2025-2026
P-BVUSD After School Recreation Coaches' Policy Handbook

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Recreation & Sports Website - Website Hyperlink

Panama-Buena Vista Union School District Recreation Web Site

Go to: www.pbvusd.12.ca.us → click "Menu" → "Educational Services" → "Recreation & Sports"

The After School Recreation Programs website is designed to serve as a comprehensive resource for students, parents, and guardians. All program information and updates will be posted regularly to ensure timely communication. We encourage all athletes and their families to visit the site frequently and to share it as needed.

After-School Recreation Coaches Policy Handbook

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After-School Recreation Employees Hiring Procedures

AFTER SELECTION BY THE SITE ADMINISTRATOR FOR EMPLOYMENT IN THE AFTER SCHOOL RECREATION PROGRAM, EACH NEW EMPLOYEE MUST COMPLETE THE FOLLOWING DISTRICT PROCESS

1. **The site administrator must contact Errica Esqueda** at *eesqueda@pbvusd.k12.ca.us* to initiate the onboarding process. For transparency, the administrator should also **cc Cristian Serrato, Athletic Director**, on all related email communications.

2. **Upon completion of all onboarding requirements**, Errica Esqueda will notify the site administrator via email that the coach has been cleared to begin coaching.

3. **Once cleared**, coaches are required to **obtain a school-issued ID badge**, which **must be worn at all times** while coaching.

Code of Ethics for Panama-Buena Vista Union School District Coaches

As a P-BVUSD Coach, I pledge to uphold the standards of my certification by adhering to all P-BVUSD Coaching Guidelines.

1. The development of each player as an individual and their participation in the program are valued above the outcome of competition.

2. **Players are to be treated with dignity and respect at all times.**

3. **Coaches will ensure a safe and supervised environment.**
   Players must be supervised by a coach before, during, and after practices and games. Athletes are never to be left unsupervised.

4. **Coaches will lead by example, demonstrating fair play and sportsmanship** toward officials, opposing coaches and teams, site administrators, and parents.

5. **Coaches will organize practices that are engaging, challenging, and promote skill development** for all players, while fostering a strong understanding and appreciation of the game.

6. **Coaches are responsible for the care and management of school district equipment** — including balls, uniforms, and facilities — and will ensure that all equipment is properly secured and facilities are locked following practices and games.

7. **Coaches must remain attentive to the health and safety of their players**, providing appropriate first aid when necessary, in accordance with district-sponsored CPR and First Aid Certification training.

Coach Information

Name:_____

Coaching School Site:_____ Contact Information:_____

Email:_____

Are you a P-BVUSD Employee?(circle one) **Yes** or **No**

If you are an employee, are you **classified** or **certificated?**(circle one)

How many years have you coached the specific sport you will be coaching:_____

Coaching Assignment:_____

Are you sharing a paid coaching position?(circle one) **Yes** or **No**

If so, then with whom are you sharing the stipend with:_____

Will you be having an assistant coach, if so who?_____

Have you received confirmation that you are cleared to coach?(circle one) **Yes** or **No**

After-School Recreation Program
Policy for Acquiring an Assistant Coach

In accordance with current district by-laws, **only district-approved assistant coaches** are permitted to sit on the bench or participate on the sidelines during games or matches. **Violation of this policy may result in the forfeiture of the game or match.**

All assistant coaches must, at a minimum:

- Complete fingerprinting.
- Receive clearance and approval from the Human Resources Department (HR).

Upon clearance, assistant coaches are permitted to assist the head coach during both practices and games/matches. **However, clearance alone does not authorize an assistant coach to assume the head coach's responsibilities** in the event of the head coach's absence.
To receive the same permissions as a head coach, an assistant coach must:

- Obtain current CPR and First Aid certification.
- Attend a district-sponsored health and safety meeting.

During practices, individuals may assist the coach with plays, drills, and other activities. **This policy applies strictly to games and matches.**
A **district-certified coach must always be present** when any individuals assist during practices.

The district will cover the fingerprinting cost for **one assistant coach per team**.

If you wish to add an assistant coach, **the standard onboarding process must be initiated.** Until fingerprinting is completed and HR approval is granted, the assistant coach may continue assisting at practices but **may not sit on the bench or be present on the sidelines during games or matches**.

Panama-Buena Vista Union School District
Brief Form of Recreation By-Law

Elementary School Guidelines

- Each school is required to field teams and participate in district competitions.
- The **Elementary League** will have a minimum of **five (5) games**.
- **Elementary schools** may schedule up to **four (4) additional games** beyond the district schedule; **tournaments count as one (1) game**.

Junior High School Guidelines

- The **Junior High League** will have a minimum of **six (6) games**.
- **Junior High schools** may schedule additional games or matches provided the total number does not exceed **eighteen (18)** games/matches for the season. A tournament counts as one (1) game, and schools may not exceed **six (6) tournaments** per season.
- **Junior Highs** may schedule **one (1) scrimmage**. Additional scrimmages will count toward the total game limit.

