

Murrieta Valley Unified School District



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT



Athletics

Handbook

2025/2026

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ATHLETIC PROGRAM INFORMATION

INTRODUCTION

This handbook was prepared in an effort to establish guidelines to help those who work with athletic programs in the Murrieta Valley Unified School District. While the information presented is designed for the entire athletics program, it is extremely vital to coaching staff (particularly "walk-on" personnel involved in the program). All coaches on our campuses must be approved by the Athletic Director, Principal and the District Office. The guidelines outlined in this handbook are meant to assist all staff members and athletes to function with increased confidence and effectiveness.

The coach of an athletic team has the primary responsibility for the compliance of his/her team members to the rules, regulations, and policies governing athletics at his/her assigned school. Compliance is enhanced when athletes are informed of and understand the policies. All coaches are directly responsible to the Athletic Director at his/her school for the application of these rules and regulations. The Athletic Director will administer these rules and regulations as they relate to inter team and inter coach relationships.

The Murrieta Valley Unified School District (MVUSD) asks that you join with us in dedicating ourselves to upholding the proud traditions of the schools in our District.

PURPOSE

The purpose of the Athletic Program in MVUSD schools is to promote, direct, and conduct interscholastic athletics in such a manner as to further the aims of general education, promote friendly relations with other schools, encourage participation by students, and to teach good sportsmanship.

PHILOSOPHY

The Athletic Department is an integral part of the total educational process of Vista Murrieta High School, Murrieta Mesa High School and Murrieta Valley High School. Being involved in athletics provides our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior, which are necessary for competition and cooperation in our society. It should also provide our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team.

Murrieta Valley Unified School District encourages those students that wish to participate in athletics by offering a well-rounded program of interscholastic athletics for both young men and women. Competition and cooperation are prized in our culture, and both are fostered by a well-conducted athletic program under competent leadership. Athletics, which are regulated to meet educational objectives, can provide a major contribution to the physical and moral development of students.

In accordance with the district's philosophy of athletics and desire to see as many students as possible participate in the athletic program within our district, we encourage coaches to select as many student athletes as they can without compromising the integrity of their sport. Time, space, facilities, equipment, athletic ability, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedures in this regard, coaches should strive to maximize the opportunities for student athletes without diluting the quality of the program.

Interscholastic athletics is a voluntary program. Students are not obligated to participate, and participation is not required for graduation. Thus, competition in high school athletics is a privilege – not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program by California Interscholastic Federation (CIF), National Federation of State High School Associations (NFHS), and the Southwestern League (SWL). This privilege may be revoked if the athlete fails or refuses to comply with the rules.

MVUSD ATHLETIC PROGRAM MISSION STATEMENT

The mission of the Murrieta Valley Unified School District Athletics Program is to enrich the mental, physical, emotional, spiritual, and social well-being of all student athletes by providing cooperative and competitive opportunities which foster the development of lifelong values of sportsmanship, commitment, integrity, teamwork, individual effort, and good citizenship.

NON-DISCRIMINATION STATEMENT

The Murrieta Valley Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

COMMUNICATION PROTOCOL FOR CONFLICT RESOLUTION

For communication not specific to an individual coach, the first contact for concerns about any phase of the athletic program is the athletic director. This may be done either verbally or in writing.

John Broussard Athletic Director, Murrieta Mesa High School,
(951) 677-0568 jbroussard@murrieta.k12.ca.us

Darin Mott, Athletic Director, Murrieta Valley High School,
(951) 696-1408 dmott@murrieta.k12.ca.us

Dave Smola, Athletic Director, Vista Murrieta High School,
(951) 894-5750 dsmola@murrieta.k12.ca.us

Communication concerning district athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. Please adhere to the following district athletic communication protocols:

1. Player-coach: (To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them). Every effort should be made to resolve the problem at this level.

2. Player-coach-parent: If an issue still needs to be resolved after step 1, the player and coach will set up a meeting which will include the parent(s) or legal guardian(s) of the player. Communication with a coach regarding a concern should never take place at an event or immediately following a game.
3. Player-coach-parent-athletic director: If an issue still needs to be resolved after step 2, the athletic director will set up a meeting with all those involved. Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the **sole** responsibility and discretion of the coach.
4. Player-coach-parent- athletic director-administration: After following steps 1-3, any unresolved issues can be referred to the school's administration in charge of athletics. A meeting will be set up for all parties involved to resolve the issue.
5. Concerns that have not been resolved after following steps 1 – 4 may be brought to the attention of the MVUSD Executive Director of Athletics, Ryan Tukua, at 951-696-1600 or rtukua@murrieta.k12.ca.us
6. Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the conflict resolution process. If the conflict is between a parent and coach, the player will remain eligible to play while the conflict is being mediated.

TITLE IX STUDENT RIGHTS, SEX EQUITY IN ATHLETICS

Federal Title IX of the Educational Amendments of 1972 (Title IX) is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding.

Title IX provides that no person shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a district which receives federal financial assistance.

TITLE IX COORDINATOR

MVUSD community may contact the Title IX Coordinator to file a complaint regarding gender equity or sexual harassment, or discrimination, intimidation and bullying because of actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics.

The Board designates the Director of Student Support as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another District administrator to investigate complaints. If you have a complaint, you are to submit it in writing to: Tom Patane, Director of Student Support, Title IX Coordinator & Compliance Officer at 951-696-1600 or tpatane@murrieta.k12.ca.us. If you have any additional questions regarding the process, please contact Student Support at 951-696-1600. *A copy of Board Policy 0410 – Nondiscrimination in District Programs and Activities is available at <https://www.murrieta.k12.ca.us/>.*

ATHLETE'S BILL OF RIGHTS

- A. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- B. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- C. You have the right to ask the athletic director of your school what athletic opportunities are offered by the school.
- D. You have the right to apply for athletic scholarships.
- E. You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - 1. Equipment and supplies.
 - 2. Scheduling of games and practices.
 - 3. Transportation and daily allowances.
 - 4. Access to tutoring.
 - 5. Coaching.
 - 6. Locker rooms.
 - 7. Practice and competitive facilities.
 - 8. Medical and training facilities and services.
 - 9. Publicity.
- F. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- G. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- H. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- I. You have the right to pursue civil remedies if you have been discriminated against.
- J. You have the right to be protected against retaliation if you file a discrimination complaint.

CIF SPORTSMANSHIP AND CODE OF CONDUCT

California Interscholastic Federation (CIF)/Southern Section (SS) defines sportsmanship as a person who can take a defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect. Sportsmanship is a primary goal of MVUSD and of the CIF/SS. Good sportsmanship does not happen accidentally. It takes a lot of hard work, a great deal of courage and dedication to stand up and tell people when they are wrong or take the extra time to make sure things happen right. As an athletic coach this is one of our most important responsibilities. Because the values we seek from athletics cannot exist without good sportsmanship, we can ensure support from educational institutions only if those involved in high school athletics promote the highest sportsmanship possible.

Good sportsmanship is expected at all games from all coaches and athletes. This includes respect for other teams, fans, and the officials. The CIF/SS Sportsmanship policy states that the following behavior is unacceptable at all CIF/SS high school contests:

Berating your opponent's school or mascot, berating opposing players, obscene cheers or gestures, negative signs, artificial noisemakers, or complaining about an official's call (verbal or gestures).

Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the high school.

In this handbook you will find additional documents from CIF and CIF/SS (Southern Section of CIF), the governing body and sub-governing body for athletics in MVUSD's area of California:

- CIF/SS Sportsmanship Policy "Six Pillars of Character" *See appendix A.*
- CIF Principles of Pursuing Victory with Honor (16 Principles) *See appendix A.*
- CIF Code of Conduct for Parents/Guardians, Student Athletes, Coaches. *See appendix A.*

These standards have been adopted by CIF/SS and it is the expectation of the district and the school that coaches will adhere to the guidelines outlined in these documents.

STANDARDS AND EXPECTATION FOR COACHING STAFF

In addition to the CIF/SS standards referenced above, MVUSD has adopted its own set of standards and expectations. Each coach will receive feedback about his/her performance and his/her program as noted in the Employment section of this handbook. This evaluation will be provided by site administration in cooperation with the Athletic Director. This evaluation will be based upon expectations outlined below as well as the job description and student athlete survey results. The job description and survey instrument are included in this section.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT ATHLETIC PROGRAM GOALS

- To promote the development of good health and positive character of each athlete through the values of self-discipline, teamwork, competition, leadership, time management skills, fair play, ethical behavior, high academic standards and an overall commitment to personal excellence.
- Promote the development of favorable habits and positive attitudes in students that will prepare them for adult life and promote the lessons learned regarding good sportsmanship, ethics, teamwork, and the value of competing—win or lose.
- To provide safe, supportive, and knowledgeable coaching to promote the physical, mental, ethical, social, and emotional well-being of the athlete.
- To help students and parents understand the responsibilities which accompany the opportunity and privilege of sport and team participation by providing a model of good sportsmanship.
- Encourage coaches to be leaders, role models, and people of character.
- To clearly communicate behavioral expectations and to enforce consistent consequences for violations of school rules and regulations.
- To provide a positive and meaningful experience for all athletes.
- Promote cooperation throughout the athletic department, while supporting all athletic programs.

FORM OF ADDRESS

Require all athletes to call you “Coach”, Mr., Miss, or Mrs. as appropriate. Keep a professional distance between yourself and your athletes.

LANGUAGE

Please carefully consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. Remember that District High Schools are educational institutions first and foremost; and that you are now part of a team of educators. The language and habits that your student-athletes observe will become a part of their makeup. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs. MVUSD has zero tolerance for profanity or inappropriate behavior.

A COACH SHOULD NEVER:

- Allow any student to participate in tryouts, practice, or games without proper athletic clearance.
- Allow students to participate without the Coach’s supervision, which is defined as a Board approved coach or administrator physically present at all times for all athletic events related to the team.
- Leave students unattended after practice or game. Coaches should make sure that all athletes have
- either been picked up by their parents or secured an alternative way to safely return home after games/activities.
- Allow students to be transported to or from events in other than approved transportation.
- Allow him or herself to be alone with an athlete in a room with the door closed.
- Take an athlete to your residence.
- Allow hazing of athletes. Examples of hazing would be: Tying an athlete to a pole, putting athletes in a trash can, any type of embarrassing dress, any type of physical attack and anything that would make a reasonable person uncomfortable.
- Give your keys to any student or parent.
- Contact students from other schools or allow them to visit the school.
- Allow confidential information concerning students to be made public.
- Communicate with students in an inappropriate manner. (in person, phone, text, email, social media)

A COACH MUST:

- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Know and understand all the responsibilities that are involved in being a coach at your assigned high school.
- Know and understand the CIF/SS and SWL League By-Laws that pertain to your sport.
- Make sure that all athletes have appropriate authorization to participate.

- Have emergency cards, training kit, and ice available for every athlete at practices or games.
- When provided, use only district approved transportation arranged through the MVUSD Transportation Department.
- Look, act, and sound like a professional educator.
- Inform his/her Athletic Director by the next day when a coach or athlete is ejected from a game.
- Inform his/her Athletic Director by the next day of any student/athlete injuries and complete a Student Injury Accident report with nurse's office (see appendix).

