

(13-14's or Juniors/Youth will compete with the middle school age group, previously the Juniors, in a CVAL Meet to acquire a qualifying time/distance/height.)

Junior Fresno Relays and Junior Olympic rules and events are determined by the Fresno County Track and Field Committee. Rules and events will be distributed when available.

Central Unified School District competition shall limit a maximum of three participants per event, except for the relay, which will have one team.

The Central Elementary Qualifying and Championship track meets will be held at the end of the season.



TRACK AND FIELD 2



The divisions shall have the following events:

<u>3/4</u>	<u>5/6</u>	<u>Age Group 13-14</u>
100 meters	100 meters	100 meters
200 meters	200 meters	200 meters
400 meters	400 meters	400 meters
800 meters	800 meters	800 meters
1500 meters	1500 meters	1500 meters
3000 meters	3000 meters	3000 meters
400 meter relay	400 meter relay	400 meter relay
1600 meter relay	1600 meter relay	1600 meter relay
High Jump	High Jump	High Jump
Long Jump	Long Jump	Long Jump
Triple Jump	Triple Jump	Triple Jump
6lb. shot put	6lb. shot put	6lb. shot put girls
Mini Javelin	Mini Javelin	8lb. shot put boys
	1 kilo Discus	1 kilo Discus
	80m. hurdles	100 m. hurdles

Athletes may not participate without shoes. Track shoes may be worn. Pyramid spikes 3/16" or smaller are allowed, no needle nose spikes.

3/4 and 5/6 may be entered in only three events. Juniors may be entered in only four events. The 400 m relay and 1600 m relay are considered an event.

The 100m, 200m, 400m, 4x100 and 4x400 are run in lanes. The 800m, 1500m and 3000m will use a waterfall start.

Mini-Meets should consist of the following events: 150 or 200 meter dash, 800 or 1200 meter run, Shot Put, Mini-Javelin and Long Jump. Schools may agree to a different schedule in advance of the meet.



BASEBALL

Revised 6-28-15

General Information

All play will be according to Cal Ripken Major 70 Rules and Regulations, including the re-entry rule, with some exceptions.

Base dimensions: 70' Pitching Mound: 50'

Teams

Each school will have one baseball team which may consist of students in 4th, 5th or 6th grades. Schools may have a "B" team funded solely by the school.

Rules

Games will be six innings, or 4:15 drop dead time and score reverts back to last fully completed inning.. If a game is tied after the inning or time limit, it is a tie.

- Championship Game-
 - o Tie-breaking rule- the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base. Each team will get an at bat until a winner is declared.

Substituting a pitcher:

- A pitcher leaving the game for a substitute may not re-enter as a pitcher.
- A pitcher may exchange positions with a substitute and return to pitcher one time. In both circumstances the player must remain in original batting order.

Pitchers are limited to six innings per calendar week (Monday thru Friday), or one complete game per week. (A complete game is one that starts and finishes either by inning or time limit.) If a pitcher delivers one pitch in an inning, the pitcher will be charged for one inning pitched.

- A pitcher must have two days rest between pitching assignments if they pitch three innings in one game.

Playoffs/Championship- pitchers the day of the championships are allowed to pitch six total innings that day between both games.

- Games in which an ineligible pitcher is used shall be declared a forfeit.

Designated Hitter (DH): A player may be placed on the roster as a designated hitter ONLY. The DH will be one of the nine batters on the roster.

A player may lead off base and attempt to steal.

A batter is OUT, whether or not the catcher drops the third strike.

The infield fly rule will be in effect.

There will be no home run line. A batter may attempt as many bases as they can legally touch.

Shoes with metal cleats or spikes are prohibited.

The bat shall not exceed 33" in length and 2 ¼" in diameter.

Protective head gear shall be worn while at bat, as a base runner, and while out of the dugout on the playing surface, during practice and all games.

- Catchers shall wear a protective mask, including throat protection, headgear, shin guard and cup, during games practice and warm-up.

Time between innings shall be approximately one minute. Maximum warm-up pitches shall be six.

Inning limits: If one team scores five runs in an inning.

- o Playoffs/Championship- there is no run rule, mercy rule will be 10 runs after 4 innings or 8 after 5 innings
- o Playoffs are 1.5 hour drop dead and Championship 2 hour no new inning.

Sliding- Players should be instructed to slide properly to avoid injury to themselves and the fielders. If a runner at any base, except first, does not slide or make an obvious attempt to avoid a collision, the runner will be declared out.



SOFTBALL



Revised 6-28-15

General Information

All play will be according to ASA Fast Pitch Under 12 rules with some exceptions.

Base dimensions: 60' Pitching Mound: 40'

Teams

Each school will have one softball team which may consist of students in 4th, 5th or 6th grades. Schools may have a "B" team funded solely by the school.

Rules

Games will be six innings, or 4:15 drop dead time and score reverts back to last fully completed inning.. If a game is tied after the inning or time limit, it is a tie.

- Championship Game-
 - Tie-breaking rule- the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base. Each team will get an at bat until a winner is declared.

Substituting a pitcher:

- A pitcher leaving the game for a substitute may not re-enter as a pitcher.
- A pitcher may exchange positions with a substitute and return to pitcher one time. In both circumstances the player must remain in original batting order.

Substituting a player:

- a. Starting player may be substituted or replaced and re-enter once. The substitute and re-entered player must occupy the same batting position in the original line up.

Designated Player : A player may play as a defensive player but may not bat, allowing a designated player to bat but not play as a defensive player.

Stealing is allowed according to ASA rules.

A batter is OUT, whether or not the catcher drops the third strike.

The infield fly rule will be in effect.

There will be no home run line. A batter may attempt as many bases as they can legally touch.

Shoes with metal cleats or spikes are prohibited.

All bats must clearly say " Official Softball."

Protective head gear shall be worn while at bat, as a base runner, and while out of the dugout on the playing surface, during practice and all games.

- Catchers shall wear a protective mask, including throat protection, headgear, and shin guard, during games practice and warm-up.

Time between innings shall be approximately one minute. Maximum warm-up pitches shall be six.

Inning limits: If one team scores five runs in an inning.

Sliding- Players should be instructed to slide properly to avoid injury to themselves and the fielders. If a runner at any base, except first, does not slide or make an obvious attempt to avoid a collision, the runner will be declared out

Playoffs/Championship

There is no run rule, mercy rule will be 10 runs after 4 innings or 8 after 5 innings

Playoffs are 1.5 hour drop dead and Championship 2 hour no new inning.

Sliding- Players should be instructed to slide properly to avoid injury to themselves and the fielders. If a runner at any base, except first, does not slide or make an obvious attempt to avoid a collision, the runner will be declared out.



SPORTS CAMPS



Information needed on Sports Camp Flyers

sample

NAME: _____

ADDRESS: _____

HOME PHONE: _____

EMERGENCY CONTACT PHONE: _____

HEALTH INSURANCE CARRIER

POLICY HOLDER _____

POLICY NUMBER _____

I approve of my child's attendance at the Central Football Camp. I certify that my child is in good health, and able to participate in the camp activities. I hereby authorize the camp director and coaches to act for me according to their best judgment in any emergency requiring medical attention. I hereby waive and release Central Unified School District, Central High School, and the camp coaching staff, and its employees from all claims arising from any injuries while at camp.

Parent Signature _____ Date _____

Student Name: _____ School: _____ Grade: _____

Address: _____ Date of Birth: _____ Sex: _____

Phone Number: _____ Cell Number: _____

Parents or Guardian's Permission and Release

I hereby give my consent for the above named student to represent his or her school in competitive sports except those indicated on this form by examining physician. I also give my consent for the student to accompany the school team on any of its local or out-of-town trips. The Central Unified School District Board of Education has no responsibility to provide first aid at any of the games and the parent or guardian understands that the risk of injury is assumed by the student and parent when they sign this form. However, in the event physicians, physical therapists, physician's assistants, nurse, or other persons trained in the rendering of first aid are available, as volunteers or otherwise, and render aid to any student injured during the course of any such activities or travel, then the parents/guardians do hereby release and forever discharge such person and the Central Unified School District Board of Education from any liability arising out of any first aid or immediate treatment of injuries.

Health History: To be completed by the Parent/Guardian (Answer "Yes" or "No" Only)

	Yes	No		Yes	No
1. Chronic/Recurring Illness	_____	_____	20. Heart murmur/rhythm problem	_____	_____
2. Hospitalization or surgery	_____	_____	21. Physician limiting participation due to heart problems	_____	_____
3. Under care of physician	_____	_____	22. Problem with blood/anemia	_____	_____
4. Currently taking any medication	_____	_____	23. Problem with liver, spleen or kidneys	_____	_____
5. Organs missing/removed	_____	_____	24. Mononucleosis within last year (If yes, month/year _____)	_____	_____
6. Easily overheated	_____	_____	25. Hernia	_____	_____
7. Heat stress/exhaustion/stroke	_____	_____	26. Neck/back/spine injury or pain	_____	_____
8. Injuries under care of physician	_____	_____	27. Hand/wrist/arm injury or pain	_____	_____
9. Headaches	_____	_____	28. Knee/hip injury or pain	_____	_____
10. Head injury & loss of consciousness	_____	_____	29. Foot/ankle/leg injury or pain	_____	_____
11. Concussions (If yes, how many _____)	_____	_____	30. Sudden death of family member before age 50	_____	_____
12. Dizziness/fainting	_____	_____	31. Cancer	_____	_____
13. Seizures/epilepsy	_____	_____	32. Recent weight loss or gain	_____	_____
14. Diabetes	_____	_____	33. Immunizations current	_____	_____
15. Vision problems	_____	_____	34. Tetanus shot (If yes, what year _____)	_____	_____
16. Glasses/contacts	_____	_____	35. Ringworm	_____	_____
17. Asthma/wheezing/inhaler	_____	_____	36. High blood pressure	_____	_____
18. Allergies: pollen, stinging insects, food	_____	_____	37. (For females) Age at onset of period _____	_____	_____
19. Chest pain/dizziness with exercise	_____	_____	38. (For females) Period regular or irregular	_____	_____

Please describe any "YES" answers or list anything not mentioned: _____

An athletic physical arranged by the school district is not a complete physical examination. It is a screening to detect obvious impairments that might affect the student's safety in sports participation. This evaluation should not be used as a substitute for regular health maintenance examinations with your personal physician.

