SUPER BOOSTER HANDBOOK
2025-2026

Beckman High School

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A CULTURE SHIFT

Below is a series of excerpts taken directly from the pages of this Booster Handbook. They address specific issues that often arise in various booster programs. If you would like more information on the particular topic, please reference the page number indicated.

"The role of a Booster Club is to be supportive of programs rather than to influence the direction or content of program…" (Page 1)

"To help maintain the communication and relationship between the school district and the booster clubs there will be quarterly meetings put in place. At these meetings we will make sure that everyone is on the same page with the changes for the 2022-23 school year. It is mandatory that the booster club president and treasurer attend these meetings." (Page 1)

"The athletics office has a current list of booster officers. Please inform the athletics office when booster officers change." (Page 2)

"Reimbursements should be distributed only if the coach provides a proper invoice or itemized receipt…" (Page 2)

"The boosters confirm the money is available and approve how it should be spent, however, this is usually done under the direction of the coach/advisor… The head coach/advisor should make spending decisions collaboratively. The coach/advisor should attend budget meetings in order to help make decisions." (Page 2)

"Please keep in mind when budgeting and planning expenditures that we are not running college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation." (Page 2)

"Any communication that is being sent to parents or students pertaining to the topic of money (donations, costs, etc.) must be sent to administration PRIOR TO DISSIMENATING to your group. Failure to do so will result in group sanctions imposed by school site administration." (Page 4)

"Evaluation of athletic staff resides with the athletic director and school administration. Evaluation of non-athletic coaches/directors resides with the Assistant Principal of Activities." (Page 11)

"The biggest myth surrounding high school athletics is that there is a cause-effect relationship between a parent complaining and student playing time. Coaches play the athletes who deserve to play because the athletes are members in good standing and have proven themselves on merit." (Page 16)

"The students alone do not dictate the success of the competitive program. It is a joint venture for all stakeholders. If the contribution of any group is less than total, the entire program stands to lose." (Page 18)

"Parents who have, or have heard about, issues regarding the program should speak to the head coach immediately. Rumors and misinformation that is allowed to circulate can be one of the most destructive and divisive items on a high school campus." (Page 18)

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BOOSTER CLUB ORGANIZATION

The Board of Education recognizes parents may wish to organize Booster Clubs for the purpose of supporting school or district programs which provide a source of positive involvement for students.

The Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life. The Superintendent is directed to develop regulations that will establish a school-Booster Club liaison; provide for the acceptance of gifts; establish the principle that the clubs are not functions of the school or district; and ensure, if possible, the co-and extra-curricular programs are kept in proper balance.

The Board requires Booster Clubs to function as organizations independent of the school district. The role of a Booster Club is to be supportive of programs rather than to influence the direction or content of programs. Each Booster Club shall be members of a governing Super Boosters organization and utilize the Super Booster tax identification number.

To help maintain the communication and relationship between the school district and the Booster Clubs there will be quarterly meetings put in place. At these meetings we will make sure that everyone is on the same page with any potential change in policies or practices throughout the school year. It is mandatory that the Booster Club presidents and treasurers attend these meetings. If a Booster Club board is in flux or in an off-season cycle at the time of a scheduled meeting, Booster groups should ensure that a representative is present to communicate necessary information back to their respective Booster organization.

PURPOSE

The purpose of this handbook is to help parents, Boosters, and community members understand school and district policies and to operate in a unified manner. It has complete information regarding school programs. Information on Booster Club organization, financial guidelines, and questions regarding student eligibility and coach certification are included.

PHILOSOPHY

Booster Clubs provide necessary and valuable services to many clubs, organizations, and athletic teams at Beckman High School. The goal of Booster Clubs is to support the programs both emotionally and financially. Coaches, Advisors, and Boosters are asked to keep the following things in mind when working with the district or school:

- The school and Booster Clubs should do everything possible to inform parents of potential costs for involvement in co- and extra-curricular activities. Parents new to Beckman are often very surprised to learn how expensive participation in these activities can be. One of the primary considerations of the Booster Club should be those families unable or unwilling to financially support co- and extra-curricular programs. Students will **never** be denied participation because they are unable to donate. Booster Clubs should budget for all students in need. Donation rates vary by program and season.

- Booster Clubs are organized to assist a program. Members perform many voluntary tasks during the course of the year. Whenever possible (at banquets, team dinners, etc.), they should be recognized for their hard work.

- Parents in the Beckman community have a keen interest in the co- and extra-curricular programs and in all students having a positive experience with their involvement. Coaches and advisors should always be truthful with students and parents when assessing any situation.

- Communication is crucial! Practice and game schedules should be provided as soon as possible and parents should be notified promptly of any changes.

- Booster Clubs are not under the direct control of the school district; rather, they function under their own elected board of directors with a faculty/staff/coach or staff advisor. Booster Clubs should reflect school and district guidelines and accept their role as being supportive of programs, not one of influencing direction or content.

- Parents do not have to pay to join a Booster Club in order for their students to participate in any program. Boosters may solicit membership to support the programs, but parents do not have to join.

