

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

**HANDBOOK FOR HIGH SCHOOL ATHLETICS
COACHES AND ADMINISTRATORS
2015 – 2016**



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GOVERNANCE OF HIGH SCHOOL ATHLETICS

This handbook focuses on the governance of the athletic program at the District level. SSFUSD is a member of the Peninsula Athletic League (PAL) of the Central Coast Section (CCS) of the California Interscholastic Federation (CIF) which governs all high school competitive sports in California. The District's athletic programs at both high schools are required to comply with all of the rules and regulations of the league (PAL), the section (CCS), and the federation (CIF) as defined in the by-laws of those organizations. In addition, the District may establish its own standards, rules, and regulations as long as they are not in conflict and are aligned with those of the governing organizations.

The bylaws of the governing organizations can be accessed online at the following locations.

- CIF: <http://www.cifstate.org/index.php/governance>
- CCS: <http://www.cifccs.org/cbp.htm>
- PAL: <http://www.smcoe.k12.ca.us/pal/index.htm>

NON-DISCRIMINATION AND ACCESS TO ATHLETICS

The South San Francisco Unified School District is committed to equal opportunity and does not discriminate in any program or activity on the basis of sex, race, age, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1973, Section 504 of the Rehabilitation Act of 1973 and California Government Code 5 12940.

No student-athlete or family of a student-athlete will be required or pressured to pay a "participation fee" by our District, our schools, and/or affiliated booster clubs. Additionally, as per Title IX, there are equitable sports program offerings for male and female athletes.

Any inquiries regarding this nondiscrimination policy or the filing of a discrimination complaint may be directed to:

Assistant Superintendent for Human Resources and Student Services
District Officer for Section 504 and Title IX
Phone: 650-877-8725

COMPETITIVE SPORTS OFFERED AT SSFUSD HIGH SCHOOLS

The following sports are offered within the District. It is the District's to provide an equitable athletic program at each of its comprehensive high schools. Students may participate in only one sport per season. Cheerleading (Spirit Squad) is not recognized by the CIF/CCS/PAL as a competitive sport. As a result, student athletes may participate in athletic teams and Cheerleading or Spirit Squad concurrently; however, this requires the approval of the team coach and the Athletic Director.

FALL		
Football	Coed	Varsity Jr Varsity
Cross Country	Coed	Varsity Jr Varsity
Tennis	Girls	Varsity
Volleyball	Girls	Varsity Jr Varsity
Golf	Girls	Varsity

WINTER		
Basketball	Boys	Varsity Jr Varsity
Basketball	Girls	Varsity Jr Varsity
Soccer	Boys	Varsity Jr Varsity
Soccer	Girls	Varsity Jr Varsity
Wrestling	Coed	Varsity Jr Varsity

SPRING		
Baseball	Boys	Varsity Jr Varsity
Swimming	Boys	Varsity Jr Varsity
Swimming	Girls	Varsity Jr Varsity
Tennis	Boys	Varsity
Track & Field	Boys	Varsity Jr Varsity
Golf	Boys	Varsity
Badminton	Coed	Varsity
Track & Field	Girls	Varsity Jr Varsity

STRUCTURE OF THE ATHLETIC DEPARTMENT

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

HIRING POLICIES AND PROCEDURES FOR HIGH SCHOOL COACHES

The school's Athletic Director and Administration work directly with the Human Resources office to ensure that all Board Policies, Administrative Regulations, and the California Educational Code are followed when hiring qualified coaches. Paid coaching positions are posted as they become open. In addition, all hiring decisions are made in accordance with the SSFUSD policies and procedures and are made without regard to a candidate's race, gender, ethnicity, religious preference, or sexual orientation. Applications for positions are accepted electronically through the Edjoin.org website @ www.edjoin.org

As designated in the Education Code, priority is given to qualified teachers and staff members when hiring coaches before recruiting candidates that are not employed by the district. Hiring recommendations are made by the Principal in consultation with the Assistant Principal in charge of athletics and the Athletic Director. The name of the recommended candidate is submitted to the Human Resources Department at the District Office to begin the required paperwork, documentation, and clearances. All clearances and paperwork must be completed prior to any student contact.

CIF STATE REQUIREMENTS FOR COACHING HIGH SCHOOL SPORTS

The primary requirements for coaching high school sports in California are:

1. A General Coaching Education Course. The most commonly utilized courses are:
 - The Fundamentals of Coaching course through the NFHS <https://nfhslearn.com/courses/61001>
OR
 - CIF Coaching Principles course offered through ASEP
http://www.asep.com/courseInfo/purchase_courseinfo.cfm?courseID=227
OR
 - CIF Coaching Orientation course offered in a classroom setting (contact your school AD) or online through ASEP
http://www.asep.com/courseInfo/purchase_courseinfo.cfm?CourseID=189
2. A Sports specific Concussions Course. The most commonly utilized course is the:
 - Concussion in Sports offered through NFHS <https://nfhslearn.com/courses/38000>
3. Current First Aid and CPR Certification.

REQUIRED DOCUMENTATION AND CLEARANCES FOR COACHES

All coaches, including paid employees and volunteers, must be completely cleared to work directly with student athletes. New coaches must set up a meeting with Human Resources to complete paperwork and to sign up for Livescan fingerprinting at the San Mateo County Office of Education. The following items must be fulfilled before a coach is authorized to work with athletes.