Verified by: **PARENT/GUARDIAN SIGNATURE** _____ Date: _____

PHYSICAL SCREENING

HT _____ WT _____ BP _____ Eyes _____ Pulse (resting) _____ (after exercise) _____

General _____ Chest _____ Heart _____ Abdomen _____

GU/Hernia _____ Neck/Back _____ Extremities _____

Limitations: Yes _____ No _____ (If "yes" list limitations in the comments area below)

Comments: _____

I verify that _____ has been examined by me on _____
(Student's Name) (Date)

To the best of my knowledge, the above named student is physically able to participate in interscholastic athletics.

Physician/Practitioner Name (please print or type) _____

Physician/Practitioner Signature _____



Central Elementary Athletic Clearance Form 2



CODE OF ETHICS – it is the duty of all concerned with Central Unified School athletics: (ATHLETES, PARENTS, FANS, COACHES, STAFF)

1. To display acceptable standards of behavior and citizenship at school and in the community.
2. To cooperate in a mature, sportsmanlike manner in all events whether it be as a participant or spectator.
3. To show respect for other participants, supervisors, coaches and officials.
4. To comply with the Board of Education policies, District Regulations, and the State Education Code.
5. To comply with the rules and regulations established by the appropriate governing bodies of their activity.
6. To eliminate all possibilities which tend to destroy the best values of the game.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgment by the players on a team.
9. To recognize that the purpose of athletics to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To understand that the use of intoxicants, tobacco, drugs, or substances for sale or possession of them will not be tolerated.
11. Athlete must carry an accident insurance policy (either their own or one available at the school).
12. Athlete must maintain a grade point average of 2.0.
13. All concerned must remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan or nation.

Information regarding CIF violations/penalties in regards to player/coach ejection from athletic contests is available upon request from the Athletic Office.

Appeals Procedure – First and Second Ejection: Unless otherwise specified an appeal of an ineligibility of a player or coach because of ejection from a game or event, may be made, in writing, to the player or coach's site administrator. The site administrator of his/her designee's decision on his/her athlete or coach shall be final and shall be conveyed to the site administrator of the school(s) involved, to the president of the league(s) involved.

Physical Assault: Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's elementary eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event. A student may, after a lapse of 12 calendar months from the date of the incident, apply for reinstatement of eligibility to the District Athletic Director.

ENFORCEMENT

1. Athletes who fail to comply with the Code of Ethics will be declared ineligible to participate in school activities by the school administration. Parents/Fans who fail to comply with the above Code of Ethics will be banned from one game to the entire season. The Administration has the right to enforce any penalties deemed necessary to provide safe and consistent environment for Central Unified School District student/athletes.
2. Students/Parents/Fans may seek a hearing before an Appeal Review Panel consisting of the Athletic Director, Vice Principal and Principal.

PENALTIES

Minor: Violations are those which do not require suspension from school.(in-house suspensions)

1. Any student who commits a minor violation of the Code of Ethics shall be immediately suspended from all activities for a period ranging from one day to two weeks .

Major: Violations defined as those which result in suspension from school.

1. Students who commit a major violation of the Code of Ethics will be suspended from all activities for a period of not less than two weeks and not more than one calendar year, beginning on the date of return. This penalty is enforced at the discretion of the site administration.

The Administration reserves the right to prohibit a student from participation in other school activities as is deemed appropriate. Code of Ethics violations which occur when a student is not under the supervision of the school may be considered for penalties.

SPORTS PARTICIPATION/ASSUMPTION OF RISK/QUITTING OF A SPORT

The undersigned student/athlete and his/her parent/legal guardian understand and agree: (1) that the student must obey and comply with any and all rules, regulations and directions related to such participation; (2) that they are aware that athletic participation in sport requires physical fitness; (3) that said student/athlete possesses the required degree of physical fitness to participate; (4) that a risk of physical injury is involved by participating in sports; (5) that by quitting a sport after the first 30% of the season, the athlete will not be allowed to participate in another sport until the previous sport has finished, and it is the coach of the sport's prerogative, to allow or disallow the student's participation the following year in the sport he/she quit. An athlete may switch from one sport to another before the official roster is due(no later than Monday, after the second (2nd) scheduled league game). Once the athlete makes one switch, they may not return.

Therefore, in consideration of the Central Unified School District allowing said student/athlete to participate in the sports programs, both the student and his/her parent/legal guardian agree to hold the district, its Board Members, officers, agents and employees harmless from any and all liability related to an injury which the student/athlete may incur as a result of participation in this sports program.

In this respect, both the student/athlete and the parent/legal guardian understand that a risk of injury exists and that by signing this form, they assume said risk and responsibility for any injury to the student/athlete.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR PARTICIPATION IN THE ATHLETIC PROGRAM AT CENTRAL UNIFIED SCHOOLS AND WITH THIS SIGNATURE, AGREE TO ALL OF THE PRECEDING.

REQUIRED SIGNATURES BELOW

Athlete _____ Parent/Legal Guardian _____ Date _____



WEIGHT LIMIT WAIVER OF LIABILITY

WEIGHT LIMIT WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK AGREEMENT FOR ELEMENTARY TACKLE FOOTBALL

(Athlete) _____ (Print)

The undersigned PARTICIPANT and the parent(s) or legal guardian(s) of PARTICIPANT are signing this agreement for and in consideration of PARTICIPANT'S being permitted to participate in Central Unified elementary football while weighing under the weight limit bylaws.

Parent's or Guardian's Permission and Release

I hereby give my consent for the above-named student to represent his or her school in tackle football while weighing under the weight limit. The Central Unified School District Board of Education has no responsibility to provide first aid at any of the games and the parent or guardian understands that the risk of injury is assumed by the student and parent when they sign this form. However, in the event physicians, physical therapists, physicians assistants, nurses, or other persons trained in the rendering of first aid are available, as volunteers or otherwise, and render aid to any student injured during the course of any such activities or travel, then the parents/guardians do hereby release and forever discharge such persons and the Central Unified School District Board of Education from any liability arising out of any first aid or immediate treatment of injuries.

SPORTS PARTICIPATION/ASSUMPTION OF RISK

The undersigned student/athlete and his/her parent/legal guardian understand and agree: (1) that the student must obey and comply with any and all rules, regulations and directions related to such participation; (2) that they are aware that athletic participation in football requires physical fitness; (3) that said student/athlete possesses the required degree of physical fitness to participate; (4) that a risk of physical injury is involved by participating in football.

Therefore, in consideration of the Central Unified School District allowing said student/athlete to participate in the football program, both the student and his/her parent/legal guardian agree to hold the district, its Board Members, officers agents and employees harmless from any and all liability related to an injury which the student/athlete may incur as a result of participation in this sports program.

In this respect, both the student/athlete and the parent/legal guardian understand that a risk of injury exists and that by signing this form, they assume said risk and responsibility for any injury to the student/athlete.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR PARTICIPATION IN ELEMENTARY TACKLE FOOTBALL IN CENTRAL UNIFIED AND WITH THIS SIGNATURE, AGREE TO ALL OF THE PRECEEDING.

REQUIRED SIGNATURES BELOW

(Athlete) _____ (Parent/Legal Guardian) _____



CENTRAL ELEMENTARY SPORTSMANSHIP AWARD



CONGRATULATIONS!

**You have been selected by _____ Elementary as our
Sportsmanship Athlete of the game today!**

A great man once said, "The dictionary is the only place that "success" comes before "work." Hard work is the price we must pay for success. I think you can accomplish anything if you're willing to pay the price. A man can be as great as he wants to be. If you believe in yourself, have the courage, the determination, the dedication, the competitive drive, and if you are willing to sacrifice the little things in life and pay the price for the things that are worthwhile, it can be done."

Please share this with an important adult in your life-----

Congratulations---Your child was selected by student athletes from _____ as the SPORTSMANSHIP ATHLETE of the game today! The SPORTSMANSHIP Medal is earned by the student athlete who made wise choices and played with outstanding character during our game today. Thank you for helping your child to be a great person!

*MIDDLE
SCHOOL
ATHLETICS*

2022 -
2023





RESPONSIBILITIES of a MIDDLE SCHOOL ATHLETIC DIRECTOR



1. Coordinate and oversee all athletic activities
2. To set expectation of achievement for each athletic program
 - The AD and Head Coach are to set expectations for each program at the beginning of the season and set goals on how to achieve expectations. Review in evaluations.
3. Coordinate athletic eligibility
 - The AD is responsible to check that all the athletes trying out for a team or are on a team are eligible. Using team rosters check and notify athletes, coaches, and administration who is probationary and ineligible in a timely manner.
4. To advise the coaching staff of all rules and regulations governing the athletic program
 - At the first coaches meeting give each Head Coach a copy of District and League rules. It is recommended that the AD have a NFHS rule book for each sport available. Coordinate Head Coach meetings each season before the new season begins.
5. Supervision and evaluation of all coaching staff
 - AD's are expected to observe practice to evaluate coaches during the season looking for proper safety conditions, supervision, and good coaching practices. It is also expected that the AD evaluate during games looking for professionalism, coaching tactics, communication skills, and more. Evaluations of Head Coaches are to be done at the end of each season and turned in to the Principal in a timely manner.
6. To insure the safety of all athletes
 - Visit fields, courts, etc. before the season and report problems to administration. Make sure all equipment is up to NFHS safety standards. Make sure each team travels with a first aid kit. Instruct coaches to have emergency cards with them at all practices and games.
7. To create equal opportunities in athletics for all students according to Title IX Education Amendment of 1972
 - Questions or concerns contact Gary Davis at gdavis@centralusd.k12.ca.us. For more information on Title IX go to www.cifstate.org.
8. To ensure walk-on coaches file their Application/Check List form at the District office prior to the start of their coaching assignment.
9. To make sure all coaches and volunteers in their program are certified, and current through the season, in CPR, First Aid, and Coaches Code of Ethics. All of the above need to be completed prior to the start of their coaching assignment. **All coaches and volunteers must be finger printed through C.U.S.D. and approved prior to coaching.**
 - Complete seasonal Coaching roster and send to HR department before season begins.
10. To develop athletic schedules
 - League schedules are made at league meetings but pre-season and tournaments are to be arranged through the AD. Schedules should be completed and handed out to parents in a timely manner.
11. To develop athletic budgets
 - The District gives each school funds to run all your athletic programs. The AD is to create a plan on how to spend the funds to keep equipment playable, uniforms in good condition, and fair to all sports. A rotation of purchasing uniforms is recommended. All orders must be submitted for an approval with a quote before actually ordering with a company.
12. To coordinate transportation required for all athletic events
 - AD is to fill out all transportation forms for buses prior to each season and sent to transportation. School sites must order transportation forms from duplication. Transportation codes to fill out forms can be accessed from the Principal's Secretary.
13. To screen and interview all coaching candidates, and submit recommendation to the Principal
 - AD is to find coaches to fill coaching vacancies at their school site. Once a candidate is found coordinate with administration on interviews.
14. To coordinate athletic awards
 - Seasonal athletic awards are recommended so that all teams are rewarded on the same date. A general meeting with team breakout sessions after. Designate awards equally among teams.
15. To coordinate all Home athletic contest arrangements
 - The AD is to make sure that set-up, clean-up, furs and all that is needed to run the event is available. Have coaches give you their needs at beginning of the season.
 - The AD is to be at all football games as a supervisor.