EXPECTATIONS FOR COACHES – PURSUING VICTORY WITH HONOR
For CIF guidelines see appendix A

All MVUSD coaches are expected to do the following:

1. Sign and follow the CIF/SS's coaches' Code of Ethics.
2. Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
4. Ensure that the athletic program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
5. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
6. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
8. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectations that they have for student and parent behavior and the repercussion of not meeting those expectations.
9. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.
10. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical, and ethical well-being of the student-athlete.

11. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
12. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting, and inappropriate celebrations.
13. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school's name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
14. Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall, through words and examples, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.
15. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character-building potential of athletics and the conduct and behavior of all involved in athletics.

CIF/SS CODE OF ETHICS FOR INTERSCHOLASTIC COACHES

Below is the CIF/SS Code of Ethics that all MVUSD coaches are expected to sign as a condition of employment with the district.

A copy of the signed Code of Ethics form will be kept on file in the Athletic Administrator's office at the local high school and the Principal's Statement of Compliance must be on file at the CIF Southern Section office.

Please sign CIF/SS Code of Ethics form in APPENDIX A.

CIF/SS CODE OF ETHICS

I understand that in my position as a coach, I must act in accord with the following code:

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social, and moral development of its students. It is within this context in accordance with Title V of the California Administrative Code of Ethics is presented.

1. Show respect for players, officials, and other coaches.
2. Respect the integrity and judgment of game officials.

3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide supervision of students at all times, which is defined as a Board approved coach or administrator physically present at all times for all athletic events related to the team.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any post-secondary educational institution.
10. Avoid exerting undue influence on pupils to take lighter academic courses in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

ADMINISTRATIVE RESPONSIBILITIES

This section contains information about general administrative responsibilities that all coaches assume as part of their employment expectations. Please contact your Athletic Director if you have any questions.

ATHLETIC CLEARANCE

Before an athlete can participate in a sport, they must log into Home Campus to register and complete all athletic information. Once the registration has been completed the team coach will be notified by the athletic department that the athlete is cleared to participate. Athletes **may not** practice until the entire registration process has been completed, reviewed by the athletic department, and clearance given to the coach.

ENSURE ELIGIBILITY

Coaches must ensure that all participants on his/her team meet **all** eligibility requirements. If a student participates without being eligible, the team will forfeit the games in which the student competed.

Each student must meet these requirements to be eligible to participate in the athletic program:

- A student must be enrolled in the school and live within the boundaries of the district or have an inter-district transfer.
- Athletes are expected to follow all school rules and regulations of Murrieta Valley Unified School District. The State of California eligibility rule demands that all athletes must have a 2.00 GPA at the end of the previous grading period of his/her sport. The student athlete must also be making successful progress towards meeting graduation requirements. He or she, however, is allowed one probationary period where they are allowed to participate as long as they have four passing classes. Incoming 9th grade students will have a clear GPA, but this will be reviewed at the first grading period in high school. If the student is below a 2.00 GPA, he/she will not be allowed to play.
- Eligibility and ineligibility shall begin or end on the second Monday after the grading period ends.
- A student must fall within the prescribed age limit, which is no older than 19 years of age prior to June 15. In addition, to play Varsity Football, a student must be at least 15 years of age.
- A student may not join a school varsity team after the first league contest of that team if the student has competed on an outside team in the same sport during the school/league season of that sport. He/she becomes ineligible to compete on the high school team. The high school games in which the student participated after violation of this rule shall be forfeited.
- A student visiting from a foreign country may compete on a team only if he/she is part of an official exchange program and the necessary transfer papers have been approved and signed. Violation of these rules may result in forfeiture of the games in which the student participated.
- When a student transfers to any MVUSD high school from any other high school, all the necessary transfer papers must be approved and signed prior to participation. Violation of this rule may result in forfeiture of the games in which the student participated. Transfer form CIF – 207 and 510 are available from the Athletic Director.
- All athletes must have a yearly physical exam and have insurance. School insurance can be purchased through the high school Activities office.

ASSOCIATE STUDENT BODY (ASB) MEMBERSHIP

While athletes are not required to become members of the Associated Student Body (ASB) by purchasing an ASB card, it is important to note that ASB funds the cost of referees, league dues and tournament entry fees. Participation in athletics is a privilege. Funding is important to provide that privilege to students. In addition, the school has the authority to revoke that privilege when the athlete does not comply with the rules.

DRUGS AND ALCOHOL

Alcohol, tobacco, narcotics (including performance enhancing drugs), vapes of any form, and other controlled substances negatively affect the athlete's physical well-being. Student athletes are expected to refrain from use of tobacco, alcohol, and drugs (including performance enhancing drugs). Anyone who violates this policy will be subject to disciplinary action as outlined in the California Education Code. Coaches are expected to be familiar with and help enforce this policy.

LEAGUE MEETINGS

If there is a pre-season and/or post-season league meeting for their sport, Varsity head coaches are **required** to attend. If a personal emergency occurs, and you are unable to attend, contact your Athletic Director so a representative may attend the meeting. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent your school on "All-League" teams.

PRE-SEASON/ IN-SEASON PARENT MEETINGS

Communication with parents is paramount. The more information you can provide parents with, the more support you and your program will receive. In the MVUSD, it is **required** that the head coach of each sports team meets with his/her student-athletes and parent/guardians and discuss the following:

- (a) safety requirements/rules/policies (Provide sanctioned training Regimen *Appendix B*)
- (b) team rules (Please provide sample in *Appendix C*)
- (c) transportation policy (See *Appendix D*)
- (d) letter requirements
- (e) goals for the team
- (f) possible fundraisers
- (g) other items the head coach feels should be included

Coaches should plan on a minimum of 3 parent meetings during their season. One to discuss the items mentioned above, one to inform parents of the team's progress with a financial status report, and one to inform parents of proposed end of the season plans. At all meetings coaches should be open to different ideas and discussions.

SCHEDULES

Upon direction of the Athletic Director, coaches are responsible for scheduling any pre-season contests and practices. The complete schedule for fall sports should be given to the Athletic Director by **May 1st**; winter sports by **September 1st**; and spring sports by **December 1st**. Please notify the Athletic Director of any changes after the dates above in writing and do not proceed without written approval from the Athletic Director.

Remember, approval for overnight trips or tournaments takes extra time. Please talk to your Athletic Director at the beginning of your season before you schedule them.

Please note that schedules for both pre-season contests and practices are to provide equal opportunity for both boys and girls sports to participate in preseason games and/or tournaments. Each school shall have written criteria for determining schedules that is provided to coaches and must be strictly followed. For this written criteria or if there are any questions regarding scheduling, please contact the Athletic Director.

TEAM RULES

Before the team's first practice, all athletes shall be provided with a written set of team rules. It is the coach's responsibility to develop the team rules and ensure accordance with both the Athlete Code of Conduct and the CIF Code of Athletics. Any questions about this requirement should be addressed to the Athletic Director.

TEAM ROSTERS

Give a roster of your team to the Athletic Director as soon as possible and update it as necessary.

TEAM PICTURES

Speak to your Athletic Director before scheduling. Often multiple teams will set up pictures on the same day and will be scheduled through the athletic department. Proper releases must be signed by parents/guardians.

EMERGENCY CARDS

Each coach is responsible for making sure that current emergency information, as part of the Athletic Program Enrollment Packet, is present and available at each practice and contest for every student present. This would include managers, scorekeepers, and statisticians.

PUBLIC RELATIONS AND MEDIA GUIDELINES

Each varsity head coach is responsible for calling in the results of every athletic contest to the local newspapers. This should occur whether the team wins or loses. Head varsity coaches are responsible for uploading rosters, schedules, and varsity team scores after each contest to MAX PREPS and CIF home.

CONTACT INFORMATION:

Press Enterprise: (preps@pe.com)

OC Register: 714-796-7804

Max Preps – www.maxpreps.com

LA Times: 800-528-4637 Ext. 65904

CIF Southern Section Home: <http://www.cifss.org>

Patch News: <http://www.patch.com/compose>

IN-SCHOOL PUBLICATIONS/COVERAGE:

Coaches are encouraged to provide information to the athletic office for the school's website. Coaches are encouraged to provide information for the morning announcements.

Coaches should keep these guidelines in mind when working with the media and follow the recommendations listed below:

1. Be positive about your team and the student athletes.
2. DO NOT criticize officials to the media. (This is a CIF rule and may result in a CIF sanction).
3. Praise other schools, coaches, and student athletes while promoting your school.
4. Remember that student athletes are the ones we want to recognize. Look to get as many names in the paper as you can. Rotate these names so all players feel they are contributing to the success of the program. Take special care to spell names correctly.

SUMMER PROGRAMS

Coaches who plan to have their teams participate during the summer months need to be fully aware of CIF/SS and MVUSD policies regarding such participation (*See CIF Bylaw 511*). Both boys' and girls' teams shall be provided equal access. All activities need to be cleared through the Athletic Director. At this point in time, this is simply a matter of presenting a calendar of activities showing date, day, time, location, and level of participation. All facilities on campus must be reserved through Facilitron on MVUSD Facilitron (<https://www.facilitron.com/mvUSD92562>). Coaches and players are financially responsible for all costs incurred.

COACHING CLASSES

In the Murrieta Valley Unified School district is mandatory that every high school Coach, Volunteer and Walk-ons take the following courses:

1. Fundamental of Coaching through NFHS <https://nfhslearn.com/courses/61001>;
2. Concussion in Sports offered through NFHS: <https://nfhslearn.com/courses/3000>
3. Sudden Cardiac Arrest (SCA) Training; NFHS offers a free course at: <http://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
4. Heat Acclimatization Course NFHS: <http://nfhslearn.com/courses/61140/heat-illness-prevention> Or Keenan.com, Heat Illness Prevention
5. CPR/First Aid, and AED Training.

Copies of your certifications must be submitted to your school site's Athletic Director and with Human Resources Department at the District Office.

Every high school Coach must take and pass the NFHS Fundamentals of Coaching Certification Course before stepping on the field, court, or pool deck. The course is offered online at <http://www.nfhslearn.com/coreCourseDetail.asp>. The cost of the course is \$52.00. A copy of your certification must be submitted to your school site's Athletic Director and with our Human Resources Department at the District Office.

CPR/AED and FIRST AID

All coaches must present evidence to your site Athletic Director and to Human Resources Department at the District Office of successful completion of courses in CPR (with concussion training), AED, and First Aid. Classes in First Aid and CPR/AED are offered by MVUSD periodically at no cost to coaches.

EMERGENCY PRE-PLANNING

At the beginning of each season, coaches at each level should meet with their players to develop an action plan in case of a medical emergency. Typical items to cover include AED locations and how to get the AED, who will run for help, and when to call 911. Remember, time is of the essence and the life you save, may be your own.

SAFETY

There are inherent dangers in all sports. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Athletic Director of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Liability is assured if any of us are found negligent in our assignments.

REPORT SUSPICIOUS ACTIVITIES

As a coach you have a unique relationship with many students. Because of this you might be able to spot suspicious behavior earlier than others. If an athlete seems troubled, report this to the Athletic Director or school administrator immediately.