BOOSTER CLUB MEMBERSHIP

Membership is open to any stakeholder who wishes to participate; however, voting rights are determined by individual Booster Clubs and *should be* restricted to those members who have current students who are participating in the program. Booster Clubs should clearly define membership and voting rights within their respective bylaws and should (at minimum) have a president, vice-president and treasurer.

FINANCIAL GUIDELINES

Booster Club accounts are not run through the school district or the school ASB. Booster Clubs will have their own bank accounts that are not subject to school audit, but rather the outside audit of a contracte CPA (through Super Boosters). The Boosters approve how the money they raise will be spent; however, this is always done under the direction of the coach/advisor. Please keep in mind when budgeting and planning expenditures that these are not college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation. The following recommendations ensure clubs do not violate any rules and regulations:

- Fundraising and donation guidelines will be discussed at the first Super Booster Meeting of the year. We will discuss ACLU compliance and go over any questions that new and returning officers may have. If you require additional information, please refer to TUSD's permissible fees guidelines.

- Booster Club accounts will be established at US Bank with the assistance of our Super Booster Treasurer. Booster Club accounts are set up as a sub-account of the Beckman High School Super Booster Account. Beckman High School Super Boosters is the sole entity with an assigned Tax ID.

- Booster Club budgets should be created in consultation of the head coach/advisor. The coach/advisor should create a prioritized "wish list" from which the Boosters operate. The Boosters then conduct their fundraising activities to meet the needs of the program. The head coach/advisor and the Booster Club should make spending decisions collaboratively. The coach/advisor should attend budget meetings in order to help make decisions. All budget issues and spending decisions should take place at Booster Club board meetings.

- Super Booster policy is that we require each Booster Club to employ two signatures or authorizations in their prescribed processes for any withdrawal (whether internally, on an actual check, or for an electronic payment). No coach or advisor may be a signer on a Booster Club account. Boosters should never write a check to a coach unless it is a reimbursement for

something used in the program. **Reimbursements should be distributed only if the coach provides a proper invoice or <u>itemized receipt</u>** and an expense reimbursement form is completed and submitted to the Booster Club Treasurer (if required by Booster Club).

- Disbursements (payments) can be made by check or electronic payment, and no checks or electronic disbursements should ever be made out to "Cash." Boosters should not release checks or electronic payments without the proper documentation and back up. Whenever possible, checks and electronic payments should first be authorized through a process devised by the Booster Club. The Booster Club treasurer should maintain a record of all receipts in preparation for an annual audit.

- Treasurer reports, budget updates, and financial reporting should be kept current. Members should be updated at all Booster meetings or in a timely manner upon request. Accurate record keeping is essential for Booster Club operation.

- If the Booster Club needs to pay for an assistant coach, a request must be submitted via email to the Athletics office. Assistant coaches will then be paid by the school district through payroll via a stipend form processed by the Athletics office. Boosters cannot write checks to individuals for coaching services. **ONLY THE DISTRICT CAN EMPLOY COACHES AND ADVISORS.** Booster Clubs who are paying for certificated or classified coaching positions must submit stipend forms as follows:

  - Certificated employees' stipend forms shall be submitted to the Personnel Department for payment processing by the 10th of the month for payment on the last working day of the month.
  - Classified employees' stipend forms shall be submitted to the Personnel Department for payment processing by the 15th of the month for payment on the 10th of the following month.
  - Please keep in mind that Booster Clubs cannot directly pay for "Human Services." Any person who works in close proximity to our students must be paid through the Personnel process.
  - The Accounting Department will be notified of the payment of salaries and benefits and will generate an invoice for the booster organization. Make sure to complete the "Bill To" information under the Budget/Billing Information section on the stipend form so the Accounting Department can send an invoice to the correct address.

- When scheduling banquets and special events for which the Booster Club is responsible, contact Kori Morrison kmorrison@tustin.k12.ca.us, ext. 0, once the school year begins (regardless of the sport) for the blackout calendar list. Boosters need to check with this list to ensure that multiple large activities are not scheduled on the same date and to assist with staff availability. The Athletics office also keeps a list of current Booster officers. Please inform the Beckman Super Booster President & Treasurer when Booster officers change.

- **Insurance is required** if the Booster group is on campus and doing any kind of fundraising activities, etc., if the activity has any risk involved. Please review the "Use of School District Facilities" section in this handout for more complete details on requests, insurance certificates, and permission for activities.

BOOSTER CLUB ATM CARDS/CREDIT CARDS/CASH

In order to protect coaches, Booster representatives, and any other members who may utilize club funds from accusations of fraud, the Tustin Unified School District does not allow Booster Clubs to keep a club credit or ATM card and strongly discourage the use of cash for any expenditure your club makes.

SOLICITATIONS ON SCHOOL PREMISES

California Education Code 51520; Prohibited Solicitations on School Premises, states the following for K-12 school entities:

> *During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities,* ***unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an Act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the Governing Board of the school district in which the school is located.*** *Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.*

California Education Code section 51521, also for K-12 school entities, discusses solicitations on behalf of a school.

Ultimately, the K-12 school district's superintendent and governing board have complete authority over whether any such activity occurs on school district property. Thus, obtaining written permission for any such activities is of primary importance. Written permission must be obtained through completion of a facilities request form.