RESPONSIBILITIES of an ATHLETIC DIRECTOR 2



16. To oversee coaching stipends

- Make sure that stipends are given appropriately as divided by District Athletics..

17. To oversee Code of Ethics Compliance and Pursuing Victory with Honor

- If an athlete breaks the Code of Ethics you are to investigate and take the information to an administrator to decide outcome.

- Ensure that all programs are instructing student athletes in Pursuing Victory with Honor.

18. CVAL representative

- Meetings are held the first Tuesday of every month from 9:00-1:00 at Central East.

19. To oversee articulation between middle school athletic programs and elementary schools

- Communicate with elementary schools about opportunities elementary students will have at camps, games, and upcoming try-outs.

20. To coordinate use of athletic facilities

- Make sure all athletic events have furs. Especially on weekends and vacations. Oversee who uses what fields for practice and create a schedule to share facilities if needed.



RESPONSIBILITIES of a MIDDLE SCHOOL COACH



1. To insure the safety of all athletes
 - Check playing area and report problems to administration. Make sure all equipment is up to NFHS safety standards. Make sure to travel with a first aid kit. Have emergency cards at all practices and games.
2. To have a thorough knowledge of the rules and regulations established by the League, CIF, NFHS and Central Unified School District pertaining to their sport
3. To make sure the athlete has completed all necessary requirements for eligibility prior to participation in their sport
 - Check with AD before allowing athlete to participate
4. To monitor the behavior, safety and welfare of his/her athletes at all activities such as practice, games, meetings, trips and while traveling to and from events
5. To monitor the behavior and conduct of his/her assistant coaches when they are involved in activities directly and indirectly related to their sport
6. To have a certificated coach with the athletes at all times when traveling
7. Must possess emergency cards for all players of his/her team when traveling or competing away from school site
8. To make sure all coaches and volunteers in their program are certified, and current through the season, in CPR, First Aid, and Coaches Code of Ethics. All of the above need to be completed prior to the start of their coaching assignment. **All coaches and volunteers must be finger printed through C.U.S.D. and approved prior to coaching.**
9. To ensure walk-on coaches file their Application/Check List form at the District office prior to the start of their coaching assignment.
10. To assure that an athlete that has been under school supervision, will have school supervision until they have left for home or have been picked up by their parents
 - A coach must wait with the athlete
11. To assure that Central Unified School District Administrative regulations for travel are followed
 - All team members are expected to ride with the team to and from contests.
 - Only school employees with (proper paperwork filed) may drive the school vans.
 - With release form signed parents may drive their child directly home after a contest. Parents may not take other children unless they are listed on emergency card.
12. To prepare and turn into the Athletic Director all of the required information for travel
13. To hold a Parent meeting prior to first game
 - At meeting explain your philosophy of coaching, rules, expectations, etc..
14. To oversee setup and cleanup of home games, turn in game set-up to AD and Head Custodian prior to first home game
15. To turn in season practice schedule to AD and secretary who makes school calendar
16. To turn in team roster to AD
17. To turn in team rules other than those mandated made by CUSD to AD
18. After an athlete has been evaluated by a doctor and unable to participate, a coach must turn in a copy of the doctor's release to the Nurse and AD before the athlete can practice or compete



MIDDLE SCHOOL COACH PRE-SEASON CHECKLIST



- _____ Parent/Player Handbook. Cover all team rules, regulations, coaching philosophy, consequences, playing time, forms, etc. Director prepares handbook
- _____ Copy of your handbook to Athletic Office
- _____ Parent and Team Meeting
 - Read from the provided handout (Ethics, Academics, and Clearance)
- _____ Verification that ALL parents and players received a Handbook and attended meeting
- _____ Parents and players have received a schedule of all games and tournaments. Communicate with parents if there are changes on your schedule. Extra communication needed for all special activities/tournaments. Make sure parents are given directions on how to get to opponent's school sites. End practices ON TIME!
- _____ All athletes must have a co-curricular packet handed in and be cleared prior to try-outs.
- _____ Have yellow emergency card complete on all players. Keep these with you at games and practices.
- _____ Permission slips run off for players to be able to travel home with their parent.
- _____ Game Management Organization:
 - Balls/equipment, set-up, water (check with trainer), scorebooks, custodian communication, water cups, towels, clock, flipcharts, music/sound system, snack bar with cash boxes and change, announcers, managers, pass lists etc.
- _____ Daily, weekly, monthly practice plans. HAVE A PLAN!
- _____ Fundraising organized (forms in?).
- _____ Planning to stay with players until all are picked up after games.
- _____ Do not leave players unattended in Central locker rooms or at opponent's school.
- _____ Reviewed expectations concerning behavior at all home games, away games, and on bus. Remind every Friday to "Make good choices this weekend."
- _____ Have you numbered and labeled all uniforms and checked them out by numbers?
- _____ Labeled all equipment and keep track of equipment daily.
- _____ All team management; budgets, bus requests go through Athletic Office. Know what your budget is and stick to it!
- _____ Aware of all team members who are struggling with staying eligible.
- _____ Team pictures. Be aware of date. Be on time and prepared.
- _____ Submit articles for school newspaper, Fresno Bee. Contact media on occasion
- _____ Aware of the date for mandatory athletic physicals
- _____ Turned award winners names to Athletic Office two weeks in advance
- _____ Collected clean uniforms, stored them in proper place, and informed Athletic Office that all uniforms and equipment have been safely stored for next year.
- _____ Invite administration to end of year banquet!
- _____ Turn up-to-date rosters in (all levels) to Athletic Office or email them. Update as needed
- _____ Keep a "Communication Card" on every player. Document any problems, concerns, communication with parents. Document, Document, Document! Let AD know ASAP if you anticipate any problems or concerns.
- _____ Check Dress Code at practice everyday. Make it important! Check Dress Code for game day.
- _____ DO NOT let an athlete try out or practice with the team without the eligibility packet turned in.



General Rules of MIDDLE SCHOOL ATHLETICS



Eligibility- The athlete must have and maintain a 2.0 GPA to try-out and/or participate in a co-curricular program. Any athlete falling below the 2.0 GPA will be put in a probationary status where they are eligible to play for one grading period while attending tutoring. If still below 2.0 after the probationary period the athlete is then ineligible until grades are brought above a 2.0. Athletes that are ineligible to participate in a sport fall into two categories: If they want to go out for a sport that has cuts, they must be eligible at the beginning of that sport to try out. NO EXCEPTIONS.

If they want to go out for a sport that does not cut (football, track, etc.) and are not eligible, they can be given the opportunity to participate if they become eligible after the next grading period and meet the following conditions:

The Head Coach approves this. Must be consistent. If you allow one you allow all.

The player attends after school tutorial or RC three days a week for half of practice. This will be used as a mandatory study hall. After tutorial/RC the student must attend practice to become familiar with formations, plays, etc. and can only condition with the team. They are not allowed to participate in any drills.

The player may not travel to away games on team bus.

The parent, AD and Administration must be made aware of the student's acceptance of these conditions in writing.

*If any of these exceptions are not met the student will be declared ineligible for that sport.

Transfers – Transfers are handled through the child welfare and attendance office. While there are many reasons for eligible transfers no student athlete may play in one season of sport on two different teams. Thus an eligible transfer may result in being ineligible for the rest of that particular season.

Accident Reports– If an athlete gets injured while under your supervision and First Aid is required, you must fill out an Accident report. Send a copy of the report to the Nurse and AD while taking the original to the Principal. The AD should keep a copy in the athletes file.

Facility Use– The AD along with the Vice Principle maintain the Athletic Calendar. Coaches should turn in practice schedules, camp dates, etc.. To insure facilities will be available.

Out of Season Contact(Middle Schools)– No Coach can make contact with their athlete sooner than one season prior to the sport they coach. Example– Baseball can't hold camps until Winter sports start. This is not so for the Summer vacation. Any sport may hold camps, clinics, etc. during the Summer. All contacts (camps, clubs, clinics, etc..) made during the off-season must not be during regular practice time for in season sports. Example– Football can't be weight lifting after school during Track practice but may do it before school so long as it is a club, camp, or paid clinic. All contacts must be approved by the AD.

Overnight Trip- If you plan to stay overnight you should submit your paperwork as soon as possible. It must be done with a minimum of 2 months lead time to allow for board approval.



Team Rules (Middle School)



* These rules are set by CUSD to be followed. You may add to these but not delete any.

1. To be a part of this team and compete in games, you must attend practices. If you cannot attend practice you must tell the coach in advance. A note will be required explaining your absence. If you are absent from school please bring your coach your school admit slip.

2. If you miss a practice for an unexcused reason, you will not be allowed to compete in the next game. If an athlete finds him or herself in this situation three times, you may be asked to turn in your uniform. Communication is the key to avoid problems.

3. Practice will begin 15 minutes after you are released from class. Tardiness will not be tolerated. A dedicated athlete will be on time for workouts.

4. Practice will last for two hours every day. If you have to leave early, please bring a signed note from home.

5. All team members will travel to and from the game on the bus. Only in case of an emergency and after you bring a signed note from your parents or sign a Release for Travel Form will you be allowed to take some other form of transportation.

6. You must conduct yourself as a lady or gentlemen at all times. You represent Central Unified, the coaching staff, your family, and yourself. Do not do anything that will cause embarrassment for anyone.

7. All athletes are student athletes first and must maintain a 2.0 GPA to be eligible for competition. Any student athlete who has a grade of D or worse is subject to the coach's approval to continue their participation.