General Guidelines

- Teams may participate in no more than **two (2) postseason tournaments**.
- **No district school may host a tournament** without prior approval from the **Athletic Director**
- **District schools hosting tournaments must invite all schools** within the district.
- Teams are **not permitted to travel outside the county** for games unless attending postseason championship tournaments, subject to principal approval.
- **Team selection may not occur** until a minimum of **five (5) practice sessions** have been completed.
- **Eligibility begins in Grade 5** for all sports, with the exception of **Grade 4** eligibility for **track and field.**
- Students must maintain eligibility throughout the season. Coaches, with the support of Administration, are responsible for arranging an **eligibility check at the end of each academic quarter**.
- All participants must have the After School Sports Contract, and all required parent/guardian permission forms turned in to the office.
- All coaches must have: Completed **PBVUSD Coach Certification** and a **valid CPR and First Aid card**.
- Only **certified coaches** are permitted to sit on the bench during games or matches.
- A player absent due to illness or injury may not participate on that day unless an exception is made by the principal.
- Players are subject to disciplinary action, at the principal's discretion, for violations of the **Education Code**, **district rules**, **school rules**, or **team rules**.
- **Banners** may include only positive messaging and may **not reference or include the name of the opponent's team**.

2025-2026 P-BVUSD Sports Stipends

Sport	1-3 Years	4+ Years
Elementary Boys Football	$650.00	$825.00
Elementary Girls Volleyball	$650.00	$825.00
Elementary Boys Basketball	$650.00	$825.00
Elementary Girls Basketball	$650.00	$825.00
Elementary Track	$450.00	$575.00
Jr. High Girls Volleyball	$775.00	$975.00
Jr. High Boys Volleyball	$650.00	$825.00
Jr. High Girls Basketball	$775.00	$975.00
Jr. High Boys Basketball	$775.00	$975.00
Jr. High Track(2 Positions)	$775.00	$975.00

Elementary Coaching Hours(Approximations)

Football	40-50 Hours
Volleyball	40-50 Hours
Basketball	40-50 Hours
Track	25-35 Hours

Jr. High Coaching Hours(Approximations)

Girls Volleyball	50-60 Hours
Boys Volleyball	40-50 Hours
Basketball	50-60 Hours
Track	50-60 Hours

Panama-Buena Vista Union School District
<u>Recreation Time Cards</u>

Time Card Submission Instructions — After School Recreation

1. Use the **yellow time card** labeled **"After School Recreation."**
    - Complete the upper portion of the time card as follows:
        - Enter your **full name** and **employee ID number**.
        - In the **Position** field, write the **sport** you are coaching and your **school site**.
        - Directly beneath, add the **# years in this role**..
    - In the **Total Hours Worked** section at the bottom:
        - Write **"Full"** if you are the sole coach, or **"Half"** if you are sharing the position.
        - If you are sharing the position, please include the **name of the individual** you are sharing it with on the card.
    - Once completed, **sign and date** the time card.

2. You may submit your completed time card in one of two ways:
    - Turn it in during the **Coaches Meeting**

      OR

    - Submit it directly to **Gabriella Holloway** at the **Educational Services building at the District office, 4200 Ashe Rd(***next to District Board Room***)**.

Panama-Buena Vista Union School District
After School Sports Generic Try-Out Contract

Permission
Each student who participates in any after school sports program must have a completed After School Sports Contract on file at the school site. The contract must be filled out, signed, and returned prior to any participation in practices, games, or team activities.

Eligibility
Students in grades 4–8 must meet academic eligibility requirements. Grades 7–8 must have a minimum cumulative GPA of 2.0, with no more than one “10” comment on their report card. Incoming 7th graders are automatically eligible at the start of the school year. Grades 4–8 must have no “F” grades on their most recent report card. Eligibility is based on the student’s grades from the most recent grading period.

Responsibility
Transportation to and from all game sites is the responsibility of the parent or guardian. Students are expected to be present for all scheduled practices and games unless excused.

Code of Conduct and Ethics

Student Pledge
As a player, I will strive for personal achievement and excellence through full and honest effort. I will learn, understand, and adhere to the rules of my sport and the principles of fair play. I will respect officials, teammates, and opponents, recognizing that they are all essential to the game.

Coach Pledge
As a coach, I will place the emotional and physical well-being of my players ahead of any personal desire to win. I will lead by example by demonstrating fair play and sportsmanship to all players, officials, and opponents. I will remember that I am coaching youth athletes, and that the game is for their benefit, not for adult recognition.

Parent Pledge
As a parent, I will serve as a role model by demonstrating good conduct and sportsmanship. I will remember that these are youth athletes participating in a recreational program focused on growth and development. I will support the coaches, officials, and program staff who work to provide a safe and positive environment for my child. I will encourage and support my child’s participation in the after school sports program.