REGULATIONS GOVERNING BOOSTER CLUBS

California Education Code section 51521 requires that all organizations that conduct fund-raising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee. The code states the following:

> *No person shall solicit any other person to contribute to any fund or to purchase any item of personal property upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.*

FUNDRAISING

The Board has granted permission for Booster Clubs to conduct fundraising on behalf of school programs as long as certain parameters are met. Any communication that is being sent to parents or students pertaining to the topic of money (donations, costs, etc.) must be sent to administration PRIOR TO DISSEMINATING to your group. Failure to do so will result in group sanctions imposed by school administration. The Beckman High School Assistant Principal of Activities, Penn Bushong, must approve all aspects of any fundraiser. The Athletics/Activites Office keeps a Booster Club fundraiser "ownership" list. The following items must be understood prior to developing a fundraising program:

- Student body funds must be used to promote and finance worthwhile extra- and co-curricular activities. Money raising projects must, in general, contribute to sound educational principals and must not be in conflict with the ideals of the educational program.

- There is a clear delineation that defines ASB versus Booster Club fundraising. Fundraising that involves only students in selling, marketing, or collecting must have the funds deposited into the ASB account. Money generated by the Boosters must be the result of activities planned, operated, and run by the parents. Basically, students selling to other students or staff during the school day is an example of ASB fundraising. After school and weekend fundraising may be deposited into Booster accounts. Candy sales during school hours are no longer allowed by State Law.

- Boosters may donate to an ASB account, but ASB money may not be used or transferred to any Booster accounts. Any money that Boosters donate to ASB becomes advisor controlled and cannot be influenced by any Booster organization.

- In an effort to prevent fraud and unfair competition, the Activities Assistant Principal, Penn Bushong, must approve any fundraising in which Beckman High School is represented. Booster and ASB groups must schedule all of their fundraising through the Athletics/Activities Office to prevent competition. Booster or ASB groups wishing to fundraise on campus must submit a Fundraiser Approval Form for approval. Groups will be notified within 10 school days if the fund-raiser was not approved.

- Once a group "owns" a fundraiser, other groups are prevented from doing the same one, without permission from the Assistant Principal in charge of Activities.

- **Pursuant to California law,** no food sales of any kind, including bake sales, may be conducted during school time. School time is defined as being from 7:00 a.m. - 3:00 p.m. each day school is in session unless there is a minimum day. BHS occasionally allows approved sales outside the gate as students exit.

- Advertising banners may be used as a fundraising tool but are subject to strict guidelines. Signs may be displayed at home games or matches during the season of sport only on the inside walls of the gym and pool area, and on the inside fences of athletic playing fields during the time of that specific co-curricular activity. Banners must be taken down at the conclusion of each season. The Athletics Director must approve the banner contents and desired location. Banners placed on parking lot fence near the pool are sold by Football from September to December and then sold by Athletics from January to June. See Kori Morrison for more information.

- The BHS Assistant Principal of Activities, Mr. Bushong, must approve all aspects of any fundraiser.

- Booster Clubs that are interested in having a balloon arch made for an event by ASB may do so with at least two weeks' notice. Balloon Arches are $100 each. Balloon Towers (2) are available for $50 each.

USE OF SCHOOL DISTRICT FACILITIES

School facilities may be reserved and used for a fee which is calculated based on which part of the campus is requested. Your Facilities Use request form must include the days(s) and hours(s) of the event, and the type of user group. The District will determine the custodial/restroom coverage needed **and insurance is always required.** All information and regulations regarding use of facilities are available in the Facilities Office during the school year. It is important to not wait until the last minute to request a facility or seek insurance. We recommend that you start the process no less than 90 days in advance of the event to ensure timely processing of your paperwork. The District must review the application, assign and have fees paid, and have your insurance certificates on file in order to approve your application.

TUSD facilities may be used year-round, and the process for reserving facilities at the high school is handled by different staff members, depending on the time of year. During the school year, Beckman High School facilities are scheduled through Kori Morrison, Athletics Secretary, at (714) 734-2900, ext. 0. During the breaks and especially over the summer, please contact Karolinna Gomez, Facilities Specialist, at (714) 730-7419.

Online Facility Use Scheduling System: Please visit the Tustin Unified School District website and search for "Facilities". Follow the instructions to set up a new Facilities account, or login to an exisiting account.

Remember, the Booster group must seek approval for the Use of the Facilities for the type of event proposed. High risk events are likely to be denied, and all events or fundraisers (including simply selling open, or made to order food, whether cooked on-site or not) require insurance for everyone's best interest.

Insurance: Any on-campus Booster activity that is more involved than a simple meeting will require proof of liability insurance ($1,000,000.00), and TUSD must be named as an additional insured on the certificate. This insurance is mandatory, protects all parties involved, and will not be waived under any circumstances. For information on where to obtain insurance for your Booster group, please contact Karolinna Gomez, at (714) 730-7419.

Anytime a Booster Club holds an event there should be a facility use request on file, fees paid and proper insurance on file. In some cases, classified personnel will need to be on staff for an event (PAC), in which case it would be the responsibility of the Booster Club to pay overtime for the employee.