- Livescan results verifying the background check must be received by Human Resources
- CIF Coaching Principles course successfully completed
- Negative TB test results submitted (must be renewed every four years)
- Proof of current CPR and First Aid certifications
- NFHS Life Coaching Clearance – Principals of Coaching
 - www.nfhslearn.com
- All mandated trainings including but not limited to Mandated Reporting and Sexual Harassment
- Coaches for the swimming teams must submit proof of current Water Safety certification

Returning coaches with no lapse in employment need to ensure that their TB, CPR, First Aid, and Water Safety (if applicable) are current. Cleared coaches will be provided with an ID badge from the district office and are expected to wear this ID at all times when working with our student athletes. If any clearance item for a coach expires during the season, he/she must cease working with athletes until all items are up-to-date. There are no exceptions.

VOLUNTEER COACHES

Many teams rely on volunteer assistants. These positions are unpaid. All volunteer coaches must follow the District procedures for applying as a volunteer with the District Office which includes fingerprinting. The required forms can be obtained through the school office or from the District Office receptionist. Volunteer coaches are not allowed to have contact with students until their volunteer application has been approved by the District Office.

MANDATED REPORTING

All school employees, including administrators and all certificated and classified staff members, are designated as "mandated reporters" and must complete Mandated Reporter training. Mandated reporters are required by law to report any knowledge or observation of a minor in his/her professional capacity or within the scope of his/her employment, if he/she knows or reasonably suspects that the minor has been the victim of child abuse. The mandated reporter is required to report the known or suspected instance of child abuse to a child protective agency such as Child Protective Services or the police department immediately, or as soon as practically possible by telephone. The mandated reporter is then required to follow-up with a written report within 36 hours of receiving the information concerning the incident. (CA Penal Code Sec. 11166)

Any school employee who suspects a student has been the victim of child abuse should report it immediately to Child Protective Services or the SSF Police Department at the phone numbers below and inform the school Administration that the report has been made.

San Mateo Child Protective Services (650) 595-7922

South San Francisco Police Department (650) 877-8900

After the initial phone report, a written report must be made to Child Protective Services within 36 hours. The correct forms are located in the Counseling Department at each of the high schools. The reporting duties and statutory penalties for failing to report cannot be delegated to someone else. It is not enough to report the suspected abuse to a supervisor or administrator. Each mandated reporter must personally file a report with Child Protective Services or the police department. Likewise, supervisors or administrators cannot impede or inhibit reporting by a mandated reporter and they cannot take any action against the individual for making a report.

PURSUING VICTORY WITH HONOR

SSFUSD is committed to the principles of Pursuing Victory with Honor that were developed by the California Interscholastic Federation (CIF) to guide districts, schools, coaches, and athletes that participate in competitive athletic programs in California. The sixteen principles are listed below.

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

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

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

Acting under the direction of the school site administrator in charge of athletics, the Athletic Director supervises all aspects of the athletic program and ensures that the program is conducted in accordance with all league, state, and Board Policies as well as the policies and philosophy of the school and the Athletic Department.

The responsibilities of the Athletic Director include:

- Development and administration of appropriate departmental rules and regulations governing the conduct of athletic activities
- Recruitment of qualified coaches and participation in the hiring process at the school site
- Certification of coaches and volunteers
- Management of the athletic budget including payment of stipends, required fees, operating expenses, and department purchases of equipment, etc.
- Supervision of all fund raising efforts associated with the Athletic Department and the fulfilling of all required documentation associated with fund raising activities conducted by students
- Supervision of the sale of tickets for athletic contests
- Verification of athletic eligibility
- In conjunction with the school and District administration, coordination of the scheduling, care, and upkeep of the athletic facilities
- Facilitation of coaches' meetings to ensure continuity of the athletic program
- Representation of the school and district at league and sectional meetings
- Supervision and evaluation of the performance of coaches and recommendations for future employment

COACHING PHILOSOPHY

First and foremost, the coach is a teacher and role-model for the team. Coaches are expected to teach not only skills and strategy, but also how to work diligently in pursuit of goals, how to learn from mistakes, and how to win and lose with dignity and respect. The emotional nature of athletic competition requires coaches who lead by example. Coaches work under public scrutiny and pressure to win. Demands on a head coach include but are not limited to: deciding which athletes should play, for what length of time, and which strategies to employ -- often during high stress times. These decisions are to be made by the coach and not by athletes, parents, or administrators. Coaches will be entrusted to make these decisions based on their own best judgment and commitment to honest communication and fairness. The coach has a primary influence on players and should approach coaching with understanding, patience, and a personality that inspires confidence in others. Coaches must remember that their sport is just one part of the student-athlete's opportunity to grow as an individual. Participation in off-season teams, clubs, or summer teams are never mandatory for participation on a team.

RESPONSIBILITIES OF THE HEAD VARSITY COACH

Acting under the direction of the Athletic Director and the administrator in charge of athletics, the Head Varsity Coach supervises all aspects of the specific sport and ensures that the program is conducted in accordance with all league, state, and Board Policies as well as the policies and philosophy of the school and the Athletic Department. It is the responsibility of the head coach to create a positive atmosphere for the entire coaching staff for that sport. If a disagreement arises between coaches in a particular sport, the problem should be discussed in a professional manner and if it cannot be mutually

resolved, the Athletic Director should be consulted. At no time should a disagreement be allowed to affect the players. While an assistant may disagree with the head coach, he/she should always support the head coach, especially in front of the players on the team.