This contract is between the coach, parent, and student. All three signatures are necessary for the named student to participate in the after school program.

Student Name_____ After School Sport:_____

Student Signature:_____ Date_____ Grade in School_____

Coach Signature:_____ Date _____

Parent Signature:_____ Date_____

VOLUNTARY ACTIVITIES PARTICIPATION FORM

ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK

I authorize my son/daughter, _____, to participate in the District sponsored activities of _____.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities.

I understand and acknowledge that some of the injuries/illnesses that may result from participating in these activities include, but are not limited to, the following:

1. Sprains/strains
2. Fractured bones
3. Unconsciousness
4. Head and/or back injuries
5. Paralysis
6. Loss of eyesight
7. Communicable disease
8. Death

I understand and acknowledge that in order to participate in these activities, I and my son/daughter agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable and I hereby waive, release, and discharge them from any future claims, demands, obligations, or causes of action for any injury/illness or property damage suffered by my son/daughter arising as a result of engaging or receiving instruction in said activity or any activity that is incidental thereto.

I acknowledge that I have carefully read this VOLUNTARY ACTIVITIES PARTICIPATION FORM and that I understand and agree to its terms.

Parent/Guardian Signature:_____ Date:_____

Student Signature:_____ Date:_____

A signed **VOLUNTARY ACTIVITIES PARTICIPATION FORM** must be on file with the District before a student will be allowed to participate in the above extracurricular activities.

FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS
ASUMIR Y ACEPTAR EL RIESGO POTENCIAL

Yo autorizo a mi hijo/hija _____, a participar en actividades de _____ patrocinadas por el Distrito.

Entiendo y acepto que estas actividades, por su propia naturaleza, suponen un riesgo potencial de lesiones/enfermedades graves para las personas que participan en ellas.

Entiendo y acepto que algunas de las lesiones/enfermedades que pueden resultar de la participación en estas actividades incluyen, pero no se limitan a, las siguientes:

1. Torceduras/tensiones
2. Huesos fracturados
3. Pérdida de conocimiento
4. Lesiones en la cabeza y/o la espalda
5. Parálisis
6. Pérdida de vista
7. Enfermedades transmisibles
8. Muerte

Entiendo y acepto que para participar en estas actividades, tanto yo como mi hijo/hija estamos de acuerdo en asumir la responsabilidad de todos y cada uno de los riesgos potenciales que puedan estar asociados con la participación en dichas actividades.

Entiendo y acepto que el Distrito, sus empleados, oficiales, agentes, o voluntarios no serán responsables y por la presente renuncio y los libero de cualquier reclamo futuro, demandas, obligaciones, o causas de acción por cualquier lesión/enfermedad o daño a la propiedad sufrido por mi hijo/hija que resulte de participar o recibir instrucción en dicha actividad o cualquier actividad que sea incidental a ello.

Confirmo que he leído atentamente este FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS y que comprendo y acepto sus condiciones.

Firma del padre/tutor:_____ Fecha:_____

Firma del estudiante:_____ Fecha:_____

Un **FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS** firmado debe estar archivado con el Distrito antes de que se permita a un estudiante participar en las actividades extracurriculares mencionadas anteriormente.

DISTRITO DE LA UNIÓN ESCOLAR PANAMA-BUENA VISTA
Formulario de permiso para las pruebas deportivas después de escuela

Nuestro distrito desea proporcionar un ambiente seguro para cada estudiante. Por lo tanto, el distrito ha establecido expectativas específicas para entrenadores, padres/tutores y jugadores.

Elegibilidad: Todos los estudiantes deben cumplir ciertos requisitos académicos para ser elegibles para los deportes después de escuela; estudiantes de primaria y secundaria no pueden tener una calificación reprobatoria en la última boleta de calificaciones, y todos los estudiantes también deben mantener un promedio de 2.0.

Los entrenadores: proporcionarán a cada atleta un horario por escrito de los entrenamientos. Si cambia la hora de un entrenamiento, el entrenador notificará a los atletas lo antes posible. El entrenador supervisará a los jugadores hasta que todos se hayan ido de las instalaciones de entrenamiento.

Los padres/tutores proporcionarán u organizan el transporte de sus hijos para salir de la escuela o de las instalaciones de práctica/reunión dentro de los quince minutos después del final de las prácticas. Los atletas cumplirán con todas las reglas de los entrenadores y asistirán a todas las prácticas para las pruebas deportivas; de lo contrario, los atletas correrán el riesgo de no formar parte del equipo uniformado /viajero. Los atletas se asegurarán de que sus padres/tutores estén al tanto de los horarios de los entrenamientos, incluyendo los cambios realizados en el calendario. Los jugadores que caminan a casa después de la práctica dejarán las instalaciones de la escuela dentro de quince minutos. Tenga en cuenta que si su hijo no abandona las instalaciones de práctica dentro de los quince minutos, recibirá una carta del entrenador o del director después de la primera ocurrencia. Si se repite puede resultar en no ser elegible.