MEDICAL KIT

Each coach is responsible for restocking his/her team's medical kit. Always check supplies before an away practice or contest. The medical kit is also a great place to keep emergency cards, provided you keep it with you at all times. Please do not hand out medical supplies indiscriminately.

REPORTING INJURIES – INCIDENT REPORTS

Remind your athletes to immediately report all injuries directly to you. In an emergency, immediately call 911.

When an injury occurs that requires the athlete to be removed from the playing or practice field, follow these procedures:

1. Give first aid as needed.
2. Communicate with the parent/guardian of the student-athlete as soon as possible. Please contact the parent/guardian no matter how minor the injury might be.
3. A Medical Authorization, Waiver and Assumption of Risk, Permission forms are to be signed by the Parent(s) or Guardian prior to participating in any sport offered by the district. Students should be released to parents, relatives, or guardians. If one is not available, the coach is to be considered as the parent in absentia. The coach is responsible for making sure the student has received proper treatment.

4. Do not leave your athlete alone.
5. Do not move the athlete if the injury appears to be to the head or back. When in doubt, do not move the athlete and immediately call 911 for an ambulance.

No matter how minor an injury may appear, any time you think an athlete is injured and might require medical attention, the athlete's parent/guardian must be notified. If an athlete misses practice on the request of a physician, the athlete must have a written note of clearance before returning to practice.

After the above-mentioned procedures are followed, it is the responsibility of the supervising coach to fill out a Student Injury Report as soon as possible and present it to the Athletic Director within 24 hours of an injury. In general, a report of an injury should be filed if the athlete misses practice due to an injury; sees a medical practitioner; or if, in the coach's opinion, the situation warrants a report. **See Student Injury Report form in Appendix F.**

COACHES' ADMINISTRATIVE RESPONSIBILITIES

OFF-SEASON

_____ Schedule pre-season games. All fall schedules are due May 1st, winter schedules are due September 1st, and spring schedules are due December 1st.

_____ Schedule use of facilities for open gym or open field time on Facilitron (<https://www.facilitron.com/mvusd92562>)

_____ Create a list of equipment needed for the following year (See equipment section below).

_____ Monitor Students' academic progress.

_____ Plan parent meeting

PRE-SEASON

_____ Schedule meeting with athletes and parents.

_____ Submit a list of athletes intending to tryout to the Athletic Director.

_____ Schedule use of facilities for the season.

_____ Check field, facility, and equipment to ensure everything is in working order, which is defined as safe conditions for students in compliance with CIF regulations (See facility section below).

_____ Attend all pre-season coaches' meetings.

START OF SEASON

- _____ Ensure that all program enrollment forms, transportation fees, and other required documents have been submitted to the Athletic Director.
- _____ Complete Data Sheets.
- _____ Confirm the eligibility of all athletes on your team with the Athletic Director.
- _____ Submit final rosters.
- _____ Schedule time with the Athletic Director when uniforms will be issued.
- _____ Team picture date. Hand out picture forms a few days in advance.
- _____ Parent meeting to review goals, parent behavior, and financial status of the team.

GAME DAYS

- _____ Make sure students are excused at the time that is indicated on the Itinerary.
- _____ Ensure transportation.
- _____ Ensure a member of the coaching staff will be present at the game for the duration.
- _____ Ensure field or facility is set up for the game.
- _____ Make sure locker room, sidelines, vans, buses are cleaned and secured.

END OF SEASON

- _____ Hold parent meeting to discuss end of year activities/banquet.
- _____ Awards form turned into the Athletic Director.
- _____ Fill out CIF/SS playoff forms if appropriate.
- _____ Schedule time with the Athletic Director to turn in uniforms, equipment, etc.
- _____ Attend Post Season League meeting.
- _____ Complete check out sheet.
- _____ Provide anonymous program evaluation to players.
- _____ Schedule End of Season evaluation meeting with the Assistant Principal of Activities and Athletic Director to review the season.

ATHLETIC DEPARTMENT

ATHLETIC GOVERNANCE

The governing organization under which MVUSD participates is the California Interscholastic Federation (CIF) Southern Section.

(CIF/SS). CIF/SS is the largest of the ten sections that comprise the California Interscholastic Federation (CIF). Its membership includes most public and private high schools in Orange, Los Angeles, Riverside, San Bernardino, Ventura, Santa Barbara, San Luis Obispo, Mono and Inyo counties, as well as a small portion of Kern County. CIF/SS includes over 570-member public and private high schools.

Our league within the CIF/SS is the Southwestern League.

PARTICIPATING SOUTHWESTERN LEAGUE HIGH SCHOOLS

- Vista Murrieta
- Murrieta Mesa
- Murrieta Valley
- Chaparral
- Temecula Valley
- Great Oak

ATHLETIC DEPARTMENT

The Athletic Directors work together with the Principal to ensure that the athletic program is able to function at a high level. Staff support is critical in running our program. Coordination for all supervisors and ticket takers is handled through our Activities Office. School spirit, rallies and other special activities are handled through ASB (Associated Student Body) in coordination with the Activities Office. A school administrator is at every home game to assure sportsmanship of all fans.

The **Principal**, as administrative head of the school, is the school's Title IX Director and head of all activities in the school, including athletics, and makes all final decisions on Personnel. Responsibility for day-to-day operation of the athletic program is delegated by the Principal to the Athletic Director.

The **Principal** has the primary responsibility for assigning staff for various duties at each sporting event, coordinating activities for special games with the Athletic Director, and overseeing the school rallies.

The **Athletic Director (AD)** has primary responsibility for facilities, personnel, officials, game supervision (with administrators), scheduling, transportation, budget, equipment, eligibility, team photos, awards, scholarships, and communications (including news and media). The Athletic Director reports to the Assistant Principal of Activities.

ATHLETIC DIRECTOR'S LIST OF RESPONSIBILITIES TO HELP AND SUPPORT COACHES:

- Help assign teachers and other support staff for coverage for athletic events (such as track meet timers, football/basketball announcers, spotters, timers, etc.).
- Coordinate all coaches' meetings.
- Assure that all head coaches comply with district policy and procedures regarding all paid and volunteer walk-on assistant coaches.
- Ensure that all coaches are aware of and follow district board policies and administrative regulations regarding transportation of student athletes to and from district sponsored events (See Appendix).
- Assist school administration in evaluation process for coaches.
- Generate budgetary estimates, initial quotes, and priorities for purchasing of athletic equipment for the school's athletic program.
- In conjunction with the head varsity coaches, schedule all athletic contests for all sports. Provide complete schedules to transportation office, maintenance, school staff and administration, and commissioner of officials.
- Coordinate the athletic facilities usage with school staff.
- Ensure proper athletic eligibility.
- Make all coaches aware of any CIF/SS rule changes.
- Assist administration staff in hiring and assigning coaches.
- Work with custodial staff in setting up athletic facilities for all athletic events.
- Ensure that all athletic policies and regulations are carried out.
- Arrange for medical coverage at football games.
- Arrange for physical exams to take place before fall sports begin. ➤ Order all awards: (Block Letters, Scrolls, Numerals, Pins, Patches, etc.) ➤ Verify officials with the commissioner of officials for athletic contests.
- Monitor current rosters for all in-season sports.
- Maintain communication with newspapers, high school sports websites, and K-8 schools. ➤ Act as liaison between school administration and coaching staff.
- Monitor and supervise ASB athletic funds to ensure compliance with district policies and procedures.
- Act as a mediator between coaches, teachers, and parents when needed.
- Maintain and monitor Title IX compliance for the athletic program.
- Enforce the CIF/SS and MVUSD policies, procedures, and rules.
- Provide coaching lists, including adding and deleting coaches from said coaching lists.
- Ensure emergency contact lists and other information required in Athletic Enrollment Packets are distributed to coaches via the Activities Office.

This section contains information about general administrative responsibilities that all coaches assume as part of their employment expectations. Please contact your Athletic Director if you have any questions.

CONTACT INFORMATION

Emergency	911 (or 9-911 if calling from school phone)
Kaiser Permanente Medical Center – Murrieta	(833) 574-2273
Rancho Springs Medical Center	(951) 696-6000
Inland Valley Medical Center	(951) 677-1111
Loma Linda University Medical Center	(951) 290-4000
Athletic Trainer	5270, MVHS <i>Brooklyn Harris</i>
	6466, MMHS <i>Tatianna Frausto</i>
	6719, VMHS <i>Brendan Bennett</i>
Athletic Director	5256, MVHS <i>Darin Mott</i>
	6439, MMHS <i>John Broussard</i>
	6782, VMHS <i>Dave Smola</i>
Activities Office	5259, MVHS <i>Matt Straton</i>
	6434, MMHS <i>Amy Vollmar</i>
	6791, VMHS <i>Shannon Kush</i>
Principal	5299, MVHS <i>Stephen Diephouse</i>
	6499, MMHS <i>Scott Richards</i>
	6799, VMHS <i>Celeste Scallion</i>
Patch News	http://www.patch.com/compose
The Press-Enterprise	951-368-9460, preps@pe.com
LA Times	800-528-4639 Ext. 65904
OC Register	714-796-7804
CIF Southern Section Home	http://www.cifss.org
Max Preps	www.maxpreps.com

*If you call **911** directly, notify a school official immediately so that we can direct the emergency vehicles when they arrive.

STUDENT ATHLETE/TEAM PROTOCOLS

ATHLETE CODE OF CONDUCT

Being an athlete puts you in the public eye. Your actions and behavior as a member of the Murrieta Valley Unified School District (MVUSD) high school athletic team reflect not only upon yourself and your family, but also upon your team and your school. Every MVUSD athlete should pursue the following six pillars of character:

- **TRUSTWORTHINESS** – Be honest – Don't deceive, cheat or steal – Be reliable – Have courage to do the right thing – Build a good reputation – Be loyal – Stand by your family, friends, and country
- **RESPECT** – Treat others with respect – Be tolerant of differences – Use good manners, not bad language – Be considerate of the feelings of others
- **RESPONSIBILITY** – Do what you're supposed to do – Persevere: keep on trying – Always do your best – Use self-control – Be self-disciplined – Think before you act – Consider the consequences – Be accountable
- **FAIRNESS** – Play by the rules – Take turns and share – Be open-minded, listen to others – Don't take advantage of others – Don't blame others carelessly
- **CARING** – Be kind – Be compassionate and show you care – Express gratitude – Forgive others – Help people in need
- **CITIZENSHIP** – Do your share to make your school and community better – Cooperate – Obey laws and rules – Respect authority

Participation is a privilege, not a right and the following guidelines are meant to help the student athlete as a role model and as an individual.

ELIGIBILITY

Each student must meet these requirements to be eligible to participate in the athletic program:

- A student must be enrolled in the school and live within the boundaries of the district or have an inter-district transfer.
- Athletes are expected to follow all school rules and regulations of Murrieta Valley Unified School District. The State of California eligibility rule demands that all athletes must have a 2.0 GPA at the end of the previous grading period of his/her sport. The student athlete must also be making successful progress towards meeting graduation requirements. He or she, however, is allowed one probationary period where they are allowed to participate if they have four passing classes. Incoming 9th grade students will have a clear GPA, but this will be reviewed at the first grading period in high school. If the student is below a 2.0 GPA, he/she will not be allowed to play.
- Eligibility and ineligibility shall begin or end on the second Monday after the grading period ends.
- A student may not join a school varsity team after the first league contest of that team if the student has competed on an outside team in the same sport during the school/league season of that sport. He/she becomes ineligible to compete on the high school team. The high school games in which the student participated after violation of this rule shall be forfeited.