8. All athletes must ride the bus home after practice or be picked up before the buses departure time. If a parent is not there before departure time and the school was not contacted by the parent the athlete will be put on a bus to be taken home. **There is no adult supervision after buses leave.**

9. All athletes must be picked up with-in thirty minutes after a game. Failure to do so or breaking rule 8 will result in the following consequences:

- a. Coach will conference with parent for first offense.
- b. Athlete will not compete in next game for second offense.
- c. Athlete, parents, and coach will meet with AD to discuss removal from the team.

Parent Signature

Student Signature



Code of Ethics While Pursuing Victory with Honor



Co-Curricular activities are a vital part of our total school program. We exemplify the supreme standards of ethics and sportsmanship in addition to first-class character and lifelong skills. Students electing to participate in co-curricular activities assume certain responsibilities and obligations to their coach, team, school, and themselves. The school invests a lot of time, money, and personnel in an effort to provide a quality program for our students. Our major co-curricular programs have "participation contracts" stating what is expected of the participant. Students agree to the rules that follow upon joining an activity. In an effort to strengthen the relationship between the parent/guardian, school, coaches, and student athletes, each parent/guardian must read and sign also, in order to build a better working relationship with all parties.

1. **Eligibility:** The athlete must have and maintain a 2.0 GPA to try-out and/or participate in a co-curricular program. Any athlete falling below the 2.0 GPA will be put in a probationary status where they are eligible to play for one grading period while attending tutoring. If still below 2.0 after the probationary period the athlete is then ineligible until grades are brought above a 2.0. Athletes that are ineligible may practice with the team so long as they have a chance to become eligible before the season ends. Ineligible athletes are not allowed to attend games home or away.
2. **Attendance/Conduct:** The student must be in school the day of a performance for half the time or more unless verified by the attendance office i.e. field trip, conference, etc. Conduct while participating in a co-curricular activity is to be satisfactory as judged by the coach or administration. If any student quits or is discharged from a team without a release from the coach or athletic director, they may not join another team during that season.
3. **Equipment:** It is the students' responsibility to return and care for all equipment and uniforms issued to them. Any lost or damaged equipment will be paid before the student participates in another activity. Post season awards will be held until uniforms and equipment are returned.
4. **Code of Ethics:** The athletes are expected to participate in the activity in a positive manner. The parent/guardian needs to support the athlete, coaches, and officials in a positive manner. Each athlete/parent/guardian must adhere to the following:

Athlete/Parent/Guardian must display acceptable standards of behavior and citizenship at school and in the community.

Athlete/Parent/Guardian must cooperate in a mature, sportsmanlike manner in all events whether it is as a participant or spectator.

Athlete/Parent/Guardian must comply with the Board of Education policies, District Regulations, and the State Education Code.

Athlete/Parent/Guardian must comply with the rules and regulations established by the appropriate governing bodies of their activity.

The use of intoxicants, tobacco, drugs, or related substances, or the sale or possession of them will not be tolerated.

Athletes must not be a member of any outside club that participate in the same sport.

Athlete must carry an accident insurance policy (either their own or one available at the school).

Placed at all sporting events should be a sign that reads as follows:

"Welcome to (school name) and our contest today. Sportsmanship and citizenship are stressed here at (school). To that end, we ask that all student-athletes, the coaches, and our fans abide by the following rules during today's contest:"

Only positive reinforcement of your team is allowed (cheer them on!)

No profanity allowed!

Only players, coaches and referees are allowed by the benches

Failure to follow these rules at any co-curricular event will result in the removal of the athlete, coach, and/or parent/guardian by a school administrator/athletic director.

5. **Enforcement:** The athlete/parent/guardian must follow all rules set forth from the Code of Ethics. Each athlete/parent/guardian must adhere to the following:



Code of Ethics While Pursuing Victory with Honor 2



Athletes who fail to comply with the Code of Ethics will be declared ineligible to participate in school activities by the school administration.

Athletes may seek a hearing before an Appeal Review Panel consisting of the Athletic Director, Vice Principal and Principal. Parents/Guardians who fail to comply with the Code of Ethics will be asked to leave the event by the school administration/athletic director. Parents/Guardians who fail to comply with the Code of Ethics a second time will be asked to leave the event by the school administration/athletic director, and not be allowed to attend any future competition for the remainder of the school year.

6. **Penalties:** All athletes must adhere to the following: *Minor violations are those which do not require suspension from school*

Any student who commits a minor violation of the Code of Ethics shall be immediately suspended from all activities for a period ranging from one day to two weeks.

Any student, who is assigned RC for the entire day of a game, home or away, will not be allowed to attend the game.

Major violations defined as those result in suspension from school

Any student who commits a major violation of the Code of Ethics will be suspended from all activities for a period of not less than two weeks and not more than one calendar year beginning on the date of return. The penalty must be imposed by the school administration.

7. **Non-Privilege Work Back:** Non privilege begins when it is determined the student has committed a violation for non suspendable offenses or on the first day back to school on a suspendable offense. Non privilege is a minimum of 10 school days or 14 calendar days (the lesser of the two options). Non privilege excludes a student from all student activities and events on and off campus (ie-rallies, dances, games, practices, plays, etc). A student may be permitted to reduce up to half of this non privilege period if the student completes a work back plan. A work back plan is defined as two hours of campus or community service equaling one day of non privilege. This work must be supervised by an Administrator, Coach or Custodian and signed off on the official work back document. Once this plan is completed and turned into the Athletic Office, the student may participate in practice and games.

Students are eligible for the work back plan one time per school year. If another violation occurs after utilizing the work back plan, the student must serve the duration of the non privilege time. Upon coach's discretion, student may attend practice, but may NOT dress out or participate. The student is eligible for the work back plan the following school year.

8. **Sports Participation/Assumption of Risk/Quitting of a Sport:** The undersigned student/athlete and his/her parent/guardian understand and agree: (1) that the student must obey and comply with any and all rules, regulations and directions related to such participation; (2) that they are aware that athletic participation in sports requires physical fitness; (3) that said student/athlete possesses the required degree of physical fitness to participate; (4) that a risk of physical injury by participating in sports; (5) that by quitting a sport without a release from the coach or athletic director, they may not join another team that season.

Therefore, in consideration of the Central Unified School District allowing said student/athlete to participate in the sports programs, both the student and his/her parent/guardian agree to hold the district, the Board Members, officers agents and employees harmless for any and all liability related to an injury which the student/athlete may incur as a result of participation in this sports program. In this respect, both the student/athlete and the parent/guardian understand that a risk of injury exists and that by signing this form, they assume said risk and responsibility for any injury to the student/athlete.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR THE CODE OF ETHICS WHILE PURSUING VICTORY WITH HONOR IN THE ATHLETIC PROGRAMS AT CUSD SCHOOLS AND WITH THIS SIGNATURE, AGREE TO ALL OF THE PRECEDING.

(Please Print Student Name) (Sign Student Name) (Date)

(Please Print Parent Name) (Sign Parent Name) (Date)

*HIGH
SCHOOL
ATHLETICS*

2022 -
2023





Co-Curricular Clearance/Eligibility Packet

List Sports Interested In:

Name: _____ DOB _____
Please Print Clearly

Name of Last School Attended: _____

If student has attended any other school outside of Central Unified, he/she MUST complete a CIF application and turn in with packet

Central Unified School District

Students will not be allowed to try-out or participate unless the following have taken place.

1. Complete the online registration through our athletic website
2. Return this packet to the athletics office completed with an updated physical

Do not turn into Coaches or advisors

- CUSD Co-Curricular and Residence Eligibility
- CUSD Sports Physical Form
- CIF Code of Ethics
- CIF Ethics in Sports
- CUSD Pursuing Victory with Honor
- CUSD Athletic Ethical Conduct
- CIF Parent/Guardian Code of Ethical Conduct
- CUSD Field Trip Code of Conduct
- CUSD Student Excursion & Transportation Agreement
- CUSD Participation/ Website/ Emergency Information
- CIF Concussion Form
- CUSD Voluntary Drug Testing Program

I have read and verify that I understand and signed all the above documents online at <https://www.familyid.com/central-unified-school-district>

Parent Signature

Date

Student Signature

Date

Questions please contact the Athletics Office at 276-0280 Ext. 50136

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

PLEASE SIGN

Student Name: _____ School: _____ Grade: _____

Address: _____ Date of Birth: _____ Sex: _____

Phone Number: _____ Cell Number: _____

Parents or Guardian's Permission and Release

I hereby give my consent for the above named student to represent his or her school in competitive sports except those indicated on this form by examining physician. I also give my consent for the student to accompany the school team on any of its local or out-of-town trips. The Central Unified School District Board of Education has no responsibility to provide first aid at any of the games and the parent or guardian understands that the risk of injury is assumed by the student and parent when they sign this form. However, in the event physicians, physical therapists, physician's assistants, nurse, or other persons trained in the rendering of first aid are available, as volunteers or otherwise, and render aid to any student injured during the course of any such activities or travel, then the parents/guardians do hereby release and forever discharge such person and the Central Unified School District Board of Education from any liability arising out of any first aid or immediate treatment of injuries.

Health History: To be completed by the Parent/Guardian (Answer "Yes" or "No" Only)

	Yes	No		Yes	No
1. Chronic/Recurring Illness	_____	_____	20. Heart murmur/rhythm problem	_____	_____
2. Hospitalization or surgery	_____	_____	21. Physician limiting participation due to heart problems	_____	_____
3. Under care of physician	_____	_____	22. Problem with blood/anemia	_____	_____
4. Currently taking any medication	_____	_____	23. Problem with liver, spleen or kidneys	_____	_____
5. Organs missing/removed	_____	_____	24. Mononucleosis within last year (If yes, month/year _____)	_____	_____
6. Easily overheated	_____	_____	25. Hernia	_____	_____
7. Heat stress/exhaustion/stroke	_____	_____	26. Neck/back/spine injury or pain	_____	_____
8. Injuries under care of physician	_____	_____	27. Hand/wrist/arm injury or pain	_____	_____
9. Headaches	_____	_____	28. Knee/hip injury or pain	_____	_____
10. Head injury & loss of consciousness	_____	_____	29. Foot/ankle/leg injury or pain	_____	_____
11. Concussions (If yes, how many _____)	_____	_____	30. Sudden death of family member before age 50	_____	_____
12. Dizziness/fainting	_____	_____	31. Cancer	_____	_____
13. Seizures/epilepsy	_____	_____	32. Recent weight loss or gain	_____	_____
14. Diabetes	_____	_____	33. Immunizations current	_____	_____
15. Vision problems	_____	_____	34. Tetanus shot (If yes, what year _____)	_____	_____
16. Glasses/contacts	_____	_____	35. Ringworm	_____	_____
17. Asthma/wheezing/inhaler	_____	_____	36. High blood pressure	_____	_____
18. Allergies: pollen, stinging insects, food	_____	_____	37. (For females) Age at onset of period _____	_____	_____
19. Chest pain/dizziness with exercise	_____	_____	38. (For females) Period regular or irregular	_____	_____

Please describe any "YES" answers or list anything not mentioned: _____

An athletic physical arranged by the school district is not a complete physical examination. It is a screening to detect obvious impairments that might affect the student's safety in sports participation. This evaluation should not be used as a substitute for regular health maintenance examinations with your personal physician.