BANQUETS

Most teams and groups conduct end-of-the-season or end-of-the-year banquets. All team/group banquets are under the direction of the head coach/advisor of the program. Many times, head coaches share this responsibility with Boosters. Boosters who plan banquets should keep the following things in mind:

- The first step in organizing a banquet is to select a date. **All banquet dates must be approved by the Administration** to avoid conflicts with other scheduled banquets or school activities. The Athletics/Activities Office maintains a "Master Calendar" to prevent numerous events on one date. Conflicts are particularly acute in December, May and June. If possible, banquets should be scheduled Monday through Thursday.

- **Once the date is secured**, site selection is the next step. The room should be big enough to accommodate the anticipated crowd with room available for award tables and video screens if necessary. The cost of the banquet should be appropriate for family budgets. $35 per person is the maximum, reasonable price. Since all team members must be allowed to attend, provisions must be made to cover the costs of students who need financial assistance.

- Organizers of banquets should be conservative with menu selection. Chicken and pasta are the safest bets. Seafood should be avoided. Choosing "kid-friendly" food should also be at the forefront.

- Awards are the domain of the head coach/advisor. Most of the time, award titles are the same from year-to-year. The Athletic director should receive the names of award winners from the head coach at least **ten working days prior** to the banquet.

- When speaking at a banquet, coaches need to prepare a script for the evening. This script should include a section thanking parents and Boosters for their contributions to the program. A script ensures accuracy of comments and will help avoid long, rambling comments that lengthen the evening unnecessarily, potentially damaging a positive event. It is imperative that coaches prepare properly for player introductions and accomplishments. Banquets are the time to celebrate the season, not dwell on areas of improvement or mistakes made.

- At least one academic award (top GPA, most improved student, etc.) should be an annual presentation at every banquet. The ASB/Athletics budget will pay for this award for each team.

- Banquets may NOT serve alcohol and attendees may not purchase alcohol if at an off-campus venue.

COACH PAY

CIF Blue Book Rule 507. Coaching Compensation

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team

CIF Blue Book Rule 509. Penalty for Non-Certification & Improper Compensation

Any team, coached by an uncertified person, or by any person receiving any part of the salary for coaching other than school funds without the approval of the school's governing board is ineligible under California Interscholastic Federation rules.

As was previously mentioned, all coaches must be paid per the TEA contract and via the TUSD District Office.

Every coach must be identified with one of the following positions listed below. To add any new coach, you must follow the section in this book entitled "Hiring Process for Walk-on Coaches" on page 11. Adding additional positions to your group's list requires Booster minutes to be submitted to the Assistant Principal of Activities and Athletics; this includes, but is not limited to, non-CIF groups as well band, choir, cheer and dance.

Football	Stipend
Head Varsity	4,860.00
Asst. Varsity Coach	3,402.00
Head Jr. Varsity Coach	3,402.00
Jr. Varsity Asst. Coach	2,916.00
Head Freshman Coach	2,916.00
Asst. Freshman Coach	2,673.00
Basketball	
Head Varsity	3,780.00
J.V. Coach or Asst. Varsity	2,646.00
Head Sophomore Coach	2,268.00

Head Frosh Coach	2,268.00
Head Frosh/Soph Coach	2,268.00
Baseball/Softball	
Head Varsity Coach	3,780.00
Asst. Varsity	2,646.00
Head J.V. Coach	2,646.00
Head Freshman Coach	2,268.00
Swimming	
Head Varsity Coach	3,780.00
Asst. Varsity Coach	2,646.00
Water Polo	
Head Varsity Coach	3,240.00
Asst. Varsity Coach	2,268.00
Head Frosh/Soph Coach	1,944.00
Track	
Head Varsity Coach	3,780.00
Asst. Varsity	2,646.00
Volleyball	
Head Varsity Coach	3,240.00
Asst. Varsity Coach	2,268.00
Head JV Coach	2,268.00
Head Frosh Coach	1,944.00
Tennis	
Head Varsity Coach	3,240.00
Varsity Asst. Coach (G)	2,268.00
Head JV Coach (B)	2,268.00
Cross Country	
Head Varsity Coach	3,240.00
Asst. Varsity Coach	2,268.00
Head Frosh/Soph Coach	1,944.00
Golf	
Head Varsity Coach	3,240.00
Head JV Coach	2,268.00
Soccer	
Head Varsity Coach	3,240.00
Varsity Asst. Coach	2,268.00
Head JV Coach	2,268.00
Head Soph Coach	1,944.00
Head Frosh/Soph Coach	1,944.00
Wrestling	
Head Varsity Coach	3,780.00
Varsity Asst. Coach	2,646.00
Lacrosse	
Head Varsity Coach	3,240.00

Varsity Asst. Coach	2,268.00
Head Frosh/Soph Coach	1,9440.00

Coaches can be paid at the end of the season for off-season work, but the contract and payment process must be followed. The uniform salary schedule has been created by the district office and must be followed at all times, including the off-season.

The district does not fund all positions listed (call Athletic Director for specific details). Booster-funded positions will have BOTH employee tax contributions and employer tax contributions deducted from the Booster check. Additional employer tax contributions can be paid by the Booster group to ensure walk-on coaches receive the same gross earnings as district-paid positions. Walk on coaches may not receive more than three "seasonal" stipends per year. Please contact Juan Lopez at 714-730-7301 ext. 353 at the District Office for exact amounts.