- A student visiting from a foreign country may compete on a team only if he/she is part of an official exchange program and the necessary transfer papers have been approved and signed. Violation of these rules may result in forfeiture of the games in which the student participated.
- When a student transfers to any MVUSD high school from any other high school, all the necessary transfer papers must be approved and signed prior to participation. Violation of this rule may result in forfeiture of the games in which the student participated. Transfer form CIF – 207 and 510 are available from the Athletic Director.
- All athletes must have a yearly physical exam and have insurance. School insurance can be purchased through the high school Activities office.

PARTICIPATION REQUIREMENTS

1. Physical – All athletes must have a physical exam either by the school or by a private physician. Once the physical is complete, it will cover participation in all sports for the entire school year. This must be recorded in the school’s Activities office.
2. Insurance – The athlete must provide proof of insurance coverage from home or purchase insurance through the Activities office. Whichever option is chosen, record of insurance coverage must be kept by the Activities office.

TEAM UNIFORMS

Team uniforms are to be worn only by the athlete and only on game days. Game and practice issued uniforms are not to be outside of school or during physical education classes.

All issued uniforms must be turned in within one week of the last interscholastic event of the season. Athletes are financially responsible for all equipment and uniforms that they have checked out. The athlete will receive credit on items checked in only if they are the identical items checked out. Athletes may not tryout for another sport until all equipment has been returned.

PRACTICE/GAMES

Practices are mandatory and can be held daily, **(CIF RULES PROHIBIT PRACTICING ON SUNDAY)**. Practice schedules for each sport are determined by the availability of the coach and facility. The coach, in coordination with the Athletic Director, sets the practice times. Each coach should provide the students with a practice schedule.

The athlete must always consult with the coach if he/she must miss practice or game. Employment is not a valid reason for missing. Consequences for unexcused absences for practices and games will be based on the head coach’s team rules that must be provided, in writing, to the athletes on or before the first practice (See Team Rules above).

RELATIONSHIPS WITH TEACHERS

Student athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be

discussed with the student athlete and the Principal, Assistant Principal/Athletic Director, and head coach will determine disciplinary action.

DISCIPLINE POLICY

The athletic programs of the MVUSD follow California Education Code when determining discipline for a student athlete. In addition, school administration may remove a student athlete from an athletic team if the administration determines that the student athlete has violated a provision of the student discipline policies, rules, and/or regulations or if the administration determines that such removal is in the best interest of the activity/team or in the best interest of the school as a whole. School administration may also remove a student athlete from a specific position, such as captain, without removing the student athlete from the team.

The head coach shall have the right to remove any student athlete from immediate participation in any athletic activity under that coach's supervision if the student athlete's presence poses a continued danger to persons or property or an ongoing threat of disrupting school, travel, or any other school provided transportation, or any school sponsored activity held on or off school property. Within 24 hours of the suspension of a student athlete from participation, the coach shall either reinstate the student athlete's participation privileges or issue a proposed suspension of the student athlete to the Assistant Principal/Athletic Director.

Student athletes may not represent their school if they have received an in-school suspension or out-of-school disciplinary suspension. A suspended student athlete is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

Practice will not be permitted during an athletic suspension. This includes being in the team area during a game or contest or warming up with the team. Student athletes will not be allowed to travel with the team during this period.

Student athletes assume the obligation to appear in public appropriately and to engage in behavior that reflects well on their school, team, and community. Disruptive behavior in or out of school may result in suspension from athletics.

REMOVAL FROM A TEAM FOR DISCIPLINARY REASONS:

MVUSD requires communication between coaches, athletes, and their parents before ever removing a player from an athletic team. When consideration to remove a player is taking place, the head coach will contact their school's Assistant Principal/Athletic Director and notify him/her of the concern. Depending on the situation and when applicable, the head coach or Assistant Principal/Athletic Director will reach out to the student athletes' parent/ guardian to schedule a meeting and inform them of the violation. The student athlete shall remain suspended from the team until a parent/guardian conference has taken place. Upon conclusion of this meeting, school administration shall contact the District Director of Student Support overseeing Athletics and notify them of the meeting's outcome. School administration will then notify the student athlete and parent of the school's decision.

REMEMBER: Athletic Participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character. A student athlete who is removed from a team for disciplinary reasons may not participate in another sport at any school during the same season of play for that school year. *Example – A student removed from school team XXXX may not go and compete at any school, if both sports occur during the same Fall, Winter, or Spring sport season.* Note: Per CIF section 209c - *If a student transfers from any public or private*

school when a disciplinary action is in place or pending, that student shall be ineligible for competition in all sports for 1 year from the date of the transfer to the new school.

APPEAL PROCEDURE

All student athletes have the right to appeal their suspension from any sports program. The appeal process must be initiated by the student athlete in the form of a written request to the Athletic Director within one week of the suspension.

REINSTATEMENT FROM SUSPENSION

Reinstatement from team suspension will be determined in a conference attended by the student's parent, Athletic Director, neutral coach, and school administrator (Principal or Assistant Principal).

ATHLETIC TEAM SELECTION

In accordance with the district's philosophy of athletics and desire to see as many students as possible participate in the athletic program within our district, we encourage coaches to select as many student athletes as they can without compromising the integrity of their sport. Time, space, facilities, equipment, athletic ability, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedures in this regard, coaches should strive to maximize the opportunities for student athletes without diluting the quality of the program.

TEAM SELECTION /TRYOUTS

Tryouts should be conducted over several days to allow players multiple opportunities to demonstrate their skill level, knowledge, and commitment to the team and sport. Having tryouts over multiple days also allows coaches to better assess these qualities in the players. Team Sport Camps may not be used in place of Tryouts. Attendance or Non-Attendance at a camp may not be used to assess an athlete's commitment to the program or team. Camps are voluntary and should not be scheduled just before team tryouts. To avoid accusations of nepotism, anyone helping with tryouts should not have any affiliation with any student who is trying out for that program. If a student is participating in another sport during tryouts, they are guaranteed a tryout after their current sport ends. Athletes competing in another sport at the time of tryouts should contact the coach holding tryouts and let them know of their intentions.

HANDLING CUTS

Please handle this decision with respect to the athletes who do not make the team. While there is no exact rule on how to do this, most coaches post the names of the athletes who make the team and encourage athletes who do not, to meet with the coach to see in what areas they need to improve. Telling an athlete they did not make the team can be quite heartbreaking for that athlete and how you handle it can play a big part in the development of the student athlete.

TERMINATION OF PARTICIPATION OF A STUDENT ATHLETE

Cut from a team because of lack of ability – A student athlete cut from a team may try out for another sport immediately.

Dropped from a team by mutual consent - A student athlete may terminate association with a team by approval of the coach prior to dropping the sport. The student athlete is eligible to tryout for another sport subject to approval by the Assistant Principal/Athletic Director and the coach of the new sport.

Quitting a sport – A student athlete who quits any sport without approval of the coach and Assistant Principal/Athletic Director will be suspended from participating in any athletic program until the next sport season.

Removal from a team for disciplinary reasons – MVUSD requires communication between coaches, athletes, and their parents before ever removing a player from an athletic team. When consideration to remove a player is taking place, the head coach will contact their school's Assistant Principal/Athletic Director and notify him/her of the concern. Depending on the situation and when applicable, the head coach or Assistant Principal/Athletic Director will reach out to the student athletes' parent/ guardian to schedule a meeting and inform them of the violation. The student athlete shall remain suspended from the team until a parent/guardian conference has taken place. Upon conclusion of this meeting, school administration shall contact the District Director of Student Support overseeing Athletics and notify them of the meeting's outcome. School administration will then notify the student athlete and parent of the school's decision.

REMEMBER: Athletic Participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character. A student athlete who is removed from a team for disciplinary reasons may not participate in another sport at any MVUSD school during the same season of play for that school year. *Example – A student removed from school team XXXX may not go and compete for any school if both sports occur during the same Fall, Winter, or Spring sport season.* Note: Per CIF section 209c -*If a student transfers from any public or private school when a disciplinary action is in place or pending, that student shall be ineligible for competition in all sports for 1 year from the date of the transfer to the new school.*

BACK-TO-BACK SEASONS

An athlete who is ending one season and immediately starting another sport may have up to three days off (a weekend counts as two days). It is the responsibility of the athlete to see the coach whose season he/she is starting and confirm how many days he/she can take off. These athletes are afforded the full tryout requirement.

YOUR ROLE AND THE JV, FRESHMAN OR FROSH/SOPH TEAMS

If you are a Varsity head coach, it is required that you have an active role with your JV, Freshman or Frosh/Soph program. If you are a JV, Freshman or Frosh/Soph coach, it is expected that you will work with the Varsity head coach. A successful program must have cooperation between all teams. As a Varsity head coach, you need to support your JV, Freshman or Frosh/Soph coach and his/her athletes because they are your future. While winning is important, player development is just as important at the lower levels. Players who make your team should have ample opportunities to play in game situations. Remember, the best coaches are not always the ones with the best records. The best coaches are the ones who work with families to develop young men and women into productive members of society through athletics. Coaches who design programs that embrace this practice are the ones remembered long after their coaching career has ended.

TRANSPORTATION AND TRIPS

All student-athletes must ride in school approved transportation to and from all contests when provided. When transportation is not provided parents/guardians are encouraged to transport their student athlete. Licensed students may self-transport if their parent/guardian have signed the self-transport document that is provided in the athletic clearance package during registration. **A STUDENT MAY NOT DRIVE OTHER STUDENT(S) HOME FROM EVENTS (except siblings allowable by CA DMV that have been previously requested by parent/guardian).**

RELEASE TIME

Class release times for away contests are set at the beginning of the season and are not to be changed except with the approval of the Athletic Director and the Principal. In most cases, athletes are excused from class up to 15 minutes prior to the scheduled departure time. Athletes are to be in class as much as possible. Time management is very important for your athletes.

BUSES/VANS

When available, buses are typically reserved for teams who have 18 or more athletes. For teams with fewer than 18 athletes it is encouraged that the coaches arrange vans if approved drivers are available to drive more than one vehicle.

Coaches are to see that school buses and vans are kept clean or cleaner than when they first boarded. When your team is scheduled to use a van, you should pick up the keys and a Vehicle Check List from the Transportation Department and/or Site issuer. The keys should be returned immediately with a completed vehicle checklist.

Any tickets or tolls incurred by a designated district driver during use of the district vehicle is the responsibility of that driver. Late charges, additional fines, etc. that may occur if said tickets or tolls are ignored will remain the responsibility of the driver. This could negatively affect your CA DMV record.

SCHEDULING

All athletic trips are to be scheduled (whether regular season, playoff, preseason, tournaments, or overnight trips) through the MVUSD Transportation Department via the Athletic Director. Contact the Transportation Office at (951) 696-1600 ext. 1191 for any questions or issues.