Verified by: **PARENT/GUARDIAN SIGNATURE** _____ Date: _____

PHYSICAL SCREENING

HT _____ WT _____ BP _____ Eyes _____ Pulse (resting) _____ (after exercise) _____

General _____ Chest _____ Heart _____ Abdomen _____

GU/Hernia _____ Neck/Back _____ Extremities _____

Limitations: Yes _____ No _____ (If "yes" list limitations in the comments area below)

Comments: _____

I verify that _____ has been examined by me on _____
(Student's Name) (Date)

To the best of my knowledge, the above named student is physically able to participate in interscholastic athletics.

Physician/Practitioner Name (please print or type) _____

Physician/Practitioner Signature _____

CIF CODE OF EHTICS – It is the duty of all concerned with Central Unified School Athletics: (ATHLETES, PARENTS, FANS, COACHES, & STAFF)

1. To display acceptable standards of behavior and citizenship at school and in the community.
2. To cooperate in a mature, sportsmanlike manner in all events whether it be as a participant or spectator.
3. To show respect for other participants, supervisors, coaches, and officials
4. To comply with the Board of Education policies, District Regulations, and the State Education Code.
5. To comply with the rules and regulations established by the appropriate governing bodies of their activity.
6. To eliminate all possibilities which tend to destroy the best values of the game.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgement by the players on a team.
9. To recognize that the purpose of athletics to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To understand that the use of intoxicants, tobacco, drugs, or substances for sale or possession of them will not be tolerated.
11. To understand that the use of Steroids or Dietary Supplements will nt be tolerated. If parent suspects the use of either substance they may refer to www.drugfreesport.com/choices/ or www.consumerreports.org also the Athletic Department has a CD available for viewing. The Athletic Director or Counselors are available for information.
12. Athlete must not be a member of any outside club that participates in the same sport in the same season.
13. Athlete must carry an accident insurance policy (either their own or one available at the school).
14. Athlete must maintain a grade point average of 2.0 and be passing 20 credits.
15. All concerned must remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan or nation.

Information regarding CIF violations/penalties in regards to player/coach ejection from athletic contests is available upon request for the Athletic Office.

Appeals Procedure – First and Second Ejection: Unless otherwise specified, an appeal of an ineligibility of a player or coach because of ejection from a game or event, may be made, in writing, to the player or coach’s site administrator. The site administrator or his/her designee’s decision on his/her athlete or coach shall be final and shall be conveyed to the site administrator of the school(s) involved, to the president of the league(s) involved and the CIF Area and Section Commissioner.

The CIF State Constitution, Article 5, section 522 states: Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student’s eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event. A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State CIF Commissioner.

ENFORCEMENT

1. Athletes who fail to comply with the Code of Ethics will be declared ineligible to participate in school activities by the school administration. Parents/Fans who fail to comply with the above Code of Ethics will be banned from one game to the entire season. The Administration has the right to enforce any penalties deemed necessary to provide a safe and consistent environment for Central Unified School District student/athletes.
2. Students/Parents/Fans may seek a hearing before and Appeal Review Panel consisting of the Athletic Director, Vice Principal and Principal.

PENALTIES

Minor: Violations are those which do not require suspension from school.

1. Any student who commits a minor violation of the Code of Ethics shall be immediately suspended from all activities for a period ranging from one day to two weeks.

Major: Violations defined as those which result in suspension from school.

1. Students who commit a major violation of the Code of Ethics will be suspended from all activities for a period of not less than two weeks and not more than one calendar year, beginning on the date of return. This penalty must be imposed by the school administration.

The Administration reserves the right to prohibit a student from participation in other school activities as is deemed appropriate. Code of Ethics violations which occur when a student is not under the supervision of the school may be considered for penalties.

SPORTS PARTICIPATION/ASSUMPTION OF RISK/QUITTING OF A SPORT

The undersigned student/athlete and his/her parent/legal guardian understand and agree: (1) that the student must obey and comply with any and all rules, regulations and directions related to such participate; (2) that they are aware that athletic participation in sport requires physical fitness; (3) that said student/athlete possesses the required degree of physical fitness to participate; (4) that a risk of physical injury is involved by participating in sports; (5) that by quitting a sport after the first 30% of the season, the athlete will not be allowed to participate in another sport until the previous sport has finished, and it is the coach of the sport’s prerogative, to allow or disallow the student’s participation of the following year in the sport he/she quit.

Therefore, in consideration of the Central Unified School District allowing said student/athlete to participate in the sports programs, both the student and his/her parent/legal guardian agree to hold the district, its Board Members, officers, agents and employees harmless from any and all liability related to an injury which the student/athlete may incur as a result of participation in this sports program.

In this respect, both the student/athlete and the parent/legal guardian understand that a risk of injury exists and that by signing this form, they assume said risk and responsibility for any injury to the student/athlete.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR A PARTICIPATION IN THE ATHLETIC PROGRAM AT CENTRAL UNIFIED SCHOOLS AND WITH THIS SIGNATURE, AGREE TO ALL OF THE PRECEDING.

REQUIRED SIGNATURES BELOW

Athlete _____ **Parent/Legal Guardian** _____

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

**MUST COMPLETE TO
FINISH PLAYER
CLEARANCE**



FamilyID™

ONLINE REGISTRATION

Please follow the steps

1. Go to FAMILYID.COM
2. Click on “create account” for new users or “login” for returning users.
3. When creating a new account, complete the “account owner sign up” and click CREATE ACCOUNT.
4. Go to email used for registration and click the link to activate account.
Returning users can login with email and password used for past registration.
5. Type in “Central High” and click FIND and scroll down to the Central High School logo.
6. Click on “Central High School Athletics (current school year) Athletic Registration”.
7. Scroll down and answer corresponding questions as it applies to you.
8. When complete, click SAVE AND CONTINUE.
9. Click SUBMIT REGISTRATION located on the right side of screen (registration is not yet submitted until the SUBMIT REGISTRATION button is clicked).
10. Check email to confirm registration was completed.



Simple online registration
for all your programs and activities

FIND A PROGRAM

REQUEST A DEMO

Practice Time Allowance

506 PRACTICE ALLOWANCE

For the benefit of the physical and mental health of our student-athletes, all practices (as defined herein) under the auspices of the high school athletic program during the season of sport shall be conducted under the following conditions (See also Bylaw 310):

1. All teams will be allowed no more than eighteen (18) hours of practice time per week and no more than four (4) hours in any single day.
 - a. Multiple practice sessions:
 - i. Double day practices shall not be held on consecutive days.
 - ii. Must include minimum of three hours rest between practices.
 - b. Golf Only:
 - i. In the sport of golf only, a team is allowed a maximum of two days per week of 18-hole practice rounds. (Counts as four hours)
2. Any competition day would count as three (3) hours toward the allowable weekly and daily hours no matter the length of the contest(s).
 - No practice may be held following the conclusion of any contest.
3. Definition of practice:
 - a. Any school or team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport; AND/OR
 - b. Any school team or individual activity that includes skill drills, game situation drills, inter-squad scrimmages or games, Weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings) that are implicitly/explicitly required by the coach; AND/OR
 - c. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport (private, small group or positional instruction, etc.) AND/OR
 - d. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the high school athletic program, team, or school; AND
 - e. Outside organization activity (club, etc.), shall not be used to circumvent these bylaws.
4. Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal. Activities that would be included herein are exclusive to any activity already covered in number 3. a. - e. above.
5. This bylaw shall not supersede any School/District/Section policies that may be more restrictive.
6. Penalties: Following the determination of a violation of CIF Bylaw 506, a loss of practice day(s) and/or other sanctions, for each practice session infraction, shall be imposed by the Section as deemed appropriate to the level, extent, and duration of the infraction(s).

Frequently Asked Questions - (FAQ's will continue to be revised as needed and appropriate to assist schools in understanding the implementation of the Bylaw.)

QUESTION: *Our football coach conducts a one-hour (1) before school weight lifting activity in the weight room for football players. Does this count in the three-hours per school day practice limitation?*

ANSWER:

Before school activities that are NOT part of the curricular day are subject to the practice limitations. If the activity is organized and/or directed and/or supervised by any of the football coaching staff and only open to football players then YES it is considered to be practice and counted in the daily limit.

QUESTION: *Our football coach conducts a one-hour (1) before school zero period weight lifting activity in the weight room for football players. Does this count in the daily practice limitation?*

If Zero period IS considered part of the curricular day then it does not count against the practice duration limitations.

QUESTION: *We have a one-hour (1) before school; (2) zero period; general weight lifting activity in the weight room, advertised to all the athletes in the school who wish to participate. The football coach supervises this activity. While it is advertised to everyone in the school, it is primarily utilized by the football players. Does this count as practice activity in the daily practice duration limitation?*

ANSWER:

(1) Before school is not part of the curricular day so activities during this time are subject to practice duration limitations. However, if the activity is a non-sport specific strength program, open to all athletes, it would be considered general conditioning and would not count as part of the practice duration limitations. As long as the school has done their best to advertise and make it open to everyone, and it is not a non-football hostile environment, or is not located in an area where female or other sport athletes do not have access (i.e. access only through the boys locker room), regardless of who attends or who is supervising, the activity would not be considered practice and would not, therefore, count in the daily practice limitation.

(2) If Zero period IS considered part of the curricular day then it does not count against the practice duration limitations.