The school requires 15 working days prior to the end of the season to process their paperwork to reach the District Office by the due date. Coaches will only be paid at the end of their season.

FURTHER CLARIFICATIONS ON COACHING STIPENDS:

Stipends are the maximum amount a coach can earn for coaching services during a season of sport. "Season of sport" is defined as Practice Begins and Date of Last Contest of Fall, Winter and Spring sports as published in the CIF Blue Book. In season coaches may not receive any additional compensation or bonus beyond the approved TUSD stipend sheet for coaching services. Boosters may pay stipends for coaches beyond the allotted district stipends, but those stipends may not exceed the TUSD approved stipend schedule. The maximum amount a coach may receive for a year of sport (Fall, Winter, Spring) is equivalent to three "in season" coaching stipends (see above chart). For example, if a boys' water polo coach receives a $2,400 stipend for winter, he may receive an additional $2400 for fall and $2400 for spring, as off-season stipends from the Booster Club.

Walk-on Coaches conducting off-season non-summer programs may request compensation up to but no greater than the approved TUSD stipend for any "season of sport". On Campus certificated coaches that have a release period may not receive additional compensation for their "physical education" hours, but may receive Booster compensation if time beyond the "PE" class is held.

CIF PAY

Varsity positions funded by the district receive CIF playoff stipends. Booster organizations wishing to pay additional CIF stipends to coaches who do not receive district funded CIF stipends are to use the following formula: 10% per week of CIF competition for team sports and 5% per week of CIF competition for individual sports.

CIF pay can only be paid after regular and CIF competition have concluded and is paid after the regular season.

ENDS OF SEASON COACHES GIFTS

Any gifts presented to a coach at the end of the season should be no greater than $599.99, and should be in the form of a Gift Card (not a check) per CIF Blue Book Rule 805.

CIF Blue Book Rule 805: Any gift, or total of gifts, sponsorships or contributions, valued at $500.00 or more to an Athletic program, teacher or coach.

A. Information on any gift, or total of gifts, sponsorships or contributions of $500.00 or more yearly to an athletic program, team or coach which is meant to support that program, team or coach must be reported to the governing body or administrative officer responsible for policy development related to athletics.

B. If requested, a record of gifts, contributions or sponsorships must be made available to the section to which the school belongs and to the State CIF. Such a record should include the date and amount as well as a copy of any existing contractual obligations related to the gift, contribution or sponsorship, and a clear record of the disbursement of the funds.

CERTIFICATION OF COACHES

Title V of the California Education Code governs schools and districts as to how they hire coaches. It sets standards that all coaches, certificated and walk-on, must meet. All coaches must meet the following standards and criteria and meet with Personnel Services for Orientation prior to working with students:

- Submit a completed application to the Athletic Director.
- Submit a completed Employment Agreement Form to the Athletic Director.
- After the Athletic Director has processed site paperwork it will be forwarded to Personnel.
- Personnel will call the coach to set up an appointment at the District Office (300 South C St., Tustin) to pick up an employment packet and the District required fingerprint form.
- If the coach does not have a valid California teaching certificate, use the Pre-Employment Checklist to walk thru the entire ASCC process until State confirmation can be downloaded.
- An appointment with Orange County Department of Education will be made to have District and State required fingerprints taken.
- Personnel will call coach after District fingerprints have cleared to make an orientation appointment.
- At orientation, the coach will present a valid first aid and CPR certification, the negative results on the TB test, a copy of the State confirmation, a Driver's License, and original Social Security Card.
- Complete and online concussion training
- Show expertise in the specific sport *or activity*
- Have prior experience with age group coaching
- Have experience in the psychology of competition
- CIF certification

There are many ways to accomplish and verify the preceding requirements. All of these must be completed prior to working with TUSD students. The principal or designee makes coaching assignments. The athletic directors and group advisors advise the administration on the selection of coaches. Potential coaches have approval of the Athletic Director before their application is forwarded to the district.

Coaches MUST be cleared by Human Resources in order to have any contact with students or get paid! Personnel will issue an Authorization to Work to the Principal and AD when the coach has completed all items If you have a question about a coach being clear please contact Juan Lopez at 714-730-7301, ext. 353.

EVALUATION OF COACHES

Evaluation of the athletic staff resides with the athletic director and the school administration. Evaluation of non-athletic coaches resides with the Assistant Principal of Activities/Athletics. Booster Club members do not participate in the evaluation process.

HIRING PROCESS FOR ATHLETIC, CO-CURRICULAR, EXTRA-CURRICULAR COACHES

AND ASSISTANTS (WALK-ON COACHES)

The school site may make a recommendation for hire. However, a candidate cannot begin working with students until he/she has completed the hiring process. Human Resources will notify the site when a candidate has been cleared for work with students.

For open Head Coach Positions, the Athletic Director will notify the Assistant Principal/Principal of a vacancy. The site must first determine if a qualified certificated teacher is capable to fill the position. If there is not a certificated staff member qualified for the position, Human Resources will post the opening. Interviews will be held at the site level. A recommendation for hire from the Principal will be forwarded to Human Resources. The candidate must then complete the hiring process before beginning work with students.