FIELD TRIP BUS CONDUCT RULES

1. Passengers must follow the instructions of the bus driver. A driver has the authority to pull the bus over and/or return to the school if necessary. Individual students will be held responsible for their behavior while riding a district school bus.
2. Passengers are not permitted to enter a bus unless the driver is present.
3. Passengers shall enter and leave the bus in an orderly manner.
4. Passengers shall remain seated while the bus is in motion.
5. Passengers shall sit facing the front of the bus.
6. When necessary, passengers may be required to share their seats with others.
7. Passengers shall not put any part of their bodies outside of a bus window.

8. Passengers shall not use vulgar or profane language on the bus or direct comments to any person outside the bus.
9. Passengers shall not engage in fighting or boisterous conduct, create unnecessary noise or commotion, or shoot or throw things while on the bus.
10. Passengers shall not smoke or light matches on the bus.
11. Items which may jeopardize the safety of any person shall not be permitted on the bus.
12. No animals shall be transported on a school bus (except guide dogs).
13. Passengers shall not be permitted on buses if they are wearing track spikes or shoes with metal cleats. Students who must change the spikes should put the discards in a bag or other container and not leave them on the bus.
14. Passengers must not leave debris of any kind on the bus.
15. Passengers shall not tamper with the bus or equipment.
16. Passengers who are responsible for damage or vandalism to a district vehicle will be held individually accountable to reimburse the district for the cost of repairs and will also be subject to school disciplinary procedures.
17. Chaperon's must be seated throughout the bus.

MVUSD VEHICLE DRIVING GUIDELINES

ALL DISTRICT VAN DRIVERS WILL:

- Comply with all traffic safety laws at all times. Cell phones and hands-free devices are prohibited while operating district vehicles.
- Be a current district employee. Parents MAY NOT drive district vehicles.
- Complete the district defensive driving class.
- At the start of the year, submit their driver's license number to the MVUSD Transportation Department. Drivers will be entered into a DMV pull notice program which confirms a current driver's license is in good standing.
- Use District vehicles for district business only.
- Be responsible for paying for all tickets or tolls acquired while in the vehicle.
- ALL STUDENTS MUST WEAR SEATBELTS.

IF THERE IS AN ACCIDENT:

- Immediately report it to the MVUSD Transportation Department – Safety & Training section at 951-696-1600 ext. 1191, your Assistant Principal/Athletic Director, and your site Principal.
- Thoroughly complete the accident report (in the vehicle's glove box). Report any visible damage. Fault/No Fault
- Promptly submit the vehicle to the MVUSD Transportation Department – Vehicle Maintenance section when requested.
- Keep the vehicle clean.
- Submit the vehicle for a maintenance check-up prior to using it for a trip of more than 100 miles.
- Ensure the van does not exceed the posted speed limit at any time.
- Enforce all rules which are posted inside the van.
- Fuel the van at the District Support Center, unless on district business more than 50 miles from the district. (NOTE: Students are not to be in the van when fueling.)
- Complete the van check-out document and comply with the rules contained therein if borrowing an MVUSD Transportation Department vehicle.

OVERNIGHT TRIP REQUEST

Any trip that requires an overnight stay by students must be approved by school administration and submitted for board approval. Please note: Board approval is a process, and requests will need to be submitted **as soon as possible**. Please plan at least two months prior to trip for board to review for approval. Talk to the Athletic Director if you are planning an overnight trip.

TRANSPORTATION DURING SUMMER MONTHS

Student-athletes may transport themselves or arrange carpools during June, July, and August when school is not in session. Coaches are to designate the contest site for summer activities as the meeting site. Summer activities are not school-sponsored activities. **ALL COACHES MUST COORDINATE WITH SITE ADMINISTRATORS FOR SUMMER ACTIVITIES.**

FINANCES & FUNDRAISING

Multiple sources are required to fund the school athletic program. Below is a general description of where the funds come from and how they are used. The Principal reserves the right to move funds when necessary to accommodate emergencies and immediate needs.

SITE BUDGET – ATHLETICS ALLOCATION

The school site budget includes a specific Athletics allocation. All teams shall be provided with a budget allocation each year. This allocation typically covers items such as reconditioning football helmets and purchases of athletic equipment such as basketballs, etc. If there is a conflict or equal access issue, they must be brought to the Athletic Director, who will then take the issue to the school's Title IX Coordinator (Principal).

FUNDRAISING

Many of the athletic teams have established themselves as clubs with the Associated Student Body (ASB) to facilitate fundraising. If you would like items beyond what the budget allows, your team will need to fundraise. **ALL FUNDRAISING MUST BE CLEARED BY THE ATHLETIC ASSISTANT PRINCIPAL AND APPROVED BY ASB.** The coach must fill out and turn in the Fundraiser form to the school's Activities Office. The Assistant Principal/Athletic Director must give final approval to hold any fundraiser. At no time should you, as the coach, be handling money. Students and parents should deposit their fees and fundraiser money with the Activities or Student Store Clerks at the school site.

Equal access to fundraising opportunities shall be afforded to both boys' and girls' teams. If there is a conflict or equal access issue, they must be brought to the Athletic Director, who will then take the issue to the school's Title IX Coordinator.

SEPARATE FINANCIAL ACCOUNTS

Under no circumstances can the coach have a FINANCIAL ACCOUNT THAT IS OUTSIDE OF THE SCHOOL. It is against school policy to have an account that is not under the school's control and deposited at the school's Activities Office. Failure to comply with this policy may terminate your employment as a coach and/or staff member.

PURCHASING

The District Purchasing Manual outlines the Procurement Guidelines for the District. The manual can be found on the district Purchasing Department Website. For any questions or additional information/guidance on purchasing, please consult the Athletic Director.

PURCHASES FROM ASB CLUB ACCOUNT

To use money in your club account you must fill out a "Purchase Requisition" form. A team meeting must take place and player signatures are required. Submit the form to the Activities Clerk when it is completed. Once the Requisition is approved a Purchase Order will be generated. An order cannot be placed with a vendor without a valid purchase order. All orders should be placed by the Activities Office. All deliveries should be sent to (school site or District Warehouse). Under no circumstances should deliveries ever be made to the coach's home residence.

PURCHASES FROM THE SCHOOL SITE BURDGET (PRINCIPAL'S BUDGET)

The school Principal must approve any purchases that are to be funded out of the Principals budget. Once approved, the initial quote must be given to the Principal's Secretary for a requisition to be generated. Once the requisition is complete a Purchase Order will be issued by the District Purchasing Department. All deliveries will be sent to the District Warehouse.

Under no circumstances should purchases ever be made without a valid purchase order from either the ASB office or the District Office. Purchases made without a PO may result in the coach being financially liable for the purchase.

TIPS WHEN FUDRAISING FOR AND ORDERING EQUIPMENT

- Make sure you have collected enough or have enough money in your club account prior to ordering.
- Submit to the Athletic Director a quote for the equipment you want to buy.
- The Athletic Director will obtain a PO and order the equipment.
- Invoice will be paid by the Assistant Principal or Athletic Director through the Activities Clerk
- No equipment will be bought without Athletic Director approval. If you purchase something without Athletic Director approval, you may be responsible to pay for it.
- After all money has been collected, the school Activities Office will issue a check which will be sent to the company for merchandise ordered.

PURCHASE OF TEAM SPIRIT WEAR

The coach needs to oversee the artwork and design of the team spirit wear. The colors must be school colors. Once you have finalized your design you must get approval from the Athletic Director before being ordered.

UNIFORMS

Athletes are financially responsible for all equipment and uniforms checked out. All uniforms will be issued by the Athletic Director. It will be the coach's responsibility to do the following:

- Schedule a day and time with the Equipment Manager to have uniforms issued.
- Give list of names, sizes, and/or numbers to the Athletic Director prior to the date to be issued.
- Ensure all team members are there at the assigned time.
- Collection of uniforms at the end of season will be done by scheduling with the Athletic Director a day and time.
- All other equipment is to be issued and collected by the coaches.
- Uniforms and equipment should be clean when returned by the student at the end of the season.
- Seniors will not be permitted to walk at graduation until all issues gear has been returned and the student athlete is in good standing with the head coach.

FACILITIES

Each of our high schools has some of the best facilities in the area. It is all of our responsibility to maintain the facilities. All facilities are expected to be in good working order, which is defined as safe conditions for students in compliance with CIF regulations. There is no excuse for any coach to look the other way or use the facility in a manner that will abuse it. Each sport has specific things that need to be done before practices or games. It is expected that the coach will make sure that these things are done correctly. Students should be supervised, and the coach should check to make sure facilities and set up of equipment is done correctly.

All athletic equipment and facilities are restricted to use by MVUSD students and staff only. Use of facilities will be arranged by the Athletic Director and respective coaches. The High School facilities are not to be used for activities that fall outside of a High School event. For example, a coach cannot use the gym for a basketball game with his/her friends.

All athletic facilities on campus, including locker rooms, the gymnasium, practice and competitive fields must be reserved through on MVUSD Facilitron (<https://www.facilitron.com/mvusd92562>).

Each school shall have written criteria for determining schedules (for use of facilities) that is provided to coaches and must be strictly followed. For these written criteria or if there are any questions regarding scheduling, please contact the Athletic Director.

ATHLETIC DIRECTOR OFFICES

The Athletic Director's Office is located at the school site, as well as the coaches' mailboxes. Please check with the Front Office if you have paperwork to submit. Coaches and Athletic Director's should check their mailbox frequently.

TRAINING ROOM

The training room is only for athletes who need medical attention from the Athletic Trainer. The rules established by the school must be followed. This is not a room where student athletes hang out. Any student who does will be asked to leave. Students should never be unsupervised.

LOCKER ROOMS AND TEAM ROOMS

The team rooms are to be kept clean. Any student who damages the facility will need to pay for or fix the damage and will be subject to school disciplinary action. It is the expectation that the coaches supervise and ensure the rooms are kept clean. Please keep the rooms clean by assigning your athletes to clean and sweep the rooms daily. See that these areas are supervised as long as any of your squad members are present. All athletes are to use the locker room to change and store personal belongings. Please do not tolerate athletes changing on the field or in the gymnasium.

GYM

All teams using the gym must sweep, pick up trash, and ensure bleachers are in before and after using the gym. There should be absolutely no food, drinks or hard shoes permitted on the floor. The Coach should be the last person out and ensure that the lights are turned off and doors are locked.

ATHLETIC WEIGHT ROOM

The Athletic Weight Room is to be kept safe and clean. Coaches must supervise their athletes at all times; there are no exceptions. In order to use the weight room, you must set up days and times with the Athletic Director. Teams will be responsible for putting all weights and bars back properly, cleaning the pads and sweeping the floor after use.

ATHLETIC FIELDS

The athletic fields must be maintained in good condition and practices should not take place in the same spot every day. Coaches need to organize their practices, vary their drills, and use all of their assigned field space. On days that it rains our fields will be shut down so please have a Rain Out Plan.

PARENT INVOLVEMENT

Parents can play a very important role in our athletic program. They can do many off-field tasks that will enhance your program. It is the hope of the Athletic Director that each sport will have a Team Parent to assist with these activities. However, there are guidelines on their role. Please make sure to follow the expectations set up by High School to ensure the best athletic program for your team.