QUESTION: *A (1) Volleyball or Football; (2) Cross Country; Coach tells their team members "just go for an hour run" as a team (or as individuals) and then meet back in the gym to begin practice. Does that hour of just running count towards the practice duration limitation for that day?*

ANSWER:

Yes. This activity done as a team or as an individual and has been implicitly/explicitly required by the coach; directed and/or organized and/or supervised by the coach would count towards the daily practice duration limitations.

QUESTION: *A Basketball coach tells their team members that they are required to run a minimum number of miles each week on their own for conditioning. Does this count towards the practice duration limitations for any given day?*

ANSWER: Yes, this would be considered an activity under 3.b and 3.d above because it was required and or implied by the coach for his/her basketball team members to participate. If it was not implicitly or explicitly required by the Coach it would not count towards practice duration limitations.

QUESTION: *The Water Polo Coach establishes a swimming conditioning session (1) before practice each day (2) in the morning before school; (3) during zero period. Does this count towards the practice duration limitations for that day?*

ANSWER:

(1) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitations.

(2) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitation.

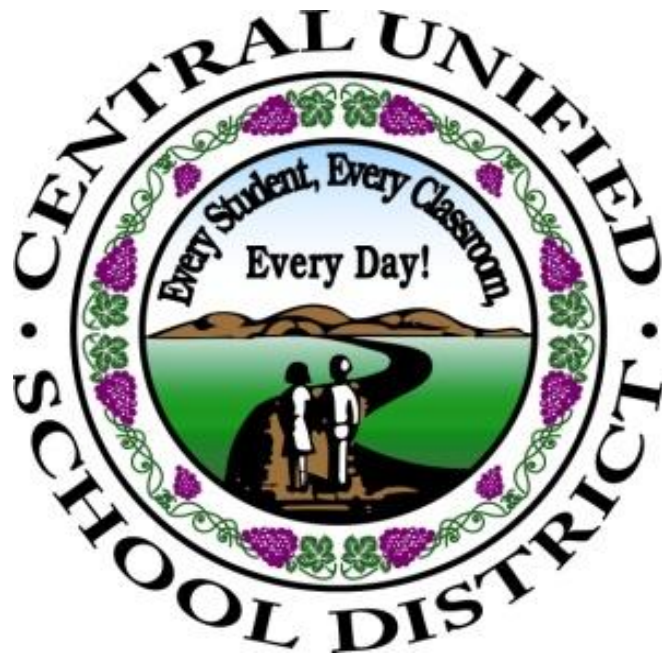
(3) If Zero period is considered part of the curricular day it does not count against the practice duration limitations.

QUESTION: *A student plays volleyball in the fall and basketball in the winter. During the overlap time of those two seasons is a student allowed to practice for four hours per day for volleyball and then another four hours per day for basketball, for a total of eight hours of practice on any given day?*

ANSWER: No. During any season overlap period for any student-athlete, that student-athlete is still limited to a total practice time for both sports not to exceed the daily practice duration limitation (4 hours max per day and only 18 hours per week).

*ATHLETIC
PROGRAM
MANAGEMENT*

2022 -
2023





PRE-SEASON REMINDERS

TRYOUTS / PRE-SEASON PARENT MEETING

Tryouts

Tryout information must be posted on team site and the athletic department notified 2 weeks prior to event.

All athletes must be cleared by the athletic office. Each player must have a co-curricular packet and physical on file before they are allowed to tryout.

There is a 48 hour lead time on Co-Curricular packets.

It is your responsibility to ensure that the final cut list is posted. You may post it on your website and make sure you are available to answer any questions. Do not post any names of students who were cut.

No player will be allowed to practice or have contact until they have been admitted into school. Any student or parent requesting information should be immediately sent to the athletics office and we will direct them to our registrar.

Submit a complete Roster to the Athletics office prior to 1st week of practice.

All coaches must be cleared by the District before they are allowed to be around athletes.

All schedules and dates must be put in the bulletin and sent to athletics for posting on the website.

Parent Meeting

Cover all team rules and have parents sign off that they have received them and understand the consequences of them.

Be sure to make clear the academic expectations and the consequences of probation and eventual removal due to grades

Cover your coaching philosophy for the following:

- Off season training
- Fundraising
- Weight training
- Summer practice and workouts
- Hand out schedule and inform parents of all tournaments and games
- Be sure to communicate clearly any changes that may arise
- Give out any directions to game sites if needed Transcript release

In order to release an athlete's transcript to a college recruiter we must have a signed release form on file in the registrar office. (see Form 5)

Have parents sign any permission slips and pursuing victory with honor for your records. (see Form 7)



PRE-SEASON REMINDERS



Facility Use Requests (FUR)s (see Form 8 - 9)

All Facility requests are the responsibility of the Head Coach.

All requests will be done through the Athletic Secretary in the office and DO.

You must have a facility use request in order to use any field court or weight room on any campus in the district.

This includes all weekend practices and any camps that may occur in the summer.

If you do not have a FUR, you will be subject to being bumped by other teams or maintenance personnel. You are responsible for working with the district to avoid maintenance charges.

Outside normal hours will be charged.

All requests must be done 2 weeks in advance.

All summer requests must be done within the first week of graduation through the athletics office.

Equipment

All equipment will be stored with in the equipment room. Any equipment kept outside of that room is the coach's responsibility. The equipment manager will prepare any items necessary for your practice. 48 hour notice should be given for any requests.

- No students or athletes should be in the equipment room without a coach present. Any students in unsupervised areas create very serious safety hazards. You are responsible for your players at all times inside the building.
- No keys should be given to any players to enter the room. If a player is found without a coach the keys will be confiscated and you will have to get them back from the Athletic Director or Vice Principal.
- No doors should be propped open for any reason.
- No players should be in equipment room.
- All lockers in the equipment room are to be latched and secured with a padlock in your designated area.
- No food should be left in the equipment room.

Training Room

- You must establish communication between the trainer and yourselves.
- There will be a training class set up 7th and 8th period with student trainers.
- No water can be used from the irrigation systems it is non-potable.
- Trainer has final authorization in regards to student athlete participation and weather concerns.
- The trainer may restart practices as they see fit.
- Any athlete receiving a concussion must be cleared by a doctor and return with the district/ CIF concussion form filled out by his/her doctor.



PRE-SEASON REMINDERS

Locker Room Supervision

You are responsible for supervising your players as they change or prepare for class or practice. A coach must be present to open the locker room and sweep it once the players have all left. Once the last player is out you will secure the locker room for the next coach.

Do not open the locker room for other athletes unless agreed upon by the coaches. Do not give players keys to enter the locker room. If they are found with keys they will be confiscated by any adult in the area. You will then need to get them back from the VP's.

Locker Room and Field Supervision

You must have a coach supervising your players before and after practice.

- You must open the locker room for your players and clear out the locker room once your team has finished dressing for practice.
- Make a sweep and secure all locker room doors prior to going out to practice.

Supervision and teacher meetings

- In season head coaches are allowed to miss site professional development. If they have district professional development that conflicts with the start of practice, they are required to attend to its conclusion. If no assistants are available the head coach may be released for supervision.
- If the professional development conflicts with a game they must notify the person in charge to be released.
- Assistant must always attend unless cleared by the principal.
- Any coaches who misses is expected to meet with the principal to get updated on missed information.

Any athlete removed from practice is still under your supervision. Do not kick players out of practice and leave them unsupervised.

Academic Probation

Any athlete that has been placed on academic probation must attend study hall a minimum of 2 hours per week. This will be in place of practice and the coach will keep attendance records for the athletic department.



PRE-SEASON REMINDERS

Practice Plans

- Have a practice plan prepared. (Daily, weekly, monthly, seasonally)
- Communicate with equipment manager and trainer about needs.
 - Balls/ equipment, water set-up,
 - Training cut-off times and treatment procedures
- Use proper language with players and abide by the coaching code of ethics. Profanity will not be tolerated.
- Be aware of the players using the late bus and its departure times.
- Be aware of picture days and distribute photo packets with at least one week in advance.
- Keep yellow cards with you at all times. Medical staff will want to see them in an emergency.
- Have a plan for athletes on academic probation.
- Do not have them sitting outside or not engaged in practice or work. All athletes must be supervised at all times.
- Notify the athletic department if you plan to cancel any practice.
- Notify athletic department about any event over winter or spring break.

Snack Bar

- Director of Food Services or the district may audit you at any time. They reserve the right to shut you down following a failed review.
- Any group using the snack bar at the high school must have a food service certificate on file with our food service department. The person named on the certificate must be present at the snack bar at all times.
- Student may not handle money at any time. There must be an adult in the snack bar at all times.
- All funds should be counted and signed off by two people immediately following the event.
- Inventory must be done prior to each event.
- All snack bars must be cleaned and food must be taken out immediately following the event.
- You will need to sign in and out on the clipboard so that we can track every group who uses our facility.
- If the snack bar is not cleaned you will be charged \$100 cleaning fee.
- All snack bar revenue must be deposited into your ASB account unless your booster club has a 501C3 tax id.
- Any group using Koligian stadium snack bar must have a food service worker with them at all times.



FOOD SERVICES



Food Preparation / Service

- Your main focus during food preparation is to maintain food safety. (REMEMBER DANGER ZONE 41°-135°) Thermometers will also need to be provided by the Child Nutrition Department.
- Take temperatures of all potentially hazardous foods (chili (165°), nacho cheese (140°) hot dogs (165°) hamburgers (165°) tri tip (155°)
- Record temperatures for cooking bringing all items up to temp.
- Record holding (135°+) temperatures.
- Record serving temperatures. (135°+)
- Keep a log of all times and temperatures.
- Keep food preparation and serving areas clean.
- Check Ice in dispensers occasionally, keep condiments stocked.
- Cashier should not touch or serve unwrapped food.
- Server should have gloves on all the time of serving, but need to change gloves when changing job duties.
- Food preparer should have a hair net on.