The responsibilities of the Head Varsity Coach include:

- Supervision of all levels of the sport including varsity, junior varsity, and frosh/soph teams
- Dissemination of a sports syllabus to athletes and parents outlining expectations and requirements for the sports program. This syllabus is to be given to each athlete on the day he/she signs up for tryouts for the sport and returned to the coach signed by the athlete and a parent/guardian; a copy of the syllabus is also to be given to the Athletic Director.
- Participation in the hiring and certification of coaches
- Maintenance of a positive working environment for coaches and volunteers
- Monitoring the academic standing of players and the identification of appropriate academic interventions
- Compliance with athletic eligibility requirements
- Team compliance with sports bylaws and policies of the PAL, CCS, and CIF
- Enforcement of the standards for appropriate sportsmanship and player conduct
- Training and supervision of team managers
- Distribution, collection, and care of team uniforms and equipment
- Supervision of student athletes on and off the playing venue (on buses, in locker rooms, etc.)
- Development and distribution of daily practice schedules
- Attendance at all mandatory department, league, and section meetings
- Scheduling of games and all necessary officials and transportation
- Development of the budget for the season including planned purchases and fund raising
- Maintenance of team rosters and statistical and participation records
- Oversight of the planning and execution of the awards dinner at the end of the season
- Compliance by athletes with all the rules and regulations of the District
- Evaluation of players
- Evaluation of the program gathering input from parents, athletes, and other coaches
- Evaluation of coaching staff

COMMUNICATION WITH STUDENT – ATHLETES AND PARENTS

Head coaches are responsible for clearly communicating expectations of student-athletes and parents and providing practice and game schedules in a timely manner. A pre-season meeting with students and parents after the team has been selected provides an ideal time to distribute important information and to begin building a strong parent community. During this meeting, coaches should distribute schedule, athlete and team expectations, transportation details, and answer any questions that parents have. In addition, this is a perfect time to include the Athletic Boosters to ensure access and support for all athletes, parents, and coaches.

STUDENT ATHLETIC AWARDS

Each of the high schools has developed a slate of awards for student athletes at the school level and each school will also recommend student athletes for awards that are given at the Peninsula Athletic League and CIF levels. Annually, each school will make available the potential awards, the criteria required for a student athlete to be considered for each of the awards, and the selection process and

timeline to be used for the awards. The chart below outlines the potential awards at each of the schools. It is important to note that not all awards are given every year. A more comprehensive list of awards and criteria can be obtained from the Athletic Director at each school.

El Camino High School	South San Francisco High School
<p>School Level Award Examples – nominated by coaches All-coach meeting held to determine recipients Criteria for each award reviewed annually and distributed to student athletes and families</p> <ul style="list-style-type: none"> • The Blanket Award • Outstanding Graduating Senior Perpetual Award • Scholar Athlete Perpetual Award • Most Inspirational Athlete • Athletic Block Award <p>Individual Team Awards (given at a team meeting)</p> <ul style="list-style-type: none"> • May be voted on by the team • May be awarded by the coach <p>Block Awards (Student Activities)</p> <p>Senior Scholarship Awards (Dr. Nadeau, etc.)</p> <p>League Awards</p> <ul style="list-style-type: none"> • CCS – CIF Scholar Athlete Awards 	<p>School Level Award Examples Criteria for each award reviewed annually and distributed to student athletes and families Athletic Director oversees selection based on criteria</p> <ul style="list-style-type: none"> • Greg Jones Scholar Athlete Award • Girls Scholar-Athlete Award • Frank Nichols Senior Track and Field Award • Vince Sammon Memorial Award • Dr. Nadeau Scholarship <p>Individual Team Awards (given at a team meeting)</p> <ul style="list-style-type: none"> • Determined and awarded by the coach <p>Block Awards (Student Activities)</p> <p>League Awards</p> <ul style="list-style-type: none"> • CCS – CIF Scholar Athlete Awards

CONDUCT OF COACHES

Coaches are held to the same standard of behavior as teachers when working with student athletes, parents, administrators and community members. It has been said that the true mark of a coach is his/her self-control under the most trying of circumstances. Adhering to the following recommendations will ensure that a coach's behavior conforms to the philosophy, principles, and standards of the District.

1. Athletes openly demonstrating poor sportsmanship should be promptly removed from the contest-- even if only for a few timely remarks from the coach. It is far better to remove the athlete than to allow the situation to continue resulting in the ejection of the player. Your players reflect your leadership. (P.A.L. policy: Players ejected from a contest are not eligible to play in the next contest.)
2. Shaking hands after the game regardless of the outcome is an important tradition. If there are any incidents during the game, they will soon be forgotten by players and spectators when the coaches meet on the field or court and shake hands.
3. Avoid any critical remarks directed toward an opposing coach. This type of behavior labels a coach.
4. If you are the recipient of a poor call by an official, remain as composed as possible under the circumstances.
5. Coaches are to stay away from officials following a contest. Comments should be sent to the League Commissioner through the Athletic Director or written protests.

6. Coaches must encourage and maintain a proper moral and ethical atmosphere for players during practice and game contests.
7. Coaches should always maintain appropriate relationships with students and should not socialize with students individually. An inappropriate relationship between a coach and a student will result in immediate dismissal of the coach and a report to the SSF Police Department.
8. Physical contact between the coach and an athlete should be limited to that necessary and appropriate to teach a skill, treat an injury, and to console or congratulate a player.

COACHING ATTIRE

Please Note:

- Only swimming coaches may wear flip flops.
- Jewelry is limited to:
Males: A watch, commitment ring, any necklaces in side of shirt o.k.
Females: Earrings, Necklaces, commitment rings
- All coaches on staff should coordinate pant or short color.