DRIVING

All student-athletes must ride in school approved transportation to and from all contests when provided. When transportation is not provided parents/guardians are encouraged to transport their student athlete. Licensed students may self-transport if their parent/guardian have signed the self-transport document that is provided in the athletic clearance package during registration. **A STUDENT MAY NOT DRIVE OTHER STUDENT(S) HOME FROM EVENTS (except siblings allowable by CA DMV that have been previously requested by parent/guardian).**

Parents **MAY NOT** drive district vehicles.

TEAM PARENT

A Team Parent can organize drivers, halftime refreshments, team meals, run the snack bar, sign up parents to run clocks, etc. However, a team parent should never tell the coach who to play or interfere with the coaching of the team. You have been hired to coach your sport, and we trust your judgment in areas such as game strategy, position placement, substitutions, etc.

PARENT MEETINGS

A parent meeting is **MANDATORY** before the 1st league game to help explain your policies and meet the parents. Multiple meetings are preferred. The meetings can be held at school or at someone's home. Remember, any meeting held at a private residence that has students in its presence must be a dry event. No alcohol can be served. Items that should be discussed in the individual team meetings should be as follows:

- Your coaching philosophy.
- Written team rules.
- Hand-out schedules provided by the Athletic Director.
- Have Team Parent do a sign-up sheet for the various off-the-field tasks your team will need.
- Updates regarding fundraising and budget
- Concerns you are seeing with the team
- Any other information you feel your parents need to know that will make your job easier.

PARENT LIMITS

Be very careful to avoid showing favoritism towards specific parents. It is critical that you are equal with all parents. Parents have the right to ask questions about practice schedules, how playing time is decided and what their child could do to improve. If you have parents who are exceeding their roles, please contact the Athletic Director for assistance. In your parents' meeting please establish the appropriate time and place that parents can approach you with questions.

PARENT COMPLAINTS

Please inform the Athletic Director of any parent complaints. All coaches are expected to respond to complaints in a timely, mature fashion and listen to what the parent has to say. You are never alone in this. If you ever feel the situation warrants intervention, please contact the Athletic Director immediately.

Note: Apart from player discipline, a player will not be penalized and will remain active and eligible on the team if there is an unresolved dispute between a parent and coach.

COMMUNICATION WITH PARENTS

During the course of the year, there may be misunderstandings between parents and coaches concerning a variety of issues. In order to minimize these problems, each coach must provide parents with the Athletic Packet, including a copy of the Athlete Code of Conduct, and written team rules. In addition, it is also recommended to provide parents with the following additional information:

- Your work e-mail and phone number.

- Practice schedules – days and times as well as where those practices are to be held.
- Game Schedules and school website so they can go to it if a game has been cancelled.
- Criteria for being selected to play on your team.
- Transportation information – If you have the need to call upon parental help in transporting your team, this would be a good time to ask for it.
- Adhere to posted practice times. Many families have younger siblings who must be picked up on time, and thus schedules should be followed.

BOOSTER CLUBS

The District Guidelines for Booster Clubs outlines the requirements for establishing and maintaining a Booster Club. The manual can be found on the district website. All purchasing, regardless of source, shall comply with the guidelines set out in the Purchasing section above.

The intent of the Booster Club is to promote, provide support, encourage our athletes during their participation in their respective sports, and to support the vision of the coach. The purpose of the Booster Club is also to provide additional resources to enhance the experiences of the student athletes. The club should be committed to providing a quality program that encompasses the total development of our student athletes. Parents of players involved in athletic programs are usually part of the organized Booster Club, and parent participation can include:

- Attending games
- Helping with various events and fundraisers
- Attending booster club meetings
- Being an active part of the booster organization and board

It is the desire and expectation of the athletic department that many parents will join and contribute in some Way to the booster organization supporting their respective sport.

There must be a clear separation between the legitimate functions that are the responsibility of the district athletic program and the activities of the Booster Clubs:

- Booster Clubs are an outside parent support group not affiliated with MVUSD. Booster organizations may not “require” student athletes to participate in outside Booster Club fundraising activities.
- Booster organizations do not participate in choosing players or deciding on which team-level athletes will play. Booster organizations should not expect to be involved in coaching decisions or strategies in any way.
- All decisions and all responses to situations on the field or the court are the sole responsibility of the coaching staff.
- Any issues that a parent and/or booster would like to raise with the coaches should be brought to the head coach at a separate time and place after the conclusion of the athletic contest. The next day or a 24-hour waiting time is optimal.
- Parents and/or boosters who would like to address a lower-level coach should schedule a meeting time when the head coach can be in attendance.
- Boosters cannot directly pay employees during the school year, all monies must go through the school district (this process can take up to six to eight weeks for payment, so please plan accordingly).
- All donations must be made in accordance with State, District, CIF-SS and Student Body rules and regulations.
- Any purchase and/or donation made by the Booster Club for the respective sport team will become the property of the school/district.

- Booster Club social gatherings, although generally not considered school sponsored events, should exemplify and model positive experiences for our student athletes.
- Alcohol shall never be available or served when students are present. Any school sponsored event that has student athletes in attendance shall adhere to all education codes.

DISTRICT POLICY FOR OUTSIDE PROGRAMS AND OUT-OF-SEASON CAMPS

- Outside programs and youth camps are NOT affiliated with Murrieta Valley Unified School District and may not use the high school's name or mascot.
- All out-of-season camps will be run through a Booster Club with a 501 (c)(3) status (non-profit).
- Participation or non-participation in outside camps or programs CANNOT determine the status of a student athlete during the school year. There can be NO correlation between camp/outside program participation and making a team during the school year. **
- An MVUSD address or email cannot be used for collection of outside monies. A Booster Club official address, P.O. Box, PayPal account or a strategically placed lock box can be used for the collection of outside monies.
- The Booster Club collecting the out-of-season fees cannot be held in an ASB account.

Please remember:

1. MVUSD does not run and is not affiliated with outside athletic camps or programs.
2. A booster or private organization may apply for a facility use permit to run out-of-season athletic camps.
3. A coach that works for a booster or private outside program outside of their season is not doing so as an employee of MVUSD and may be paid for their services by the outside organization.

**Participation in summer booster/private programs is voluntary, not affiliated with high school, and bears no impact on the selection process for any school affiliated sports program.

GUIDELINES FOR MONITORING WBGT AND AIR QUALITY

Wet Bulb Globe Temperature (WBGT) Guidelines

To protect students, staff, and athletes during outdoor activities, the following WBGT thresholds and precautions should be followed:

- < 82°F WBGT: Normal activity—No restrictions.
- 82°F–86.9°F WBGT: Use caution. Ensure adequate hydration and provide frequent rest breaks in shaded or cool areas.
- 87°F–89.9°F WBGT: Moderate risk. Limit intense exercise; increase rest and hydration frequency. Monitor participants for signs of heat stress.
- 90°F–92°F WBGT: High risk. Consider rescheduling or modifying activities (e.g., reducing duration or intensity). Mandatory rest breaks and close supervision are required.
- ≥ 92°F WBGT: Extreme risk. All strenuous outdoor activities should be postponed or canceled.

Additional Best Practices:

- Check WBGT readings at least 30 minutes prior to outdoor activities and monitor conditions throughout.
- Provide shaded rest areas and access to cool drinking water.
- Train staff to recognize and respond to heat-related illness.

Air Quality (AQI) Guidelines

Air quality should be monitored using the Air Quality Index (AQI), which measures pollutants such as particulate matter (PM2.5), ozone, and others. Use the following AQI-based recommendations:

- **AQI 0–50 (Good):** No restrictions; normal outdoor activities.
- **AQI 51–100 (Moderate):** Sensitive individuals (e.g., with asthma) may limit prolonged outdoor exertion.
- **AQI 101–150 (Unhealthy for Sensitive Groups):** Reduce intensity and duration of outdoor activities for all; sensitive individuals should avoid prolonged exertion.
- **AQI 151–200 (Unhealthy):** Move all strenuous activities indoors or reschedule. Everyone should limit outdoor exertion.
- **AQI > 200 (Very Unhealthy–Hazardous):** Cancel all outdoor activities. Stay indoors with air filtration when possible.

Additional Best Practices:

- Use real-time monitoring tools (e.g., EPA’s AirNow, Purple Air, Perry Weather or local air sensors).
- Communicate AQI levels and activity modifications to all stakeholders.

GUIDELINES FOR COACHING IN HOT WEATHER

Precautions for hot weather athletics: **Coaches should make sure all athletes are taking in fluids.**
(See appendix H)

The main problem associated with exercising in hot weather is water loss through sweating. The athlete should be allowed water anytime he or she feels the need. Water breaks should be given at least every 30-45 minutes and should be long enough to allow athletes to ingest adequate volumes of fluid. Athletes should be allowed to rest in the shade with protective equipment removed to allow more heat loss. The old idea that water should be withheld from athletes during workouts has no scientific foundation. **The important safeguard to the health of the athlete is the replacement of water.** Iced water is preferable.

In addition, the following precautions should be taken:

- Physical examination done with athlete’s school health-history available to the examining physician.
- State high school associations’ recommendations should be followed with annual reference to heat stress.
- Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the physical condition of their athletes and gear their practice schedules accordingly.
- The acclimatization factor, the process of becoming adjusted to heat, is important and it is essential to provide for gradual acclimation of hot weather activities. It is suggested that a graduated physical conditioning program be used, and that 80% acclimatization can be expected to occur after the first 7-10 days. Intensity and duration of exercise should be gradually increased over a period of 7-14 days to give athletes’ time to build fitness levels and become accustomed to practicing in the heat.

It is highly recommended that coaches wisely use spring practice time, the preconditioning week in August, and pre-schedule practice with acclimatization well in mind.

- Know both the temperature and the humidity. The greater the humidity, the more difficult it is for the body to cool itself. The Murrieta Valley generally has low humidity, and that is a plus. However, our late summer and early fall usually have very high temperatures – we must be just as alert and preventative.
- Cooling by evaporation is proportional to the area of skin exposed. In extremely hot weather reduce the amount of covering on the body as much as possible. Never use rubberized clothing.
- After strenuous practices athletes should replace fluids. Water or sports drinks should be encouraged. Water or sports drinks should be readily available to athletes during practice and should be served ideally chilled in containers that allow adequate volumes of fluid to be ingested.
- Athletes should weigh each day before and after practice and weight charts checked by the coaches. Generally, a three percent weight loss is safe through sweating and over a three percent weight loss is in the danger zone. Compensate with a less rigorous workout in weather that is hot.
- Watch your athletes carefully, particularly those who lose a lot of weight, overweight athletes, and the over-eager athlete. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
- Know what to do in case of such an emergency. Be familiar with immediate first aid practices and prearrange procedures for obtaining medical care, including ambulance service.

SIGNS OF HEAT ILLNESS

- **Heat Cramps:** These are painful cramps and spasms of active muscles. They are most common in the calf muscles caused by intense and prolonged exercise in the heat and depletion of water and salt due to sweating.
- **Heat Fatigue:** Feelings of weakness and tiredness caused by depletion of water and salt due to sweating and exercise in the heat.