End of Service Procedures

- Dishes: Wash, rinse, sanitize and air dry.
- Take nozzles off of the Pepsi machine – twist off, soak and clean them, sanitize and put them back on.
- Clean the popcorn popper: Clean inside and outside bin, remove all left over popcorn (wipe down with a paper towel to remove grease and wipe down with wet sanitized towel).
- Clean the nacho chip dispenser: Clean inside and outside, remove all left over food (wipe down with a paper towel to remove grease and wipe down with wet sanitized towel).
- Make sure the warmers are empty of all food. Clean and wipe the drawers down on the inside and out – MAKE SURE THEY ARE TURNED OFF.
- Wipe down all the food preparation and service areas clean of food and debris
- Counters
- Sinks
- Refrigerators
- Freezer
- Fronts of all warmers
- Sweep up and mop floors - *custodian does this most of the time.
- MAKE SURE NO LEFT OVER FOOD IS BEING STORED IN THE REFRIGERATOR OR FREEZER.
- FOOD PREPARED IN PRIVATE HOMES MAY NOT BE SERVED-NO EXCEPTIONS!!



GAME MANAGEMENT

Organization

- Only head coaches will be provided subs.
- Assistants must arrange with department to get their own coverage.
- Take medical cards (yellow cards) with you.
- Balls, uniforms and equipment preparation.
- Always have up to date rosters available.
- Review all expectations concerning behavior at all home and away games.
- Game conduct, bus expectations, enforce school dress code
- All athletes on the sideline are expected to be in team dress. Sweats and street clothes are not appropriate.
- Any athlete out of dress code will be asked to sit in the stands.
- All music must be cleared by the activities director before being played for the public. It is your responsibility to make sure it is turned in a week in advance.
- Understand the sound system set-up
- Water – be sure to communicate with the equipment manager for home and away
- Cups, towels etc
- Make sure to work with the trainer to ensure both teams can be taped.
- It is the coach's job to secure game workers.
- Recruit announcer and provide them with a script that will be read from.
- You may obtain this from the AD
- Bookkeepers / chain gang/ clock personnel, etc
- Snack bar workers
- Cash boxes for any of your fundraisers.
- All athletes must shake hands after the game. Repeat offenses will be ineligible for any post season awards and may be suspended.
- All athletes must stand for the National Anthem and take off all headwear.
- Directions to away games and information on where to be dropped off and locker room location.
- Be sure to get bus drivers number in order to contact them following the game.

Pass List (see F15)

- No season passes or game tickets will be sold by coaches. Any season passes that are sold will be billed back to the program for all the home games.
- You must use the form provided by the AD. Anyone not on the list must pay to obtain entry.
- You must list individual names. There will be no listing of families each member must be listed individually.
- Coaches children will be admitted free with the spouse on the list.
- All directors of sport will be allowed to have 6 personal guests per event.
- All assistant coaches will be allowed to have 2 guests.



GAME MANAGEMENT

Supervision

- Players must be supervised at all times.
- Do not leave players unsupervised in Central locker rooms or at opponent's school.
- A Central Unified cleared coach must ride the bus with athletes at all times.
- It is only permissible for a player to drive only themselves if we have a signed district transportation form on file in athletics.
- Any player traveling home with a parent must sign off on the district provided transportation release list.
- You must keep this list in case any problems arise.
- Do not leave until all players have been picked up by their guardian.
- You are responsible for any athlete that has been asked to leave practice or a game situation. If they are sent to a locker room a coach must supervise them. They are not to be left unsupervised during the practice period.

Senior Night

- It is your responsibility to organize your senior night. It will be held prior to the final home game of the season.
- A list of your seniors must be turned in to the activities office at least one week in advance. ASB will supply flowers, balloons and posters. You are not limited to these items and may make it as elaborate as you are willing to pay for. Gather information about each senior that you would like the announcer use to introduce them. You need to inform parent on time of arrival. Inform your opponent for that week so that they may be aware of any time changes. Be sure to keep it timely and completed prior to start time.

Media

Promote your team:

- Contact The Bee with scores and updates. Be sure to communicate to the school newspaper and CTV in order to get your athletes exposure. Whenever a coach is interviewed regarding a game, they are to keep the conversation positive and team specific. Comments about individual players outside of a positive reference are prohibited.



GAME MANAGEMENT

Banquet

Please keep in mind that your banquet is the final impression you will leave on the community.

Be sure to send home a flier or post your banquet date and time on our internet site. It is courteous to let parents know at least two weeks in advance.

All coaches are expected to have an end of the year banquet.

You will be given \$100 by the athletic office to purchase awards.

- Each team will be allotted 5 awards.
- Anything else will be paid for by the team boosters or ASB account.
- Be sure to submit your awards to the athletic office at least one week before your awards banquet.
- Any coach who fails to do so will be responsible for picking the awards up themselves. (Clovis)

Athlete recognition

- Freshmen will receive a certificate.
- J.V. will receive a J.V. letter for their first sport they complete.
- If you have received a J.V. letter in another sport you will get a certificate.
- Varsity players will receive a Varsity letter upon completion of the season.
- If you have received a Varsity letter in another sport you will get a certificate.
- All athletes will get an emblem representing their sport.

Any Freshmen or J.V. Athlete that is called up for the playoffs will not receive a Varsity Letter.

End of year review

Please provide a copy of overall record and any awards that were earned by your teams to the athletic director.

Complete post season review with Daren Pittman.

Have exit interviews with players and parents.

Review strengths, weaknesses, and opportunities for improvement next year.

Playoff criteria - CIF ByLaw 3401.B - Playoff Qualifications

To be eligible for the playoffs your team must meet a minimum of 30% winning percentage.



GAME MANAGEMENT

Playoff criteria

To be eligible for the playoffs your team must meet a minimum of one of the following:

- .500 or better overall record
- .500 or better conference record
- .700 or better non conference record
- third place or better in league
- coaches may submit a request to Principal for approval on extenuating circumstances

Crab Feed

Find out the date and collect tickets for sale.

You will receive tables based on the amount of tickets that you sell for your programs.

Pre and Post Season Evaluations

Have the following information ready for your meeting.

- Overall record
- League record
- Significant statistics
- Coaches evaluations
- Player awards and recognition

*CIF
TRANSFER
ELIGIBILITY
POLICY*

2022 -
2023





Transfer Eligibility

1. Please follow the steps while completing the form. Each step is labeled with a number. Fill in students name, date of birth and current year in school. If it is summer please list the year he/she will be entering.
2. List your current address. Is this a Central Unified Address? If not, be sure to notify the Athletic Director.
3. List the address that you moved from. If you are checking FULL FAMILY MOVE you must make sure that parents and children will be moving into the new school district. All family members must vacate the property.
4. List the previous school and new school attending
5. List the first and final date of attendance at your previous school. List the first day the athlete will attend school at the new school.
6. List any other High Schools and dates attended. List the first date that you attended any practice at your old school for this school year. If you didn't attend a practice this school year put down NA (not applicable).
7. Below are the transfer possibilities that are available to all athletes. We have attached a brief description to allow you to choose which one fits you and your athlete best.

A. SIT OUT PERIOD: The CIF has passed a sit-out period which allows athletes to transfer one time without moving. Students will become eligible on the dates specified below assuming they have enrolled and attended the first day of school and are not applying for a hardship. A student may practice with their school team during the Sit Out Period. There are no appeals under the Sit Out Period. The only question that can be raised is if the Section office has interpreted the documents correctly under one of the hardship exceptions. A student that transfers after the date of a schools first game will have their eligibility date determined by the Section office so their Sit Out Period is the same duration.

A student transferring for the second time will only be approved for a hardship if they qualify under one of the hardship exceptions. The Sit Out Period will not be an option for a student transferring a second time



Transfer Eligibility

B. NO SPORTS WITHIN 12 MONTHS: Check this box if your athlete has not been in trouble in their last school and has not played any sports within the last 12 months. You will be immediately eligible under this option

C. TRANSFER LIMITED ELIGIBILITY: Check this box if you would like your athlete to compete immediately at the frosh-soph level without any Sit Out Period. A student choosing this option will not be eligible to compete at the varsity level, including post-season competition, in that sport for the remainder of the school year.

D. HARDSHIP: Under the new rules hardships have been tightened up, and each exception must be well documented. Financial, medical and family hardships have been removed. Here are the allowable hardships. Keep in mind that a hardship denial means that you cannot use the Sit Out Period.

i. Court Ordered transfer – Speaks for itself

ii. Children of Divorced Parents – only applies to immediate divorces not divorces in the past; only applies to NEW custody agreements issued by the court, not former custody agreements. Must include the custody change document. Parent separation does not meet the criteria.

iii. Individual student safety – Only applies when there is documentation from the former school or a police report of a specific safety incident in which the student was directly involved

iv. Individual Student Safety Incident: only applies when there is documentation from the former school or a police report of a specific safety incident in which the student was directly involved and which caused the need for the transfer.

v. Discontinued Program – If a school no longer fields a sport or program in question.

vi. Foster Children – Will need a statement from an agency placing a child in the new school.

vii. Board of education Ruling – This exception deals with a boundary change within a district.

viii. Military Service – Please Contact the CIF

ix. Return to Previous school

E. FOREIGN EXCHANGE: Check this box if the program is approved by the CIF and list the attendance area of the host family.

F. FOREIGN EXCHANGE: Check this box if the program is not approved by the CIF.

8. Mark all the boxes that apply to any sports participated in the last 12 months before your transfer.



Transfer Eligibility



9. The former Athletic Director will sign off to verify that you did play the sports checked.
10. A student must have been eligible at their previous school with appropriate grades and no discipline issues in order to be given a hardship exception or a SOP ruling. Student who were not academically eligible at their previous school will not be given a ruling until they have attended the new school for one grading period and the Section office is forwarded documentation to prove that they are academically eligible at the new school.
11. Parent and student signature to release information

BACKSIDE OF THE FORM

Do not fill out the top box. It will be done by your previous school.

510 PRE ENROLLMENT CONTACT:

Section 1: SIGN IF TRUE:

By signing in this area you are stating that you have not had any prior contact with parent, coaches or booster club members of Central High School. Keep in mind that Club and AAU is considered prior contact.

Section 2: SIGN IF EITHER #1 ABOVE IS **NOT** TRUE

By signing here you are not admitting guilt just stating that there may have been some prior contact. This does not mean that you will be found ineligible it merely gives you a chance to explain what contact occurred and let the CIF know up front. If you attempt to hide information it is highly likely that the previous school will bring it up when they are asked to sign their portion of the Eligibility form. Please attach a letter explaining which of the above statements are in question.

The Bottom portion will be filled out by Central and sent to your previous school for verification. Once it has been verified and signed by your previous school it will be sent to the Central Section office where they will make a ruling.