Fall

- Football: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Volleyball: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Cross Country: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Girls Tennis: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes

Winter

- Basketball: Weekday: Team shirt, Jacket, Khaki or black pants with dress shoes, team sweat suits
Friday: games are business attire
- Soccer: Team shirt, Jacket, khaki or black shorts or pants, tennis shoes, team sweat suit
- Wrestling: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes, Team sweat suit

Spring:

- Baseball: Team uniform required by NFHS rules
- Softball: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Swimming: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes, or flip flops
- Track and Field: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Badminton: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Boy's Tennis: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes
- Boy's Golf: Team shirt, Jacket, khaki or black shorts or pants, Tennis shoes

REQUIRED LEAGUE MEETINGS

Head varsity coaches are required to attend both a pre-season and post-season PAL coaches' meeting each year. Important information, including changes to bylaws, will be communicated at these meetings. In the event that the varsity head coach cannot attend one of these meetings then another member of his/her coaching staff must attend.

KEYS

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

UNIFORM AND EQUIPMENT DISTRIBUTION AND COLLECTION

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

END OF SEASON REPORT

At the end of the season varsity coaches are to complete the End of Season Report. In this report the coaches are to address significant accomplishments of the season, reflect on their goals and make recommendations for next year. In addition, the varsity coach must document the individual team awards for players and his/her recommendation for school wide awards such as the Blanket Award.

PUBLICITY FOR ATHLETICS

Coaches are responsible for keeping accurate game records. These records are required for publicizing contest results.

Publicity may include:

1. San Mateo Times
2. Enterprise Journal / Daly City Record
3. PTSA Newsletter
4. School Newspaper / Student Bulletin
5. San Francisco Chronicle / Examiner

Timely and prudent publicity for the athletic program helps to promote a positive public image of the school and engenders community support for the athletics program.

GENERAL SUMMARY OF TEAM MANAGEMENT RESPONSIBILITIES

- Obtain a league schedule from the Athletic Director and arrange for practice contests. (Check total game limitations and legal starting date before completing practice schedule.)
- Prepare (after the first turn-out) a complete roster of all candidates. List name, year in school, and any additional you feel is needed. Turn this list in to the main office. It will be used for eligibility and will be the season roster for team dismissal.
- Give each athlete a Parent Consent-Emergency card to be filled out and returned to the Athletic Director. Carry these cards to all contests and practices in your first aid kit.
- Give each athlete an insurance form to be returned to the Athletic Director as soon as possible. Reminder: Accident insurance is required of all athletes. If an athlete has insurance other than C.I.F. or school insurance, a signed statement from the parent is required.
- Keep a complete record of all uniforms and equipment. (All equipment must be marked and numbered.) Submit an inventory list to the Athletic Director of all equipment on hand at the end of each season.
- As soon as the schedule is complete, submit a copy to the Athletic Director which includes the following information: date of contest, opponent, place, dismissal time, bus departure, and return time.
- At the end of the season, prepare a master list of Athletic Award points earned by each team member. Submit a copy to the Athletic Director.
- Prepare your point certificates for athletes. (Athletic Director has certificates.)
- All Uniforms, Equipment, Keys, Athletic Points, Most Valuable Player and Point Certificates must be returned to the Athletic Director before a coach is released and paid.
- Athletes are to dress for physical education every day unless they are excused for medical reasons. Athletes should participate in regular activity on game days unless the activity is unusually strenuous. Coaches should check with P.E. teachers in this regard.
- In the organization of an athletic team at this school, the managers are perhaps the most important single item. Coaches are urged to select only the number of managers that are actually needed. These persons must be of unquestionable reliability and honesty. The following are areas that managers should be trained in prior to the beginning of the season:
 - use of the equipment issue card/uniform issue sheet
 - location and care of equipment and method of marking equipment
 - method of surveying worn or destroyed equipment and where these are kept for future accounting
 - checking the locker room before and after practice
 - help with setting up for home games and matches and getting all equipment together on away days

SCHEDULING GAMES

Scheduling Limitations: Each coach is instructed to examine the P.A.L. Constitution for number of games allowed and starting date limitations for scheduling your sport.

Traveling Limitations: Travel to any county other than San Mateo or San Francisco County is limited by District policy and also requires the approval by the building principal.

A. Athletic Master Calendar:

1. All coaches are urged to schedule their practice contests as early as possible prior to the sport's season. The date, day, opponent, place, dismissal time, and departure time of each contest must appear on your schedule.
2. Schedules must be submitted to the Athletic Director for approval. If there are any changes in any item of your schedule you are to bring this to the attention of the Athletic Director, Principal, and Administrator in charge of supervision.

B. Contest Cancellation

1. Call the main office to notify the Principal who will then notify the competing schools and Athletic Directors.
2. Reschedule contest, if possible.
3. Cancel officials.
 - a. Call supervisors of officials.
 - b. Reschedule, if date is known.
 - c. Notify main office secretary of any change in schedule by 12:00 noon.
 - d. Notify Principal's secretary or Assistant Principal in charge of athletics.
4. Notify appropriate newspapers.
5. Notify faculty that athletes are not to be excused from class.....
6. Notify school maintenance department of cancellation so the crew will not set up for the competition.
7. Notify doctor (if football).

PRE-SEASON CHECKLIST AND RESPONSIBILITIES

Pre-planning is necessary before a coach actually starts working with the athletes. Review the following tasks and pre-season responsibilities carefully. If you have questions or concerns, consult with the Athletic Director or Assistant Principal in charge of Athletics.

A. PERSONNEL TASKS

1. Complete all district forms through the Human Resources Department at the District Office. (877-8725)
2. Complete coaching certification program (CPR, First-Aid, Psychology of Coaching, Adolescent Psychology, etc.)
3. Volunteer coaches must also complete numbers 1 and 2 above.
4. Obtain school parking permits and necessary keys.