Formularios para los padres: Una vez que los equipos uniformes/viajeros son elegidos, o si el estudiante desea continuar participando en el equipo después de la escuela, entonces uno de los padres/tutores debe firmar y devolver tres formularios separados. Estos formularios serán entregados al atleta por su entrenador en el momento apropiado. Estos formularios contienen las políticas del distrito, así como temas médicos, de supervisión y deportivos. Si el atleta no completa y devuelve correctamente estos formularios, no podrá participar en ese equipo después de escuela. Si los formularios han sido completados previamente este año académico, entonces no es necesario llenarlos de nuevo. Si tiene alguna pregunta, comuníquese con el entrenador de la escuela. Gracias por su cooperación en este asunto importante.

Entrenador _____ **Firma** _____

←corte a lo largo de la línea→

_____ _____

Nombre del estudiante (letra de molde) **Grado**

_____

Firma del estudiante

ADVICE AND TIPS
Timeline

Distribute Try-Out Permission Slips as soon as possible.
Some coaches prefer to attach practice dates, times, and a note indicating the requirement to attend all five (5) or more try-out days along with the slip. A completed permission slip must be on file for every student participating.

Set your try-out schedule with roster due dates in mind.
Allow ample time for team selection and for parents to complete and return all required forms by the deadline.

First Day of Practice:
Take roll and verify names against submitted permission slips. Excuse any students who have not turned in a permission slip. Explain your coaching philosophy and team rules. Inform students that you will select a uniform/traveling team but allow others to continue participating as long as they remain eligible. Students continuing with the team must have all three parent forms completed and returned to remain eligible.

Team Selection:
Pick your team promptly. Coaches may distribute letters, post a list, or announce the team at a meeting — use the method you are most comfortable with. For students making the team and those continuing to participate, distribute a letter explaining the need to complete the parent forms along with the forms themselves. These forms are available at your school site. If these forms are not available at your school site, your school secretary needs to place an order. Parents must submit completed forms as soon as possible for students to remain eligible.

Form Handling:
Parents retain the pink copy for their records. Coaches must: Keep the white copy with them (suggested in a manila envelope) during all practices and games. Give the yellow copy to the school principal. Pay special attention to the Supervision and Transportation Form: if a parent volunteers to transport other students, verify their driver's license number and check it off on the roster.

End of Season:
For fall sports (e.g., volleyball), submit all forms to your principal for reuse during the basketball season. For winter sports (e.g., basketball), you will follow the same procedures.

Roster Submission:
Send the completed roster to your site admin, and cc' the Athletic Director. Roster submission is required — do not delay.

Communication:
Always notify your team of practice and game times in writing at least one week in advance. Provide a copy of the schedule to your site principal and secretaries. Keep them informed, especially if issues or questions arise.

Most Important:
Have lots of fun!

Panama-Buena Vista Union School District

After-School Recreation Program Team Rosters and Parent Forms Checklist

Coach:			School:	Sport:
Parent Agreement	Minor Release	Supervision/ Transportation	Athletes: List all athletes who are participating in the program	

Panama-Buena Vista Union School District
<u>After-School Sports Form</u>

If your child is selected for the uniform/traveling team or wishes to continue participating on the team, one parent or guardian must complete and return three separate forms. These forms are included with this letter and address district policies, medical information, supervision, and sportsmanship requirements. All forms must be read, completed in full, and submitted for your child to be eligible to participate. Failure to return the completed forms will result in the student being deemed ineligible.

If you have more than one child participating on any after-school team, a complete set of forms must be filled out for each child.

After completing the three forms:

- Keep the pink copies for your records.
- Submit the completed forms with your child to be given to the coach as soon as possible.

Please note: On the Supervision and Transportation form, if you plan to use your private vehicle to transport other students, you must show your current driver's license to the coach for verification. This can typically be done when you pick up your child from practice.

If the forms have already been completed earlier this academic year and there have been no changes, it is not necessary to complete them again.

If you have any questions, please contact your school's coach.

Thank you for your cooperation in this important matter.

Sincerely,

Cristian Serrato

Athletic Director

The actual forms are on NCR paper and can be found in your office. They are the triplicate paper work and if your school runs out, please have the school secretary order more for your school. Do not distribute these 3 forms until you have made your uniform/traveling team selection.

See following 3 pages

Panama-Buena Vista Union School District

Parent Agreement Form - NCR Form is found at your school office

ELIGIBILITY

All students must meet certain academic standards to be eligible for after-school sports; both Elementary and Junior High Students cannot have a failing grade on the last report card; and all Junior High Students must also maintain a 2.0 GPA with no more than one number “10” behavior comment on their latest report card.