HEAT RELATED MEDICAL EMERGENCIES

Heat Exhaustion: Heat exhaustion is one of the heat-related syndromes that range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Signs and symptoms of heat exhaustion often begin suddenly, sometimes after exercise, heavy perspiration, and inadequate fluid intake.

Signs and symptoms – Resemble those of shock and may include:

- Feeling faint
- Nausea
- Heavy sweating

- Ashen appearance
- Rapid, weak heartbeat
- Low blood pressure
- Cool, moist skin
- Low-grade fever

First Aid/Treatment:

- Get the person out of the sun and into a shady or air-conditioned location.
- Lay the person down and elevate the legs and feet slightly.
- Loosen or remove the person's clothing.
- Have the person drink cool water (not iced) or sports drink containing electrolytes.
- Cool the person by spraying or sponging him/her with cool water and fanning.
- Monitor the person carefully. Heat exhaustion can quickly become heatstroke. If fever greater than 102° F, fainting, confusion, or seizures occur, dial 911 or call for emergency medical assistance.

Heatstroke: Heatstroke is a life-threatening medical emergency. What makes heatstroke much more severe and potentially life-threatening is that the body's normal mechanisms for dealing with heat stress, such as sweating and temperature control, are lost.

Signs and symptoms:

- The main sign of heatstroke is a markedly elevated body temperature – generally greater than 104°F
- Changes in mental status ranging from personality changes to confusion to coma.
- Skin may be hot and dry, although in heatstroke caused by exertion, the skin is usually moist.
- Other signs and symptoms may include:
 Rapid heartbeat, Rapid and shallow breathing,
 Elevated or lowered blood pressure, Cessation of
 sweating / hot dry skin, Disorientation, confusion or
 unconsciousness, Fainting, which may be the first sign
 in older adults, Seizures, Throbbing headaches, Nausea
 and/or vomiting

First Aid/Treatment:

- Move the person out of the sun and into a shady or air-conditioned location.
- Dial 911 or call for emergency medical assistance.
- Cool the person by covering him/her with damp sheets or by spraying with cool water. Direct air onto the person with a fan or newspaper.

MRSA: MRSA (Methicillin-Resistant Staphylococcus Aureus) is a type of staph infection that is resistant to many common antibiotics and, in cases where treatment is needed, can be very difficult to treat. Staph bacteria are one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics, but occasionally serious infections require treatment. In the last few years, there have been a number of cases where these

bacteria have spread among members of sports teams. Recently, this issue is making headlines as MRSA can have serious and deadly ramifications if not dealt with immediately.

Signs and Symptoms:

It is common for athletes to have pimples, cuts and abrasions on their skin. Coaches must be aware of the signs and symptoms that their student athletes may exhibit. If you notice any of the following symptoms, please notify your school principal and the District's School Nurse immediately if:

- Unusual or increasing pain and/or warmth
- The presence of pus or a pustule
- Induration (hardness)
- Increasing swelling, size or redness of the wound
- Red streaks around the wound
- Fever and/or chills (flu-like symptoms)

Preventing MRSA

Precautions that coaches should take to prevent the spread of MRSA:

- Insist that your athletes shower with soap as soon as possible after practices and competitions. If MRSA bacteria are present on your skin, you can wash them away before they have a chance to cause infection.
- Ensure that athletes do not share equipment, clothing, towels and other personal items. Implement a NO SHARING rule if you have not done so already.
- Whether your athletic department launders practice and game uniforms or athletes do it themselves, implement a policy that uniforms (practice and game) get washed after EACH use.
- Ensure that all wounds, cuts and abrasions are covered to help prevent infection, especially during practice and competition.
- Equipment MUST be stored in clean, dry areas. Do not store equipment in dark, moist, warm environments (lockers), as these are perfect places for bacteria growth.
- Clean and disinfect daily surfaces that are touched on a regular basis. This includes benches, training room tables, weight room equipment and benches.
- Wrestling mats MUST be thoroughly and properly cleaned after each and every use.

EMPLOYMENT

Employment as a coach in the Murrieta Valley Unified School District is on the basis outlined in the job flyer. You are classified as a short-term temporary contract employee. Your employment with the district is subject to the specifications outlined in the job flyer. Please read it carefully. Each coaching assignment is on a school year-to-school year basis. You will be informed at the end of your sports season whether or not you will be recommended for any coaching assignments moving forward. The Principal will determine whether or not to offer a coaching position for the following year. All varsity head coaches will receive a written evaluation of their performance at the end of their first season in a sport and every other year thereafter. All head frosh/soph or head JV coaches will receive a written evaluation at the end of their first season in a sport and then as needed or requested thereafter. The evaluation may include student survey results.

When you are first hired as a coach, you will receive from the Personnel Office a document packet that requires you to submit the following items prior to the commencement of work:

- Application
- Copy of Driver's License or ID
- Copy of Social Security Card
- Drug & Alcohol Policy
- Emergency Card
- Fingerprint Clearance
- Fingerprint Referral
- I-9 Form
- Resident Card (If not U.S. Citizen)
- Oath of Allegiance
- PERS Statement
- T.B. Test/Check X-Ray
- Mandated Training
- Student/ Employee Misconduct Training
- Sexual Harassment Policy
- Uniform Complaint Procedure
- Valid CPR/AED/ Sudden Cardiac Arrest/ Heat Illness Certifications ➤ Valid First Aid Card
- NFHS Coaches Clinic Certificate
- Concussion in Sports Certificate
- Warrant Recipient Form
- W-4 Form

Please note that if you are already an employee of the District, many of these items will already be fulfilled.

PLEASE SEE Check-Off Sheet for Co-Curricular Employment form in the *APPENDIX E*.

If you have any questions about your employment, please call the Athletic Director at your site or the District Personnel Office. Service rendered prior to completing all required employment documentation might not be remunerated.

WAGES AND COMPENSATION

All coaches are paid a stipend, and all stipend amounts are based on the Board approved Co- Curricular Salary Schedule. There are to be no splitting of coaching assignments. The person named in this position and approved by the Personnel Office and Board of Trustees will be the one to receive payment for the assignment.

The calendar year will be broken into three seasons of sport:

- August – November: Fall sports
- November – February: Winter sports
- February – May: Spring sports

PAY FOR CERTIFICATED COACHES

Certificated coaches are paid in accordance with the Murrieta Valley (MEA) Collective Bargaining agreement, which states that a lump sum will be paid at the end of the sports season. Fall sports will be paid in December, Winter sports in March, and Spring sports paid in May.

For information on the amount paid per month based on the set duration of the sport **PLEASE SEE Certificated Stipend Salary Schedule on the MVUSD district website.**

PAY FOR CLASSIFIED COACHES

CalPERS requirements related to payment of stipends for classified personnel state that classified stipends must be paid as earned (as opposed to a lump sum at the end of the sport).

The school site or activities office will be submitting a timesheet for each coach on a monthly basis.

AWARDS: Contact your school site for school specific information regarding:

Awards Night

Awards and Recognition

Varsity Letter Requirements

Certificates

Plaques

Attire

NOTE: No awards will be given at the end of the season to athletes who do not maintain their academic eligibility, quit a team, or do not return school gear or property.

APPENDIX & FORMS

Appendix A

CIF/SS CODE OF ETHICS

I understand that in my position as a coach, I must act in accord with the following code:

Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.

3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide supervision of students at all times, which is defined as a Board approved coach or administrator physically present at all times for all athletic events related to the team.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any post-secondary educational institution.
10. Avoid exerting undue influence on pupils to take lighter academic courses in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

Printed Name of Coach

School

Signature of Coach

Date

Code of Conduct for Parents/Guardians
From the State CIF web site

Athletic competitions of interscholastic age children should be fun and should also be a significant educational program. Everyone involved in a sports program has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the "Six Pillars of Character"). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child's sports experience.

TRUSTWORTHINESS

Trustworthiness - Be worthy of trust all you do.

Integrity - Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what is right even when it's unpopular or personally costly.

Honesty - Live honorably. Do not lie, cheat, steal, or engage in any other dishonest conduct.

Reliability - Fulfill commitments. Do what you say you will do.

Loyalty - Be loyal to the school and team; Put the interests of the team above your child's personal glory.

RESPECT

Respect - Treat all people with respect at all times and require the same of your student-athletes.

Class - Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance and show sincere respect in pre- and post-game rituals.

Disrespectful Conduct - Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials - Treat game officials with respect. Don't complain about or argue about calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education - Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education.

Be the lead contact in the recruiting process. **Role-Modeling** - Remember, participation in sports is a privilege, not a right. Parents/guardians too represent the school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

Self-Control - Exercise self-control. Don't fight or show excessive displays of anger or frustration.

Healthy Lifestyle - Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game - Protect the integrity of the game. Don't gamble or associate with gamblers.

FAIRNESS

Fairness and Openness - Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

CARING

Caring Environment - Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

Spirit of the Rules - Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Code of Conduct for Student-Athletes
From the State CIF website

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, fairness, caring and good citizenship (the "Six Pillars of Character"). This Code applies to all student athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

Trustworthiness - Be worthy of trust all I do.

Integrity - Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

Honesty - Live and compete honorably; don't cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability - Fulfill commitments; do what I say I will do; be on time to practices and games.

Loyalty - Be loyal to my school and team; put the team above personal glory.

RESPECT

Respect - Treat all people with respect all the time and require the same of other student-athletes.

Class - Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show respect in pre- and post-game rituals.

Disrespectful Conduct - Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials - Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education - Be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed or the character to represent their institution honorably.

Role-Modeling - Remember, participation in sports is a privilege, not a right; and I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

Self-Control - Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

Healthy Lifestyle - Safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco, drugs and performance-enhancing supplements or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game - Protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

Be Fair - Live up to the high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others - Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.

Teammates - Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

Play by the Rules - Maintain a thorough knowledge of and abide by all applicable game and competition rules. **Spirit of the Rules** - Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Code of Conduct for Coaches **From the State CIF website**

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to ensure that their sports programs promote important life skills and the development of good character.

We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, fairness, caring and good citizenship (the "Six Pillars of Character"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of the Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports. I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS

Trustworthiness - Be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.

Integrity - Model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.

Honesty - Don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability - Fulfill commitments; I will do what I say I will do; be on time.

Loyalty - Be loyal to my school and team; put the team above personal glory.

Primacy of Educational Goals - Be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.

Counseling - Be candid with student athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

College Recruiters - Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

Respect - Treat all people with respect all the time and require the same of student-athletes.

Class - Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, show respect in pre- and post-game rituals.

Taunting - Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials - Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

Respect parents - Treat parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

Profanity - Don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where behavior could reflect badly on the school or the sports program.

Positive Coaching - Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct that is demeaning to student-athletes or others.

Effort and Teamwork - Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork and winning with character.

Professional Relationships - Maintain appropriate, professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student athletes.

RESPONSIBILITY

Life Skills - Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible. **Advocate Education** - Advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them. **Advocate Honor** - Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communication. **Good Character** - Foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.

Role-Modeling - Be a worthy role-model, always mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.

Personal Conduct - Refrain from profanity, disrespectful conduct and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model. **Competence** - Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques and first-aid and safety.