5. Turn in your phone number (home and work) and address to the Athletic Director and site Administrator.
6. You must present a District Coaching Certification Card and Photo I.D. to the site Administrator.

B. CLEARANCE FORMS FOR STUDENTS

1. Students need to be cleared prior to the first day of practice.
NO CLEARANCE, NO PRACTICE, NO EXCEPTIONS!
2. A student may not practice unless all clearance procedures are complete.
3. Clearance forms include a physical, athletic contract, and emergency card. These forms should be distributed well in advance of the start of the season.
4. Clearance forms are good for one year. A new set of clearance forms must be obtained every year. A student's physical is valid for one full year (example: a physical taken in October is good until the following October).

C. SCHEDULING

1. Copies of your practice and league schedule need to be given to the Athletic Director, Designated Administrators, Grounds and Maintenance Staff, League Commissioner, and Officials' Associations.
2. Entry Fees: See that proper forms are filled out for any tournaments that require an entry fee.
3. Send practice schedule to the head of the officials' Association so your contests will have officials assigned (see A.D.).
4. Mail schedule and roster (if available) to opponents and press.
5. Present game officials pay forms prior to the contest and return them to the Athletic Director after each home game.

D. ROSTER

1. A preliminary roster needs to be given to the Athletic Director.
2. Rosters are used for early dismissal, eligibility check, and attendance accountability.
3. Rosters must be kept up to date. Inform the Athletic Director and designated administrators when a student is added or dropped from the roster.

E. TRANSPORTATION

1. Submit transportation needs request to the Athletic Director.
2. If using buses, you must turn in your athletic schedule to the main office.
3. If traveling by vehicles other than buses, see the main office for proper forms. Teams needing a District van or vans should request them well in advance. (Especially for C.C.S. Contests.) See Transportation Section on pages 20-22 for more details.

F. EQUIPMENT / UNIFORMS

1. Pre-inventory equipment and uniforms.
2. Establish a system of issuing equipment and uniforms. Compare inventory with previous year's inventory and reconcile differences with Athletic Director

G. FACILITY

1. Check facility (before each season) to see if repairs need to be made (score board lights and consoles work, P.A. system in operation, fill out appropriate use permits for district fields, etc.)

2. Special practice times must be cleared with the Athletic Director and recorded on the school calendar (Saturday practice, evening, morning practices, school vacation, C.I.F. prohibits Sunday practice.) Alarm clearance is also needed.

H. MEETINGS

1. Find out dates, times, and places for all coaches' meetings related to your sport.
2. You will be responsible for attending all meetings in your sport; pre-season, post-season, all-league, school meetings, and an awards program. You may also be requested to attend meetings held by the Boosters Club.

L. FIRST AID

1. Make sure your team has a first-aid kit that is fully supplied (plan ahead- don't wait until the last minute).
2. A first-aid kit is to be carried to all practices and competitions along with your individual emergency clearance cards.
3. Review your First-Aid manual and materials related to prevention, care and rehabilitation of athletic injuries.

J. OTHER

1. Budget: Speak to the Athletic Director about the budget as soon as you assess your needs.
2. By-Laws: Review P.A.L. By-Laws and individual sports' By-Laws. You must be aware of these prior to starting your season.
3. Rule Book - Obtain from the Athletic Director.

POST-SEASON CHECK LIST AND RESPONSIBILITIES

At the conclusion of the sports season, the following items need to be completed before your stipend will be issued.

- A. EQUIPMENT / UNIFORMS - (Items 1, 2, 3 must be turned into the Athletic Director in order to receive your coaching stipend.)
 1. All equipment & uniforms are accounted for with an athletic inventory
 2. Lost equipment & uniform bills are submitted to the Athletic Director
 3. Submit a list of equipment & uniform needs for the following season
- B. TEAM RECORDS AND SEASON STATISTICS
Season records and statistics must be completed and submitted to the Athletic Director so that they may be included in the yearbook.
- C. CLEARANCE CARDS
All athletes' clearance cards/uniform issue sheets must be returned. (check with A.D.)
- D. MEETINGS
Coaches must attend all P.A.L. Pre-season, All-league, and Post season meetings. Your athletes must have your support.
- E. AWARDS
 1. Ask Athletic Director for the date of awards presentations

2. Submit a list of students to receive any awards (certificates, letters, all-league, etc.) to the Athletic Director.

F. BUDGET

1. Make sure team accounts have a positive balance.
2. No coaches will be paid if their teams have a negative account balance.

OTHER

1. Return your keys
2. Clean out your personal locker
3. Clean up your office area
4. Return your first-aid kit
5. Submit a post season inventory to the Athletic Director

STUDENT ELIGIBILITY

If an issue arises that has resulted in an intentional or unintentional violation of the League constitution and student eligibility requirements, the Principal will have no alternative but to forfeit any contest(s) in which the student has participated.