SPORTSMANSHIP

I hereby pledge to provide positive support for all players participating in the PBVUSD After-School Recreation Program. I further pledge to support all of the coaches, and officials at every game, practice and tournament. I will demand a drug, alcohol and tobacco-free sports environment for my child. I will remember that the game is for children and not for adults. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. During games, I will use appropriate language at all times. In addition, my behavior will represent an adult who is in control of all tempers. I will listen to the on duty supervisors and respect all gymnasium rules. I will not make any negative comments towards any student officials, including the adult official, even after the game.

GYM/FIELD RULES

· No food or drinks, other than water, is allowed in the gymnasiums.

· On-site security, gym supervisor, and/or adult official is in charge.

· All questions or concerns about game management or officiating is to be addressed only through appointment with the coach and/or principal of that coach.

· Never address a student sport official.

· Banners may only include positive words and never include the opponent’s team name.

GRIEVANCES

Upon the conclusion of any game or practice, a coach can be approached to discuss any concerns about the after-school recreation program. The coach may elect to set up an appointment the next day or as soon as practically possible. If the parent/guardian is not satisfied with such a meeting, then he/she may contact the school principal. The principal may elect to have the coach present at such a meeting. At no time is it ever acceptable to address any official, be it adult or student. All officials are doing the best job that they can. If, during a game, there is a safety or security problem, then contact either the on-site security officer or gym supervisor.

CONSEQUENCES

Any violation of the above sportsmanship or gym/field rules during the affected season shall receive the following consequences:

- 1st = warning (name recorded and given to principal)
- 2nd = child suspension from team until parent/guardian speaks with principal
- 3rd = child removal from team

I have read and understand this Parent Agreement Form.

Child Name(please print):_____ Parent Signature:_____ Date:_____

Panama-Buena Vista Union School District

Minor Release Form and Consent to Treatment(NCR Form See School Office)

Please Print

Child's Name:_____ Age:_____

Name of Parent or Guardian:_____

Address:_____

Home Phone:_____ Business Phone:_____

After-School Activity(circle all that apply): Volleyball – Football – Basketball

Release

I give permission for the minor in my custody to participate in the above-mentioned activity and hereby waive, release and discharge any and all claims or rights to claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, as a result of said minor's participation in said activity. This Release is intended to discharge in advance PBVUSD, the coaches, the officials, and any involved municipalities or other public entities (and their respective agents and employees), from and against any and all liability arising out of or connected in any way with said minor's participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. I further understand that serious accidents occasionally occur during said activity, and that participants in such activity occasionally sustain mortal or serious personal injuries, and/or property damage, as a consequence thereof. Knowing the risks of said activity, nevertheless, on behalf of said minor child, I hereby agree to assume those risks and to release and hold harmless all of the persons or entities mentioned above who, through negligence or carelessness, might otherwise be liable to me, or my heirs or assigns for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns'.

I agree to accept and abide by the rules and regulations of the Panama-Buena Vista Union School District.

Date:_____ Signature of Parent or Guardian:_____

"In the event of sudden illness, accident or injury which may occur while said minor is engaged in an activity supervised by PBVUSD and their representatives, agent or assignees, when neither the parents, guardian or designated family physician can be contacted, I hereby give my consent pursuant to California Civil Code # 25.8 for emergency treatment as shall be necessary under the circumstances by any physician licensed under the Laws of the State of California."

Date:_____ Signature of Parent or Guardian:_____

Family Physician:_____ Insurance Co.:_____ Type of Coverage:_____

Pertinent Medical History:_____

Emergency Phone Numbers: 1. Name:_____ Phone:_____

2. Name:_____ Phone:_____

Panama-Buena Vista Union School District

Supervision and Transportation(NCR FORM See School Office)

SUPERVISION

The coach will provide each athlete with a written schedule of practices and games at the beginning of the season or periodically throughout the season. If something changes, the coach will notify the parent as soon as practically possible. The coach will provide supervision for all players until all have left the school grounds or practice facilities. The coach should not have to wait more than fifteen minutes after the scheduled ending of practice for a parent to pick up his/her child. Also, note that all junior high schools do not end their school day until 3:01 p.m. The athletes should not be on those grounds until school has ended, and proper supervision is available.

The parent will provide or arrange transportation for their child off the school grounds or practice facilities within fifteen minutes after the end of practices or games. If the child does not leave the school grounds or practice facilities within fifteen minutes, then the coach and/or principal will give a written warning to the parent for the first offense. If it happens again, then the child is suspended from the team until the parent meets with the coach and/or principal. If it happens a third time, then the child will be removed from the team. Emergency situations will be dealt with on a case by case manner.

TRANSPORTATION

Your child must have some mode of transportation home after both practices and games. In addition, your child must have a way to the games from his/her school site. In many cases, your child may be able to walk or ride his/her bicycle, but not in all instances. Those other instances usually result in the child's parent or someone else's parent taking him/her to their game site or home. Should the latter be the case, then the child must have written permission to ride in that person's vehicle. The driver of that vehicle must also be properly insured and in agreement with this driver certification sheet.