The Hiring Process for assistant coaches is completed through a collaborative effort of the head coach, athletic director, and principal or the principal's designee. Once a candidate for a walk-on assistant is approved, the process outlined below will be followed:

1. The Athletic Director notifies Human Resources of tentative appointment.

2. Human Resources will contact the candidate to begin the hiring process. The candidate must visit the HR office to start this process.

3. The hiring process will include the following:
   - Completed employee application
   - Fingerprint Scans with DOJ/FBI clearance
   - Proof of CPR Certification
   - Proof of First Aid Certification
   - Proof of TB Clearance
   - I-9 Verification
   - CIF Certification

After all is completed, a walk-on coach is approved to begin working with students.

TRANSPORTATION

Schools in California are constantly facing concerns on how limited state funding is spent on the whole education program. Money for transporting students to and from extra and co-curricular activities is not provided to the District in funds received from the State of California and must be provided by the group participating in any activity, so that funds are not reduced in the core education programs to subsidize transportation.

Procedures are evaluated every year and as changes are made regarding extra and co-curricular transportation procedures, we will notify you immediately. Throughout the changes, the District is committed to the safe and reliable transportation of students.

TRANSPORTATION INFORMATION – 2025-26

Transportation is an important part of any extra or co-curricular event. It is the combined goal of the High School and the District transportation department that our students, coaches and staff receive safe, timely transportation to and from events.

As you know, the cost of transportation rises and falls during each year and the District strives to keep up with this changing expense. District rates are calculated to cover our direct expenses only, which

includes: the driver's hourly rate, fuel cost, wear and tear on the vehicle and vehicle maintenance. The District does not make a profit when charging transportation fees; in the past, there has typically been a significant shortfall to the District. As State funding for the core education program to schools becomes more unpredictable, it is essential that extra and co-curricular events completely cover their transportation expenses.

When costs are covered, the District is able to provide transportation and user groups seem to enjoy using District services because the drivers are very reliable and know most of the students. Staff and students alike describe the bus ride as an important part of any event.

Several factors may increase your trip charges: time of pick up and reload that may interfere with home to school routes, changes made by your group during the trip, actual hours and miles, and bus clean up. State and Federal Laws require that each bus be inspected by the driver prior to the use of each bus for every day. If the bus used for your trip had already been inspected for an earlier trip, then you will not be charged for the inspection time. But if your trip is the first time a specific bus is used that day, then your trip will be charged for the driver inspection time. Changes by your group occur when the person in charge of the trip asks the driver to make additional stops or take another route to or from an event. When that occurs, your trip costs will increase. Lastly, if your group leaves trash on the bus after your trip, then your group will be charged for the extra time that the driver spends cleaning the bus. Encourage your students to clean up after themselves!

All transportation costs/ fees are the responsibility of your group.

All payments shall be made, in person, at the Beckman High School Student Store, or online at our ASB Webstore.

<u>Need assistance calculating the cost of a trip?</u>
Call Kori Morrison (714-734-2900 ext. 0) and ask for help; she will be glad to assist you in calculating the cost of a trip.

<u>Other important information regarding transportation:</u>
The transportation department will assist you in all your needs for transporting students for any event. Safety is our number one concern, and all transportation requests shall be made through the District transportation department. If a trip must be scheduled with an outside carrier or coach company, our department will make sure that the carrier is licensed and knowledgeable in the transport of students. They will also compare rates to ensure that the trip is cost effective.

PARENTS DRIVING STUDENTS

Year after year, it is noted that the use of buses for transporting students to and from events has benefits in many areas. At TUSD, safety is our highest concern, and the California Highway Patrol states that school buses are the number one safest form of transportation.

Parents who choose the option of transporting students themselves are taking on a great responsibility. The Tustin Unified School District's Board Regulation No. 5131.6c and 6174.2 specifically address the topic of Transportation from field trips and/or competitive events. "**All students participating in field trips or competitive events shall return with the group unless released by the coach, using a verified signature log, to the student's parents/guardians/caregivers."** An exception may be made for emergency medical treatment.

EXTENDED TRIP INFORMATION

1. The District expects that every effort will be made to attend meets, tournaments, performances, festivals, parades, camps, etc., located within Southern California (Orange, Los Angeles, Ventura, Riverside, San Bernardino and San Diego counties).

2. Exceptions may be allowed for "out of local area" travel if no comparable event exists in Southern California and the following criteria are met:

A. The idea for the trip is first approved by the site Principal before fund raising, specifically for the trip, or trip information is disseminated. The Principal must be involved in every aspect of the trip planning.

B. Trip must be justified (why, who, will it improve the program, prestigious, etc.). Indicate mode of travel (plane, auto, bus, etc.)

C. It is an invitational tournament, parade or performance and is basically not a sight-seeing trip. Total number of trip days versus number of performances/games will be part of the review.

D. All student members of the travel group can go regardless of ability to pay. Booster Clubs must fundraise so everyone who wishes to go can participate in the trip.

E. All student safety and liability issues are addressed to the District's satisfaction. All out-of-state travel requires that an administrator accompany the trip unless waived by the Superintendent.