- A. Nine Week Grades:
 1. Eligibility is to be determined every nine weeks. The athlete is then eligible or ineligible for the next nine weeks. Mid-semester eligibility check is the responsibility of the coach. See your Athletic Director for forms.
 2. A student must pass 20 credits of new course work each reporting period.
 3. A student must maintain a 2.0 average for all enrolled courses.
 4. Any combination of 3 F's in three different subjects will make a student ineligible.
- B. A student must be enrolled in 4 classes to be eligible.
- C. If an athlete quits or is dropped from a team; he/she may not go out for another team in the same season without the permission of the coach of the previous team and the Athletic Director. (This rule does not refer to an athlete who is cut from the squad during try-outs).
- D. All incoming 9th graders are eligible.
- E. In addition to the accompanying C.I.F. sheet (see appendix) entitled, "Eligibility Rules" the following major items must be checked.
*Did the athlete:
 1. pass the required number of subjects last semester?
 2. take the required number of new subjects this semester?
 3. remain in school last semester?
 4. live with the parents/guardians?
 5. become 19 years of age before September 1, or this year?
- F. A student must attend his or her high school of residence as assigned by the District Office in order to be eligible to participate in athletics. Residency requirements are determined by the District and information regarding school transfers within the District may be obtained at the District Office from the Student Services Department.
- G. A student who is a resident of another district and transfers into the South San Francisco Unified School District on an inter-district transfer must conform to C.I.F. regulations that govern those types of transfers and complete the required documentation.
- H. Eligibility rosters are submitted to the main office two weeks prior to your first league game.
- I. Recommendations for eligibility compliance:

1. Maintain a high level of professional ethics in dealing with the status of borderline or ineligible players. It is not acceptable to argue with a teacher about an athlete's grade in an effort to influence or change the grade.
2. Know the P.A.L. rules and regulations contained in the League constitution regarding student eligibility.
3. Eligibility is to be verified at the end of each grading period and an athlete is declared eligible or ineligible according to the dates set by the P.A.L.
4. Initial eligibility is determined by the Registrar and copies sent to the Commissioner, Coach, and Athletic Director.

FACILITIES USE AND STUDENT SUPERVISION

A. Locker Room:

1. Strict attitude on the before and after practice supervision of the shower area and locker room is to be followed by all coaches. The principle that practice is not over until the last athlete is showered, dressed and on his/her way home should be adhered to by the entire coaching staff.
2. Coaches are not to leave until all of their athletes are out of the locker room. An exception to this policy would be (by mutual agreement) another coach assuming the supervision. Though team managers can help to expedite the above procedures, supervision remains the responsibility of the coach. During practice the locker room is to be off limits to athletes until the team and coach come in. Athletes are not to be left in the locker room alone!
3. One method to speed dressing and reducing horseplay is for the coach to set a time limit on showering and dressing.
4. The last coach to leave the locker room is responsible for seeing that all doors and windows are closed and locked and all lights are turned off in the gym, locker room, and gym office.
5. If you practice over the weekend, you are responsible to not only lock up but double check the entire gym and locker room facility before leaving. (Reset the Sonitrol alarm system.) Before practice on the weekend or during school vacation, coaches need to have a valid Sonitrol clearance. To receive clearance a coach must notify the main office before 12:00 noon Friday and receive a positive response.
6. The last coach to leave the facility must check:
 - a. locker room
 - b. stairway and bottom hallway area
 - c. weight room and mat room area
 - d. both gyms
 - e. lock exterior doors leaving from:
 - 1) locker room
 - 2) pool door
 - 3) bottom door at base of stairs
 - 4) all gym doors
7. A coach must report any facility damage to the Athletic Director, listing the damage, place of damage, and any student around the area of damage. Give this report to the Athletic Director by the following morning.
8. If you drive into the campus, make sure to lock the gate on the way out.
9. Do not give any player your keys.

B. Student Access to Equipment Room:

1. The Equipment Room is off limits to students and athletes except for your most trusted team manager.

2. Issuing uniforms should be organized in such a way that all issuing can be done at the door.
- C. Student Access and Use of First Aid Room:
1. Coaches are urged to limit access to those athletes who have need for taping, rest, or the whirlpool.
 2. There are a number of valuable supplies that should not be made available to students having no need for first aid room use. Only those students who have a need for these facilities should be permitted therein.
 3. At the beginning of the season, each coach should check his/her sports first aid kit.
- D. Student Access to the Athletic Office:
1. Students are not permitted in the gym office.
 2. Managers are not to be in the office unless conducting business for or with the coach.
 3. No student is allowed to use the office phone unless there is an extreme emergency. Coaches should urge their teams to make other arrangements.
- E. Use of the Team Room:
1. The use of the team room is a privilege. We would appreciate each coach insuring that his/her athletes do not abuse it. If they cannot live by the following rules, then they will forfeit this privilege and must use the locker room facilities only.
 2. The following rules must be followed when using the Team Room
 - a. Each coach will be assigned a set number of lockers that his team may use. (Please record in duplicate the locker assigned each athlete as well as the serial number and combination of the lock assigned to each athlete.)
 - b. Each coach is responsible for his/her team's behavior. Unacceptable behavior includes:
 - 1) Dirty cleats worn in the room
 - 2) Horseplay
 - 3) Destruction of property
 - 4) Uncleanliness
 - d. The team room privilege is for athletes only. Any athlete that violates the above rules will lose the privilege of using the team room.
 - e. Whenever possible, ask athletes and managers to clean the room on a regular basis.
 - f. Lock the door when you leave for practice or games.

FIRST AID AND INJURY REPORTS

- A. Handling Emergencies and Injuries
- Prompt care of athletic injuries is required. The procedures recommended in the American Red Cross text should be followed. It is not the function of a coach to diagnose the injury, but to give immediate care.
1. During all team activities (practice or game) coaches must have their athletes' Parent Permission cards with them which include the following information:
 - a. contact information for the parent including phone number and address
 - b. the student's doctor's name, phone number, and address
 - c. the athlete's insurance plan
 2. In case of an injury follow these procedures:
 - a. Do not move a seriously injured athlete.