If you are willing to provide student transportation for an event related to the **PBVUSD After-School Recreation Program,** then you must provide your CA Driver's License No. along with your expiration date. In addition, you must have the following minimum insurance coverage: public liability for bodily injury in the amount of $100,000–$300,000 per accident; property damage at $25,000 per accident; medical for $2,500 or single limit of $300,000. Also, no more than nine (9) athletes can be transported, and all passengers must be in seat belts. Each child transported must have had parent/guardian permission.

__ Check this box and provide your CA Drivers License No. with expiration date if you will ever be using your private vehicle to transport other children to these events.:_____

__ Check this box if you decline to transport any other children in your private vehicle.

My child has my permission to ride in a vehicle in which the driver of that vehicle has the above conditions met. __ I give my permission __I do not give my permission

After practice/games, or to game sites, my child has my permission to…(initial all that apply)

1. _____ Walk/ride bike home 3._____Ride home with family member
2. _____ Ride in approved private vehicle 4.____ Other(explain)_____

I have read and understand this Supervision and Transportation Form

Parent/Guardian Name(Please Print):_____ Child's Name:_____

Parent/Guardian Signature:_____ Date:_____

Supervision

Coaches will provide each athlete with a written schedule of practices and games at the beginning of the season, with updates provided as necessary. If any schedule changes occur, the coach will notify parents as promptly as possible. Coaches are responsible for supervising all players until they have left the school grounds or practice facilities. Coaches are not expected to wait more than fifteen (15) minutes after the scheduled end of practice for students to be picked up.

Parents must arrange transportation for their child within fifteen (15) minutes after the conclusion of practices or games. If a student remains beyond this period, the following consequences will apply:

- First offense: A written warning will be issued to the parent.
- Second offense: The student will be suspended from the team until a meeting is held with the parent, coach, and/or principal.
- Third offense: The student will be removed from the team.

Emergency situations will be reviewed and handled on a case-by-case basis.

Additionally, all coaches and parents should be reminded that junior high schools dismiss students at 3:40 p.m. Athletes should not be on campus prior to dismissal and must wait until proper supervision is available.

Bathroom Supervision

Each Jr. High coach shall have access to the gymnasium for bathroom breaks. Each elementary coach shall be given a bathroom key to the bathrooms nearest the courts, A bathroom break shall be provided half way through practice.

Poor Air Quality Days and Other Weather Concerns

When AQI is 151–200 (Orange Level)

- Practices (indoor and outdoor) limited to 45 minutes, low impact only (walk-throughs, strategies, chalk talks).
- Competitions must be modified (see below); referees must be informed.
- Students with asthma or health issues may opt out without penalty.
- No athlete will be penalized for not participating due to air quality concerns.

Modified Game Procedures

- Football: 8-minute quarters, running clock except timeouts. No 2-minute clock at halves.
- Volleyball: Games to 21 points; cap at 23. Third game to 15; cap at 17.
- Basketball:
    - Elementary: 8-minute running clock quarters.
    - Junior High: 10-minute running clock quarters.
    - No regulation clock; 4 timeouts (3 full, 2 thirty-second).
- Track:
    - If AQI is 100–150: Practice allowed with monitoring.
    - 150–200: No vigorous activity over 45 minutes.
    - Over 200: Move practice indoors if possible.
    - Meets may continue if AQI is under 200 due to short duration.

When AQI is Over 200

- All indoor and outdoor practices and games are cancelled.

Ozone Pollution

- Follow the same procedures for outdoor activities. No restrictions for indoor activities.

Communication

- Cancellations due to air quality or rain will be communicated via fax/email to all school sites by 2:00 p.m.
- Cancelled scrimmages or practices will not be rescheduled.
- Pool play and tournament games will be rescheduled as soon as possible.

For questions, contact Cristian Serrato, Athletic Director via email at cserrato@pbvusd.k12.ca.us.

Jewelry and Hair

The following regulations apply to all players, both boys and girls. Jewelry of any kind is prohibited during participation, with limited exceptions. A medical alert bracelet is permitted on the wrist and may be worn with a sweat wristband. Medical alert necklaces and religious necklaces are allowed but must be securely taped and worn underneath the uniform.

Regarding hair accessories, no hard items are permitted, including beads and bobby pins. Acceptable hair accessories are limited to solid-color scrunchies or rubber bands, a single solid-color ribbon, or a headband that fits securely on the head and does not hang around the neck.

Emergency Situations

In the event of an emergency occurring during an after-school practice or game when the main office is closed, the following procedures are in place to ensure access to a phone:

Elementary Schools
All on-campus daycare facilities remain open after school hours and are equipped with a phone. These phones are available strictly for use in medical emergencies.

Junior High Schools
If the practice or game is held in the gymnasium, coaches must use a personal cell phone to contact emergency services if needed. If additional access is required, the teacher's lounge remains unlocked and is equipped with a landline phone for emergency use.