F. The Chief Academic Officer has final approval. However, large group and/or distant travel also requires Cabinet review and approval.

G. Timely submittal is required (three- to six-month lead time). Proposed trip requests seeking District approval at the last minute will be deemed examples of poor planning, and absent a compelling reason will usually be denied.

H. Booster Clubs planning out-of-state trips are required to have an administrator travel with the group. When fundraising for such trips, Booster Clubs should include costs for administration to attend (hotel, travel, etc.)

TRIP TRAVEL STUDENT/PARENT RESPONSIBILITIES

Beckman High School is proud to have student representatives at various conferences, camps, and athletic competitions around the country and around the world. Continued success and viability of these trips is dependent on students and parents demonstrating proper conduct while traveling. While the students represent Beckman High School at any school related trip, all school rules, Education Code sections, and board regulations are in effect. Please review the sections below with your student and then sign and return the bottom portion of this memo. When indicated, please refer to the attached Education Code sections and TUSD Regulations. If you have any questions regarding any of this information, please call Penn Bushong, Assistant Principal, at (714)734-2900, extension 517.

STUDENT RESPONSIBILITIES

All school rules, Education Code Sections, and TUSD Regulations apply at all times – including time away from competition or organized activities, and when under the supervision of chaperones. Please pay particular attention to the following Education Code Sections.

Drug and alcohol related violations of the Education Code [see Ed. Code Sections 48900 (c) (d) (j); Ed. Code Section 48915 (a) (3); Ed. Code Section 48915 (c) (3)] will result in an immediate removal from all school related activities, and upon return to school, immediate suspension. In accordance with Board Policies and Regulations 5114 and 5118 the student will face the following consequences:

- If the incident is a first offense, the school may exercise disciplinary consequences that may include 1) suspension 2) recommendation for involuntary transfer to another high school within Tustin Unified School District 3) recommendation for expulsion from all schools within Tustin Unified School District. Beckman High School may also recommend participation in Project TODAY, a three-day drug and alcohol education program.

- If the incident is a second offense the student will be recommended for expulsion from all schools within Tustin Unified School District.

Bullying and Hazing [Ed Code Section 48900 (q)] are not permitted and will result in an immediate removal from all school related activities and possible suspension, expulsion, or involuntary transfer upon return to school.

In addition to suspension from school, involuntary transfer, or expulsion, code of conduct violations may result in suspension of school related activities and removal from the class, or classes related to these activities.

Students must also obey the following rules:
- Guests are not allowed in student rooms (only coaches, players, parents, chaperones)
- Students must be accompanied by a chaperone at all times
- Students may not swim in a pool or in the ocean unless there is a lifeguard on duty

PARENT/CHAPERONE RESPONSIBILITIES

It is through the support of parents that we are able to sponsor trips and activities. Parents and chaperones that accompany students have a great responsibility. Any inappropriate behavior jeopardizes Beckman High School's ability to sponsor trips in the future. We ask that parents and chaperones follow these guidelines:

- All parents who travel and spend the night must complete a chaperone packet and should have current fingerprints on file with the district.
- All parents and chaperones must adhere to TUSD Board Policy/Regulation 6174 regarding Trip/Travel supervision
- All parents and chaperones may not consume alcohol during the trip
- All parents and chaperones must immediately report any problems and/or rule violations to the coach or supervisor
- Know all the relevant information regarding the trip, including destinations, timelines, itineraries, etc. The advisor/coach will review all the information with the chaperones prior to the trip.
- Understand all emergency rules. Know evacuation routes; keep all emergency and "authorization to treat a minor" cards and emergency phone numbers handy.
- Make sure students follow instructions and remain in designated areas for supervision.
- On overnight field trips, chaperones may need to take turns staying up to patrol hotel hallways.

- Get to know all the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to "join" the BHS group. It is important for chaperones to know which students belong to Beckman.
- Make sure students do not leave the group. They should always travel in groups or with a designated adult chaperone.
- Parents who plan to chaperone events may want to become emergency first aid and CPR certified.

ATHLETIC COMPLAINT PROCEDURES

People interested in the athletic program of the school may occasionally raise questions concerning the program and/or staff performance. Beckman High School uses the following procedures when dealing with athletic/program issues:

- When there is a concern, the student **must** initiate a conversation with the coach/advisor in which he/she calmly relates the concern. The coach/advisor will engage in the conversation in order to try to reach a positive resolution. This conversation may require an appointment made for a date and time which is mutually agreed.

- If, after speaking to the coach/advisor, the student feels that his/her concern/question was not answered, he/she can ask his/her parents to help. Parents should wait until practice or game is completed or make an appointment with the coach at a time that does not conflict with the coach's school duties, practice or competition schedule. These kinds of conversations should not take place immediately following a game or competition. At this meeting, parents have every right to discuss playing time, treatment of their students, etc., but it is inappropriate to discuss any other players. The biggest myth surrounding high school athletics is that there is a cause-effect relationship between a parent complaining and student playing time. Coaches play the athletes who deserve to play because the athletes are members in good standing and have proven themselves on merit.

- Meetings with the coach usually resolve any issue. If the issue is not resolved, parents may meet or discuss concerns with the athletic director. The athletic director will inform the school administration regarding the issues and the resolution of the situation. Non-athletic programs meet with the Assistant Principal of Activities and Athletics.