- b. Notify the parents. Ask them to come and take custody of their child. If they cannot come, ask them where the student should be taken.
- c. If the parents cannot be contacted, follow the instructions on the Permission and Insurance Forms.
- d. If the parents cannot be contacted, and the coach cannot leave the team, dial 911.

B. Accident Report:

- 1. Whenever an athlete is injured he/she should notify the coach immediately.
- 2. The coach must fill out an accident report and send all copies to the school health clerk.

UNIFORMS AND EQUIPMENT

A. Issuing and Collecting Uniforms:

- 1. The head coach of each sport is to take a complete inventory of his/her equipment at the beginning of a sport season.
- 2. Record the inventory on the Pre-Post Season inventory form available in the gym office. Make a duplicate copy for the Athletic Director.
 - a. Make sure all items are marked correctly.
 - b. Use one of the equipment issue cards/uniform issue sheets located in the gym office when issuing athletes their equipment. Record everything an athlete receives.
- 3. When an athlete loses or requests an exchange for damaged equipment, use the reverse side of the card/sheet to record the change of the delinquent item.
 - a. On the back of the card/sheet, the number of the item should be placed.
 - b. On the front, record the new issue.
- 4. When the season is over and you collect your equipment, you must account for all items.
 - a. Keep all damaged or destroyed equipment for inventory purposes.
- 5. At the end of the season the Athletic Director will meet with the coach to discuss:
 - a. shortages
 - b. athletes who owe money for lost equipment
 - c. equipment for inventory purposes.

B. Billing Athletes for Lost Equipment:

- 1. take your post season inventory:
 - a. make up a separate list of all equipment lost and the name of the athlete responsible
 - b. Submit the separate list, with the inventory, to the Athletic Director.
- 2. The coach will make out the bills and give them to the Athletic Director who will take them to the main office. If an athlete pays the bill or returns the equipment, his/her name will be taken off the list.
- 3. Coaches are strongly urged to keep their equipment stored and locked.

C. Borrowing Team Equipment from Other Sports:

- 1. Before any coach may borrow equipment from another sport, it must be cleared with the coach concerned and approved by the Athletic Director.
- 2. The borrower is responsible for the inventory and care of equipment.
- 3. It is the borrower's responsibility to return equipment by the agreed date and receive a signed clearance.

D. Cleaning and Equipment Repair:

- 1. A district requisition form must be completed before equipment may be cleaned and repaired (describe equipment, cost, and quantity).

2. The Athletic Director will sign the requisition. The coach will submit it to the main office.
3. Any equipment that is accepted by a coach or instructor must be counted and the Athletic Director informed for inventory purposes.
4. Student athletes will wash all practice and game uniforms (at the end of the season) and return them to the coach.

TRANSPORTATION FOR GAMES

- A. Finalized and approved sports schedules must be submitted to the Principal's office for transportation schedules and class coverages.
- B. The final schedule of all contests must contain the following information:
 1. date and time of contest
 2. opponent
 3. place
 4. dismissal time of team
 5. bus departure time
- C. Make every effort to keep your schedule unchanged once it is completed.
- D. Notify the main office at El Camino High School as soon as you have selected your team's means of transportation.
- E. Buses
 1. Give the secretary in the main office your schedule. The secretary will order your buses.
 2. If you have any changes in your schedule, you must notify the secretary immediately.
- F. District Vans
 1. Give the secretary in the main office your schedule. Proper arrangements will be made.
 2. You will be responsible for the pick-up and return of these vehicles.
- G. Transportation by Private Cars:
 1. Coaches using private cars to transport students to athletic contests must:
 - a. Have a copy of insurance policy on file with main office.
 - b. Students riding in private cars must have a permission form signed by parents on file. Forms are available in main office.
 2. All forms must be collected by the coach and returned to the main office.
- H. Student Transportation To and From Games:
 1. Athletes will be transported to and from away contests.
 2. Private transportation and/or any exceptions to the above rule is permitted provided the proper forms are filled out and the driver's insurance policy is on file in the main office.
 3. Coaches are liable for their students conduct and well-being and must accompany their team on the bus to and from all contests.
 4. Students who travel to an athletic event with the team on a bus or van must return with the team. They cannot return home on their own. The only exceptions to this rule are:
 - a. If the principal or his designee gives approval for a student to be released to travel with his parent.
 - b. Head coach releases a player to a parent.

- c. Players are never to be released to drive home with other players unless all required paperwork has been signed.
- I. Coaches' Transportation Responsibilities:
 1. Coaches are to consult District Policy for procedure used when using a private car to transport students.
 2. Parents may transport athletes if the above procedures are followed.
 3. Each coach must notify the Athletic Director and the main office as to the means of transportation. (charter bus, private cars, or district vans)
 4. Coaches must board team buses at the scheduled time and supervise athletes.
 5. Coaches must check the condition of the bus for litter and/or vandalism at the end of the trip, reporting any incidences to the driver and athletic director.

EVALUATION OF COACHES

All coaches will be evaluated on an annual basis at the end of the season. The Athletic Director and assistant principal in charge of athletics will jointly evaluate the performance of each varsity coach using the criteria listed below. Each criterion will be rated using the following scale: exemplary, satisfactory, needs improvement, or unsatisfactory. In addition, job strengths and areas for improvement will be documented. Junior varsity and frosh/soph coaches will be evaluated by the varsity coach in collaboration with the athletic director using the same criteria and process as designated for the varsity coach.

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

- Maintains a complete and accurate team roster and equipment inventory and submits copies to the athletic director as required. (Head coach only).
- Maintains ongoing communication and works cooperatively with the athletic director.
- Fulfills duties and responsibilities of the job responsibilities as outlined in the athletic handbook.