All accidents must be reported to the school office for documentation purposes. If the office is closed at the time of the incident, the accident must be reported the following school day without delay. Additionally, coaches must ensure that parents are promptly informed of any accidents involving their child.

League Format and Sports Overview

Eastern	Central	Western	Northern
Panama	Seibert	Buena Vista	Reagan
Whitley	Stine	McA	Stockdale
Berkshire	Sandrini	Lum	Van Horn
Louden	Castle	Old R.	Laurelglen
Miller	Williams	Hart	Highgate
Mt. View			

Football

- Offered at the elementary level.
- Coed teams (boys and girls) made up of 5th and 6th graders.
- Emphasis on participation and skill development.
- Six (6) league games; no playoffs.

Volleyball

- Offered at both elementary and junior high levels.
- Elementary: 5th and 6th-grade girls teams, six (6) league games; no playoffs.
- Junior High: 7th and 8th-grade boys and girls divisions; 8–10 game seasons.

Basketball

- Offered at both elementary and junior high levels.
- Elementary: 5th and 6th-grade mixed teams, six (6) league games; no playoffs.
- Junior High: 7th and 8th-grade boys and girls divisions; 8–10 game seasons with opportunities for additional tournaments and scrimmages.

Each sport operates under a set of district-adopted rules and procedures intended to create a consistent and safe athletic experience for all students. The following pages detail league structures, game formats, roster requirements, minimum/maximum play rules, and coaching expectations for each sport.

We thank all administrators, coaches, players, and parents for their cooperation and commitment to making the PBVUSD After School Sports Program a rewarding experience for all students.

Football

Elementary League Structure

- Six (6) league games with no playoffs.
- Boys or coed teams consisting of 5th and 6th graders; girls are eligible to participate.
- Suggested roster size is 14 to 16 players, although teams may carry more.
- All players must receive a meaningful amount of playing time during each game.

Game Format

- Two (2) 16-minute halves with a running clock.
- Two (2) timeouts per half.
- No kickoffs; teams will start possessions at the 30-yard line at the start of each half and after each score.
- Punts: No rushing allowed on punts.
- The last two minutes of regulation will be a regulation clock.
- One adult referee will be assigned and assisted by junior high referees.
- Clock stoppage is at the discretion of the referee following scores and penalty enforcement.
- If no official is available, coaches will officiate.
- No tiebreakers; games may end in a tie. No overtime will be played.

Points of Emphasis and Key Rules

- A catch is completed when a player is in control of the ball with at least one foot in bounds.
- Hurdling is prohibited: players may not jump over another player who has at least one foot on the ground.
- No diving into the endzone. Defensive players may dive to pull flags.
- Spinning is allowed; it is not a penalty. However, if a player uses their hands to block or push away another player's hand while spinning, it is considered flag guarding.
- If a player loses their flags while in possession of the ball, the defense only needs to tag the runner to stop the play.
- If a player without flags gains possession of the ball, they may also be stopped by a tag.
- Offensive blockers may only perform a standing block, keeping forearms and hands folded against the body. If the forearms extend but remain parallel to the chest during follow-through, it is not considered a penalty.
- Offensive linemen may receive a handoff if they have turned 180 degrees with both feet and are at least one yard behind the line of scrimmage.
- No kickoffs: Teams start on the 30-yard line at the beginning of each half and after scores.
- After a safety, the scoring team gains possession on their own 40-yard line.
- Flag belts must be secured properly. Belts must be clipped normally without looping, twisting, or manipulating in a way that gives an advantage. The spirit of the rule is uniformity and fairness.
- Huddles: If a huddle is used, all players on the field must participate.
- Inadvertent Whistle:
    - If a whistle occurs during a legal snap, pass, or kick, the down is replayed.
    - If a player is in possession, the team may either accept the play as it ended or replay the down.

Volleyball

General Match Format

PBVUSD follows a modified rally scoring format to ensure matches are completed within one hour, different from the high school system.

- Best two-out-of-three (2/3) games.
- First two games are played to 21 points (cap at 23).
- Third game, if necessary, played to 15 points (cap at 17).
- Rally scoring will be used for all games.

Junior High Volleyball Format

- Each junior high school fields four (4) teams: 7th grade girls, 7th grade boys, 8th grade girls, and 8th grade boys.
- Junior high teams must have at least 12 players present at each game or face forfeiture; larger rosters are allowed.
- The home team selects its bench side (new rule).
- **Warm-ups**:
    - Begin around 4:00 p.m. when possible.
    - Five (5) minutes of on-court warm-up per team, followed by five (5) minutes off-court.
    - Teams will share two (2) minutes of serving time.
    - The first team on the court is determined by a coin toss; if no referee is present, the toss will be conducted by the home team coach or gym supervisor.
- Matches start 15 minutes after the beginning of warm-ups.
- If one team is warming up early, the opposing team must be allowed equal time provided their coach is present.
- Boys' games are scheduled to run quickly; girls' games will begin immediately after, typically between 4:30 and 5:00 p.m.
- **Out-of-District Games** (NOR or Stockdale Christian): 7th grade girls' games start at 4:00 p.m., 8th grade girls' games start at 5:00 p.m.
- **Officiating**:
    - Adult officials are assigned to junior high games.
    - If no official is available, coaches may officiate.
- **Special Note**: The use of a "libero" player is permitted in junior high if a team chooses to utilize one.