- In rare circumstances, parents may feel they need to meet with the school administration even after discussing the situation with the athletic director. At this point, a meeting will be set up with the student, parents, coach, athletic director, and the assistant principal who oversees athletics to review any remaining concerns. The assistant principal will give a detailed report to the principal regarding the outcome of the meeting.

- Sensitive personnel matters should be reported directly to the Principal. All personnel matters will be handled in a confidential manner consistent with Tustin Unified School District policies as outlined in Board Regulation 1313, 4117.1, 4218, and 5146.1.

These procedures are not in place in an effort to "wear the parent out;" rather, they have evolved because personnel are hired to do certain things. Coaches are hired to run teams and programs and they are the ones who have the most knowledge. Athletic directors are in their roles because they love the school, the kids, and all of our teams, and they have experience dealing with the supervision of coaching staffs. The activities assistant principal is the principal's designee regarding all athletics and other competitive programs and has to be the most knowledgeable employee regarding CIF eligibility rules.

SCHEDULING CONFLICT PROCEDURE

When a student is involved in several programs conflicts are bound to occur. The following will be the protocol for determining which event the student should attend:

Conflict of Events	Priority
Practice/rehearsal vs. game/performance	the game/performance is the event that the student will attend
Game/performance vs. "honors" game/performance	the honors event is what the student will attend

Students need to be responsible and look to see potential scheduling conflicts. Some exceptions to the above will occur, but these guidelines will fit most circumstances. Students will sometimes need to make tough choices… sometimes a consequence will be the result of these choices.

HOW TO BE A SUPPORTIVE PARENT

Being a parent of a high school interscholastic athlete or other competitive group member can be an extremely exciting experience. Beckman High School has students participating in over 20 different sports with over 45 levels of competition, as well as many other competition groups. Participating in this adventure with a student can and should be a cherished activity. Parental support is very important to these competitors, the high school, and the community.

The following are suggestions that may help promote a positive and productive experience for student competitors and their parents:

- Be positive. Being on a high school team is quite an accomplishment. Don't let playing time dictate the competitor's happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 students who participate in youth baseball leagues, perhaps only 5-10 will be able to compete at the varsity level by their senior year. Each year a student remains on a team is a cause for celebration.

- Be supportive of the coaching staff in front of your student competitor. Nothing can erode teamwork faster than athletes/performers doubting the capabilities of their coaches. It can be a cancer that affects performance, confidence, and the edge needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat.

- Be part of a network. Whether part of a Booster Club or not, parents can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, he/she should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.

- Be a Booster parent. Be satisfied with supporting the athletic or competitive group without ever thinking you have to contribute time and/or resources to allow your student playing time. This is one of the two biggest false premises that are perpetuated from year to year. The other false

premise is that if a parent complains to a coach/advisor, his/her child's playing time or position will be affected. A parent should donate to help make the experience for *every student* the best it can possibly be. Booster Clubs do make a difference, but the spirit should be focused on the total program.

- To say winning and losing is not important is untrue. If it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. Beckman takes great pride in past accomplishments, but it is not the outcome of a particular game or season, which is important; rather, it is the process of becoming competitive that most student-athletes-performers relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.

- Promote excellent sportsmanship. Parents should attend games/competitions and cheer for Patriot success. Game officials or judges do not favor one team over another and have nothing personal against any group. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions but voicing them inappropriately can never be construed as proper sportsmanship. Parents who demonstrate poor sportsmanship will be removed from a contest. Remember: positive cheers only.

- Keep things in perspective. Having lofty expectations for a student-athlete-performer is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will receive a college scholarship based on their competitiveness, nor should a student's success be measured by a scholarship offer. Beckman has had a number of athletes/performers receive scholarships based on the hard work of all stakeholders, particularly the students themselves. The coaching staff will assist interested students in finding an opportunity to continue competing at the next level, but they will never recommend a school at which the student cannot potentially be successful.

- Parents who have, or have heard about, issues regarding the program should speak to the head coach immediately. Rumors and misinformation that is allowed to circulate can be one of the most destructive and divisive items on a high school campus. Coaches will listen, appreciate confidentiality, and give a timely response.

The students alone do not dictate the success of the competitive program. It is a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose.

While we have a tremendous amount of support for Beckman students-athletes-performers and competitors by the coaches, teachers, administration, and school board members, it is our Parental support, that we consider to be the most important. Parents are the ones with the most vested interests in seeing their student have a positive experience.

WHAT IS CIF?

CIF is the governing organization for interscholastic athletics for the state and is divided into ten sections ranging in size from six member schools (Oakland) to 515 (Southern Section). CIF is a principals' organization that establishes various committees to create and pass legislation. The CIF-SS office, which is located in Los Alamitos, is staffed with a commissioner and four assistant commissioners. Their role is to *enforce and interpret* legislation approved by the member schools. These commissioners do not create the rules. Parents should direct inquiries regarding eligibility or any other rules to the athletic director or the activities assistant principal of activities and athletics before calling CIF. Other competitive groups

may or may not have a governing body similar to CIF. That organization's rules may play a role in some decisions.