ATHLETIC BOOSTERS CLUB

- A. The Boosters' Club is an organization composed of parents/guardians and community members who are interested in the athletic program of the school.
- B. The club holds scheduled meetings at the school, as well as sponsors various fund raising activities which directly benefit the school and its' athletic program.
- C. The Boosters' Club sponsors a Fall and Spring Awards Night which honors all athletes participating during those seasons. If you are coaching during that season you are expected to attend.
- D. The school is proud of its' close relationship with the Booster organization, and the coaches should take an active role in the club's functions and meetings.

LEVELS OF COACHING AND STIPENDS

Only the stipends authorized by the District may be paid to coaches of athletic teams. Additional compensation from other sources such as parents or other individuals, Booster Clubs, community groups is prohibited. Schools may utilize volunteer coaches who meet the district requirements for volunteers but are not paid. All coaches, both paid and volunteer, must meet the legal requirements including a background check through fingerprinting, possession of First Aid/CPR certification, and completion of all required training and certification by the District and the Peninsula Athletic League. All verification is done at the district level and individuals may not be present on the athletic fields or venues or have contact with students until the district has verified their qualifications.

The following coaching positions are authorized for each high school in SSFUSD and the corresponding stipends are negotiated by the South San Francisco Classroom Teachers Association. Please see the SSFCTA contract for the current stipends for each class of coach.

Sport	Gender	Season	Level	Class I	Class II
Football	Coed	Fall	Varsity	Head Coach	Assistant Coach
Football	Coed	Fall	Frosh/Soph		Head Coach
Cross Country	Coed	Fall	Varsity	Head Coach	N/A
Cross Country	Coed	Fall	Frosh/Soph		Head Coach
Tennis	Girls	Fall	Varsity	Head Coach	N/A
Volleyball	Girls	Fall	Varsity	Head Coach	
Volleyball	Girls	Fall	Frosh/Soph		Head Coach
Golf	Girls	Fall	Varsity	N/A	Head Coach
Basketball	Boys	Winter	Varsity	Head Coach	
Basketball	Boys	Winter	Frosh/Soph		Head Coach
Soccer	Boys	Winter	Varsity	Head Coach	
Soccer	Boys	Winter	Frosh/Soph		Head Coach
Soccer	Girls	Winter	Varsity	Head Coach	
Soccer	Girls	Winter	Frosh/Soph		Head Coach

Wrestling	Coed	Winter	Varsity	Head Coach	
Wrestling	Coed	Winter	Frosh/Soph		Head Coach
Basketball	Girls	Winter	Varsity	Head Coach	
Basketball	Girls	Winter	Frosh/Soph		Head Coach
Baseball	Boys	Spring	Varsity	Head Coach	
Baseball	Boys	Spring	Frosh/Soph		Head Coach
Swimming	Boys	Spring	Varsity	Head Coach	
Swimming	Boys	Spring	Frosh/Soph		
Swimming	Girls	Spring	Varsity	Head Coach	
Swimming	Girls	Spring	Frosh/Soph		
Tennis	Boys	Spring	Varsity	Head Coach	N/A
Track & Field	Boys	Spring	Varsity	Head Coach	
Track & Field	Boys	Spring	Frosh/Soph		Head Coach
Golf	Boys	Spring	Varsity	N/A	Head Coach
Badminton	Coed	Spring	Varsity	Head Coach	Assistant Coach
Track & Field	Girls	Spring	Varsity	Head Coach	
Track & Field	Girls	Spring	Frosh/Soph		Head Coach
Softball	Girls	Spring	Varsity	Head Coach	
Softball	Girls	Spring	Junior Varsity		Head Coach

PROCEDURES FOR THE ESTABLISHMENT OF A NEW SPORTS TEAM

The addition of a new sports team must be approved by the District and follow the procedures for approval outlined below.

A. Process

In order to receive authorization to add a new competitive sport's team at the high school level, the following procedures are required.

1. Submission of a petition to the District through the Assistant Superintendent of Human Resources to add the sport no later than November 1 of the preceding year that the sport would commence. The petition must include the following:
 - a. an analysis of the annual budget for the sport and the funding source
 - b. how the addition of the new sport ensures equal access for all students under the provisions of Title IX
 - c. the impact that the new sport will have on facilities, supervision, and transportation
2. The petition will be reviewed and approved by an athletic advisory committee that includes both high school principals, the athletic directors, the assistant principal in charge of athletics, and the assistant superintendent for human resources.
3. The petition will be submitted to Cabinet for review and approval.
4. The Superintendent will make a recommendation to the Board of Trustees.

B. Criteria for Consideration

In considering the addition of a new sports team, the following criteria will be taken into consideration.

1. Student Participation
 - a. Is it a CIF/CCS recognized sport?
 - b. How will/does the sport affect other sports in terms of participation, practices, games times, supervision, etc.
 - c. Which students does the sport tend to serve?
 - d. Are these students served through other current sport offerings?
 - e. Does the sport cause an imbalance of either gender or equity representation?

2. Financial Resources
 - a. What are the costs of equipment, facilities, coaches, transportation, and officials?
 - b. Does the sport require frequent and long distance travel because of the lack of local teams?
 - c. Can the schools support the cost associated with the sport?
 - d. Can the District support the cost associated with the sport?
3. Facilities
 - a. Are adequate facilities available for the sport?
 - b. Does the sport present conflicts with facility usage and availability?
 - c. Does the sport unduly impact maintenance and upkeep schedules for fields?
4. Staffing
 - a. Are coaches and officials available to support the sport?
 - b. Can schools provide proper supervision for the sport?