Volleyball

Elementary Volleyball Format

- The elementary season consists of six (6) league games with no playoffs.
- Teams are composed of 5th and 6th-grade girls only.
- **Warm-ups**:
    - Begin as close to 4:00 p.m. as possible.
    - Four (4) minutes of on-court warm-up and four (4) minutes off-court per team.
    - Two (2) minutes of shared serving time.
    - Coin toss determines the first team on the court; if no official is present, the toss is the responsibility of the home team coach or gym supervisor.
- Matches begin 10 minutes after the start of warm-ups (target ~3:45 p.m.).
- If a team warms up prior to official warm-ups, the opposing team must be given equal time, provided a coach is present.
- **Roster Requirements**:
    - Minimum of 12 players must be present at each game; failure to meet this number may result in forfeiture.
    - All players on the bench must play a meaningful amount of game time during either of the first two games of the match.
- **Officiating**:
    - Junior high student officials will officiate elementary games.
    - One adult supervisor must be present to oversee student officials at the score table.
- **Special Note**: No "libero" player is permitted at the elementary level.

Basketball

Elementary School Basketball League Format

- Six (6) league games; no playoffs.
- Teams must consist of a mix of 5th and 6th-grade students.
- Schools may schedule up to four (4) additional games beyond district league games. Tournaments count as one (1) game. Maximum total: 6 league games + 4 additional = 10 games.
- No overtime in elementary games; ties stand.

Roster Requirements

- Minimum of 10 players must be present on the bench at each game (suggested roster size: 12–15). Teams with fewer than 10 players will still play, as PBVUSD is a recreation league.
- A maximum of 20 players may suit up and be on the bench for any game.
- Coaches may rotate players from game to game, provided all rules are met.

Game Format

- Two (2) 16-minute halves with a running clock.
- The last two (2) minutes of each half use a regulation clock.
- Two (2) timeouts per half.

Minimum/Maximum Play Rules

- **Minimum Play Rule**:
  Every player must play at least four (4) consecutive minutes in each half.
- **Maximum Play Rule**:
  Every player must substitute out for at least four (4) consecutive minutes at some point during the game.
- Players must start their four minutes at the beginning or midpoint of a half.
- Substitutions made outside of the midpoint timeout do not count toward minimum playtime.
- If a player arrives late:
  - If more than 4–5 minutes remain in the first half, they must meet the 4-minute minimum.
  - If less than 4 minutes remain, they may only participate in the second half.
- Exceptions: Injury or disqualification.
- Enforcement: Scorekeepers monitor play; final decisions are made by the site supervisor. Non-compliance results in forfeiture.

Mercy Rule (Elementary Only)

- If a team leads by 20+ points at halftime:
  - The team with the lead is declared the winner.
  - The second half will be played with a running clock.
  - No score will be kept to reduce humiliation and emphasize player development.
- During a 20+ point lead:
  - No pressing defense is allowed.
  - The defending team must stay behind the three-point line until the losing team crosses half-court.
- No pressing allowed in elementary girls' games at any time.

Officials and Supervision

- One (1) adult referee assigned per game.
- Coaches may officiate if no referee is available.

Basketball

Junior High School Basketball League Format

- 8–10 game season.
- Divisions: 7th-grade boys, 7th-grade girls, 8th-grade boys, and 8th-grade girls.
- Schools may schedule additional games and tournaments:
    - Total number of games/tournaments cannot exceed 18.
    - No more than six (6) tournaments.
    - One (1) scrimmage is allowed (counts toward total games).
- One (1) two-minute overtime will be played for tied games; if still tied, the game is recorded as a tie.

Roster Requirements

- Teams must have a minimum of 10 players present for each game.
- The home team will select its bench side (new rule).

Game Format

- Two (2) 16-minute halves with a running clock.
- The last two (2) minutes of each half use a regulation clock.
- Two (2) timeouts per half.

Playtime Guidelines

- No minimum or maximum playtime rules for junior high.
- Coaches are expected to ensure all players receive meaningful playing time.

Mercy Rule (Junior High)

- If a team leads by 20+ points:
    - Running clock in the second half.
    - No pressing defense is allowed until the lead is reduced to less than 10 points.

Officials and Supervision

- Two (2) adult referees assigned per game, if available.
- Coaches will officiate if referees are unavailable.
- Host junior high provides:
    - Score clock operator.
    - Scorekeeper (students in the sports officiating class).
    - One (1) adult supervisor at the score table.