State CIF Appeals Office
 1256 Lathrop Road, # 101
 Manteca, CA 95336
 Ph: 209-471-3270 Fax 209-824-7980

DATE OF SECTION DECISION _____
 DATE RECEIVED _____
 DATE REVIEWED _____
 FEE WAIVED _____
 DATE RETURNED _____
 HEARING DATE SET _____
 HEARING NOTICE _____
 DOCUMENTS DUE _____

FOR STATE APPEALS OFFICE USE ONLY

REQUEST FOR APPEAL OF SECTION DECISION
ON TRANSFER ELIGIBILITY

Please refer to Parent Handbook-II at www.cifstate.org for information regarding the appeal process.

**THIS FORM IS TO BE COMPLETED WITH THE ASSISTANCE OF THE
 CURRENT SCHOOL ADMINISTRATION.**

**NO FAX OR E-MAIL REQUEST FORMS ACCEPTED.
 REQUEST FORMS MUST BE SUBMITTED ON TIME, NON-REFUNDABLE
 ADMINISTRATIVE FEE MUST BE SUBMITTED WITH THIS REQUEST FORM.**

1.0 To Timely Process This Appeal Request All of the Following Information Is Required:

CIF Section: _____

Non-refundable Administrative Fee of \$150 included: [yes] [no] [exempt]

**Cashier's Check or Money Order
 Only. Payable to State CIF.**

Name of current school site administrator assisting in the completion of this form:

 PRINT NAME TITLE

 SIGNATURE DATE

Name of student on whose behalf appeal is filed _____

Name of person(s)/entity _____
 filing this appeal (Appellant)

Address: _____

 CITY ZIP

Telephone: _____

Email: _____

Student's current school and district:

_____ **SCHOOL**

_____ **SCHOOL DISTRICT**

Student's current principal

Current principal's email

Current school address:

Current school telephone:

Current school fax number:

Student's previous school and district:

_____ **SCHOOL**

_____ **SCHOOL DISTRICT**

Principal at previous school:

Previous principal's email:

Previous school address:

School telephone:

School fax number

League and/or conference in which student will compete:

League: _____

Conference: _____

League and/or conference in which student previously competed:

League: _____

Conference: _____

2.0 Basis for Appeal of Decision (check all that apply) - Required:

Facts discovered subsequent to Commissioner's decision that could not have been reasonably discovered before decision; (New documents, material and information should be submitted with this application)

Procedural violations (e.g., no notice, missed deadlines, etc.);

Misapplication of facts to bylaw (e.g., not all facts considered, facts misstated, disputed facts, etc.)

Decision based on inappropriate bylaw (e.g., another bylaw applies)

Other, explanation required.

Briefly explain the basis of the appeal (attached separate sheet if additional space is needed):

3.0 The Following Additional Information Is Required:

1. A copy of the Section Commissioner's written decision is attached to this application. initial ____
2. All new information, paperwork and documentation to be submitted for consideration have been submitted with this request. [yes] [no] initial ____
3. Appellant requests a: (**MARK ONE BELOW** - See Parent Handbook-II)
____ Single hearing officer or ____ 3-member panel. initial ____
4. Appellant qualifies for and receives a free or reduced lunch at school. A copy of the approved application or student lunch card is attached to this appeal application. [yes] [no] initial ____

Please DO NOT STAPLE PAPERWORK

4.0 Required Certification

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct; that the supporting documents attached are true and correct copies of the original documents; and acknowledge that the Appeals Panel decision is final.

Appellant's Signature date

Appellant's Signature date

SAMPLE FORM 207/510 - REQUEST FROM YOUR NEW SCHOOL - FORMS ARE SECTION SPECIFIC



APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see "Understanding Transfer Eligibility for Parents' Handbook at www.cifstate.org

SUBMIT ORIGINAL TO: Section Office DO NOT FAX!

NOTE: SUBMIT ONLY THE ORIGINAL DOCUMENT. ALLOW 20 BUSINESS DAYS FOR INVESTIGATION AND REVIEW. AT THE TIME OF FILING THIS DOCUMENT, SUBMIT ALL KNOWN FACTS AND/OR DOCUMENTS. ADDITIONAL FACTS SUBMITTED LATE MAY NOT BE CONSIDERED BY THE COMMISSIONER.

Circle one: 9 10 11 12
(yr in school)

1. STUDENT'S NAME _____ DATE OF BIRTH ___/___/___

2. CURRENT ADDRESS _____ PHONE (____) _____
(city) (zip) (area code)

3. FORMER ADDRESS _____
(city) (zip)

4. TRANSFER FROM _____ HIGH SCHOOL TO _____ HIGH SCHOOL
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM ___/___/___ TO ___/___/___ Began attending NEW school on: ___/___/___
(high school enrollment only) (month/day/year) (month/day/year)

6. LIST ALL HIGH SCHOOLS & DATES ATTENDED: _____

7. APPLICATION MADE UNDER THE FOLLOWING: (Please check next to the one for which you are applying:)

- I am applying for **UNLIMITED ELIGIBILITY** in accordance with 207.B.3.a as I **DID NOT PARTICIPATE IN ANY SPORTS** the last twelve (12) months.
- I am applying for **LIMITED ELIGIBILITY** in accordance with 207.B.5.a in the sports that I played in the last twelve (12) months.
- I am applying for **VARSITY "SIT OUT PERIOD"** in accordance with 207.B.5.b in the sports that I played in the last twelve (12) months.
- I am applying for a **"HARDSHIP EXCEPTION"** as accordance with 207.B.5.c. Documentation must include court, police or school records.
- APPLICATION FOR TRANSFER IN A CIF-APPROVED FOREIGN EXCHANGE PROGRAM: _____
(name of program-CIF Bylaw 208)
- Name of Public High School in which attendance area the host family resides _____
- Application for transfer from a foreign country not in a CIF-approved exchange program under Bylaw 207.B.(4).

8. PLACE A CHECK MARK IN FRONT OF EACH SPORT YOU PARTICIPATED IN AN INTERSCHOLASTIC SPORT CONTEST AT ANY LEVEL IN DURING THE 12 MONTHS PRECEDING THE TRANSFER TO YOUR PREVIOUS SCHOOL:

This includes all scrimmages, practice games, pre-season home league games, play-off games etc! ANY contest of ANY kind

<input type="checkbox"/>	BADMINTON	<input type="checkbox"/>	BASEBALL	<input type="checkbox"/>	BASKETBALL	<input type="checkbox"/>	CROSS COUNTRY	<input type="checkbox"/>	FIELD HOCKEY	<input type="checkbox"/>	FOOTBALL
<input type="checkbox"/>	GOLF	<input type="checkbox"/>	GYMNASTICS	<input type="checkbox"/>	LACROSSE	<input type="checkbox"/>	SKIING	<input type="checkbox"/>	SOCCER	<input type="checkbox"/>	SOFTBALL
<input type="checkbox"/>	SWIMMING	<input type="checkbox"/>	TENNIS	<input type="checkbox"/>	TRACK	<input type="checkbox"/>	VOLLEYBALL	<input type="checkbox"/>	WATER POLO	<input type="checkbox"/>	WRESTLING

I DID NOT PLAY SPORTS AT ANY LEVEL AT ANY SCHOOL IN THE LAST 12 MONTHS

9. FORMER SCHOOL ATHLETIC DIRECTOR'S SIGNATURE AFFIRMING THE ABOVE: _____

10. STUDENT'S GPA IN THE LAST GRADING PERIOD AT THE PREVIOUS SCHOOL _____ . _____ GPA

11. CERTIFICATION OF APPLICATION: By filing this application for interscholastic athletic eligibility, I specifically authorize any and all of this student's former and current/new high schools to release all records regarding this student and to disclose to the CIF Section ("CIF") representative any information or documentation needed or requested by the "CIF" in making this eligibility determination. I authorize the "CIF" to use that information in making its decision. I understand that the "CIF" may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from this student's former or current/new high schools. I am authorized to make this request. I affirm that all of the above statements are true to the best of my knowledge. I further affirm that if subsequent to the approval of this application, it is discovered that this approval was granted under false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result. (CIF By-law 202)

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT

DATE

*RESOURCES
&
FORMS*

2022 -
2023





CENTRAL UNIFIED SCHOOL DISTRICT
Department of Athletics
3535 N. Cornelia · Fresno, CA 93722
Phone: (559) 276-0280 · Fax: (559) 277-2180



Daren Pittman, District Athletic Director
Robert Perez, Principal
Ray Hightower, Athletic Director

Central High School

RELEASE FOR TRAVEL HOME AFTER SCHOOL ACTIVITY

I request that my son/daughter be released to my custody, rather than returning to school on the transportation provided by the school district. I agree that once my son/daughter is released to my custody, I assume full responsibility for his/her health, safety, and welfare and that Central Unified School District, its agents and employees are released from any liability, which might be incurred thereby. I understand that pursuant to Education Code Section 44808, the District is not responsible for the conduct or safety of my child when he/she is not under the immediate and direct supervision of an employee of the District.

DATE: _____ ACTIVITY: _____ ADVISOR: _____

	ATHLETE NAME	PARENT SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Central Unified School District Voluntary (Random) Drug Testing Program Authorization Form



Central Unified School District is implementing a voluntary random drug testing program for all high school students. The objective of this program is to help our children in the fight against drug abuse. The program is not being implemented as a way to catch students on drugs but rather to keep our children from experimenting with them. By enrolling in this program, you are giving your child a reason to “just say no” to drugs.

No one at Central Unified will have any knowledge of your child’s drug test results. This program will not keep any student out of athletics or other school activities. Results will remain extremely confidential and will be reported directly to the parent/legal guardian.

The form below must be completed and signed by the student and you as the parent/legal guardian indicating your decision to have your son/daughter participate in this program. This program is provided free of charge during the school year 2019-2020.

Please circle your choice:

YES

NO

By circling YES, I am authorizing Drug Testing Center and Consortium (D.T.C.) to put my child in a random drug testing pool to collect a urine specimen from my child for drug testing when my child’s name is selected. By circling NO, this form will be filed for record keeping purposes only.

Please return this form to the school.

Student ID _____ Student’s Grade (circle one) 9 10 11 12

Circle School of Attendance

Central-East Central-West Pershing HS Athletic Dept. Pathway Community Day School

Student Name Student Signature Date

Parent/Guardian Name Parent/Guardian Signature Date

Street Address City State Zip Code

() _____
Parent/Guardian Home Phone

() _____
Parent/Guardian Work Phone