Knowledge of Rules - Maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.

Positive Environment - Strive to provide challenging, safe, enjoyable and successful experiences for athletes by maintaining a sports environment that is physically and emotionally safe.

Safety and Health - Be informed about basic first aid principles and the physical capacities and limitations of the age group coached.

Unhealthy Substances - Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.

Eating Disorders - Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.

Physician's Advice - Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.

Privilege to Compete - Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team, and

teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.

Self-Control - Control my ego and emotions; avoid displays of anger and frustration; don't retaliate.

Integrity of the Game - Protect the integrity of the game; don't gamble. Play the game according to the rules. **Enforcing Rule** - Enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

Protect Athletes - Put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

Access - Help make your sport accessible to all diverse communities.

Improper Commercialism - Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

Be Fair - Be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

Safe Competition - Put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others. **Caring Environment** - Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and act as a team.

CITIZENSHIP

Honor the Spirit of the Rules - Observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and all other provisions regulating interscholastic competition.

Improper Gamesmanship - Promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

16 Principles of Pursuing Victory With Honor **From the State CIF web site**

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 directors, 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 the 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 desires and pressures 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 student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
 - 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.
 - 2) The physical capabilities and limitations of any age group coached as well as first aid.
 - 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as 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, the school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as 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.

Appendix B- Training Regiment

Appendix C- Team Rules

TRANSPORTATION

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services. The district's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law.

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

Transportation Plan

The Superintendent or designee shall develop a transportation plan in consultation with stakeholders such as: classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents/guardians, students, and other stakeholders. (Education Code 39800.1)

The transportation plan shall be presented to and adopted by the Board at an open meeting, with the opportunity for in-person and public comment and shall be updated annually by April 1. (Education Code 39800.1)

The transportation plan shall include descriptions of the following: (Education Code 39800.1)

1. The transportation services offered to students.
2. How transportation services will be prioritized for low-income students, students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive.
3. The transportation services accessible to students with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 USC 11301)
4. Low income, foster youth and those experiencing homelessness will be able to access home-to-school transportation at no cost pursuant to fleet and driver availability.

TRANSPORTATION (continued)

Transportation Contracts

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

Expenses and Fees

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

Safety and Monitoring

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

The district may install a global positioning system (GPS) on school buses and/or student activity vehicles to enhance student safety and provide real-time location data to district and school administrators, and parents/guardians.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

TRANSPORTATION (continued)**State References**

13 CCR 2025
 5 CCR 14100-14103
 5 CCR 15240-15343
 5 CCR 15253-15272
 Ed. Code 35330
 Ed. Code 35350
 Ed. Code 39800

 Ed. Code 39800-39860
 Ed. Code 39801

 Ed. Code 39802-39803
 Ed. Code 39806
 Ed. Code 39807
 Ed. Code 39807.5
 Ed. Code 39808
 Ed. Code 41850-41854
 Ed. Code 41860-41862
 Ed. Code 42238.02
 Ed. Code 45125.1
 Ed. Code 52311
 Gov. Code 3540-3549.3
 Pen. Code 637.7
 Veh. Code 2807

Management Resources

Court Decision

 Website
 Website
 Website
 Website

Cross References

Code
 0410
 0470
 3000
 3100
 3250
 3311
 3312
 3510
 3511
 3512
 3512-E(1)
 3514
 3515.6
 3516

Description

Retrofitting of diesel school buses
 Use of school buses and school pupil activity buses
 Allowances for student transportation
 District records related to transportation
 Field trips and excursions; student fees
 Authority to transport pupils
 Powers of governing board to provide transportation to and from school
 Transportation
 Contract with County Superintendent of Schools to provide transportation
 Bids and contracts for transportation services
 Payments to parents in lieu of transportation
 Food and lodging payments in lieu of transportation
 Payment of transportation costs by parents
 Transportation for private school students
 Allowances for transportation
 Supplemental allowances for transportation
 Local Control Funding Formula
 Criminal records summary; employees of contracting entity
 Regional occupational centers; transportation
 Educational Employment Relations Act
 Electronic tracking devices
 School bus inspection

Description

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251
 CSBA District and County Office of Education Legal Services
 California Air Resources Board
 California Energy Commission
 CSBA

Description

Nondiscrimination In District Programs And Activities
 COVID-19 Mitigation Plan
 Concepts And Roles
 Budget
 Transportation Fees
 Bids
 Contracts
 Green School Operations
 Energy And Water Management
 Equipment
 Equipment
 Environmental Safety
 Criminal Background Checks For Contractors
 Emergencies And Disaster Preparedness Plan

TRANSPORTATION (continued)**Cross References** (continued)

Code	Description
3541	Transportation Routes And Services
3541.1	Transportation For School-Related Trips
3541.1-E(1)	Transportation For School-Related Trips
3541.1-E(2)	Transportation For School-Related Trips
3541.2	Transportation For Students With Disabilities
3542	School Bus Drivers
3543	Transportation Safety And Emergencies
4112.4	Health Examinations
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4212.4	Health Examinations
4212.42	Drug And Alcohol Testing For School Bus Drivers
4231	Staff Development
4312.4	Health Examinations
4312.42	Drug And Alcohol Testing For School Bus Drivers
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5131.1	Bus Conduct
5141.22	Infectious Diseases
5142.2	Safe Routes To School Program
5148	Child Care And Development
5148.2	Before/After School Programs
6142.4	Service Learning/Community Service Classes
6173.1	Education For Foster Youth
6178.2	Regional Occupational Center/Program
6181	Alternative Schools/Programs Of Choice

Policy
 adopted: April 18, 1990
 revised: November 16, 2000
 revised: March 9, 2023

MURRIETA VALLEY USD
 Murrieta, California

Appendix E

AB1522 box checked _____

Date of hire: _____

TTS: ___/___/___

Emp # _____

New Hire Coach Checklist

Name: _____ Phone: _____

Email: _____ Date: _____

MMHS Sport/Season: _____

- Print application & remove posting from Edjoin (as applicable)
- Contacted by HR – to offer/review clearance process: _____
- Personnel Information Packet emailed: _____ Date Completed _____
- Driver's License _____ Original signed SSN Card _____
- CPR/First Aid Card (AHA/ARC Approved, in-person course) Expires _____
- TB Test/Results Date: _____ Exp. Date: _____
- Drug Test Date: _____
- Fingerprint Clearance: _____ Live Scan Performed Date: _____
- ASCC (Activity Supervisor Clearance Certification) or Teaching Cred. **Date Issued** _____ **Date** _____
Exp _____
- NFHS–Fundamentals of Coaching Certification (not required for band or cheer) Date Issued: _____
- Keenan Modules Completed –Date Completed: _____ (See back side for details)
- Email site & notified employee of clearance (Date cleared _____)
- Added to coaching clearance list

- Hired in Galaxy
- Establish an Email for the Coach
- Print Badge_____
- NEAT approved by RCOE – DFS Payroll

Keenan Safe School Modules Requested Date:_____

- Email Messaging Safety (full course) _____
- Sexual Harassment Signed Acknowledgement _____
- Staff to Staff (full course) _____
- Staff to Student (full course) _____
- Bloodborne Pathogen Exposure Prevention (full course) _____
- Mandated Reporter: Child Abuse/Neglect _____
- Youth Suicide _____
- Athletic Liability (full course) _____
- Concussion Awareness: Athletics (full course) _____
- AED (Automated External Defibrillators) (full course) _____
- First Aid (full course) _____
- Title IX and Gender Equity in Athletes (full course) _____
- Title IX Compliance Overview (full course) _____
- Heat Illness in Student Athletes (Full Course(California)) _____
- Acknowledgment for Child Abuse (policy) _____
- Athletic Liability (full course) _____
- Concussion Awareness (full course) _____
- Hazardous Material Spill Response & Notification (policy) _____
- Haz Mat Spill Call (policy) _____
- Hazard Communication: Right to Understand (GHS) _____
- Sudden Cardiac Arrest in Athletes _____

Appendix F



Confidential Student Injury Report - Athletics

Confidential – Attorney/Client Work Product Privilege: This report is to be completed by school district employees. This form is a confidential, internal, document; its contents are not to be shared or copied for any persons who are not school district employees and/or legal representatives.

Date of Injury: _____ Time of Injury: _____ School Site: _____

Student's Name: _____

Where did the injury occur? _____

Describe how injury occurred, if known, or what you observed: _____

Type of equipment involved: _____

Type of Injury:

<input type="checkbox"/> Heat Illness	<input type="checkbox"/> Deep Laceration	<input type="checkbox"/> Deep Puncture	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Internal	<input type="checkbox"/> Suspect Sprain	<input type="checkbox"/> Suspect Fracture
<input type="checkbox"/> Bite (human or animal)	<input type="checkbox"/> Choke	<input type="checkbox"/> Loss/Consciousness	<input type="checkbox"/> Amputation
<input type="checkbox"/> Drug/Rx related	<input type="checkbox"/> Concussion	<input type="checkbox"/> Chemical contact	<input type="checkbox"/> Bleeding Orifice
<input type="checkbox"/> Other: _____			

Part(s) of Body Affected:

<input type="checkbox"/> Skull	<input type="checkbox"/> Eye	<input type="checkbox"/> Ear	<input type="checkbox"/> Nose	<input type="checkbox"/> Foot
<input type="checkbox"/> Mouth/Lips	<input type="checkbox"/> Teeth	<input type="checkbox"/> Chin	<input type="checkbox"/> Cheek	<input type="checkbox"/> Toe
<input type="checkbox"/> Neck	<input type="checkbox"/> Clavicle	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Back	<input type="checkbox"/> Chest
<input type="checkbox"/> Arm	<input type="checkbox"/> Wrist	<input type="checkbox"/> Hand	<input type="checkbox"/> Finger	<input type="checkbox"/> Multiple / "Body"
<input type="checkbox"/> Hip/Pelvis/Groin	<input type="checkbox"/> Leg	<input type="checkbox"/> Knee	<input type="checkbox"/> Ankle	<input type="checkbox"/> Other

First Aid Administered:

<input type="checkbox"/> Washed Wound	<input type="checkbox"/> Ice Applied	<input type="checkbox"/> Bandage	<input type="checkbox"/> Immobilization	<input type="checkbox"/> Elevation
<input type="checkbox"/> Other: _____				

By Whom: _____ Title/Position: _____

Parent was: Called Messaged Summoned On Site

Parent's Name: _____

Action Taken beyond first aid (noted above) was at:

Nurse's Direction Parent's Direction Other Direction: _____

Action taken in addition to first aid noted above:

<input type="checkbox"/> Rest in Office	<input type="checkbox"/> Back to class at time:
<input type="checkbox"/> Taken home by (Name/relation):	<input type="checkbox"/> Time
<input type="checkbox"/> Suggested the contact their doctor	<input type="checkbox"/> 911 called at (time):
<input type="checkbox"/> Transported to:	<input type="checkbox"/> By:
<input type="checkbox"/> Administration contacted (name):	

Comments: _____

Reported by: _____ Admin initials: _____ Nurse initials: _____

NOTE: The school employee either witnessing the accident or supervising at the time should complete and submit this form within 24 hours. Attach student and witness statement(s). **ADMINISTRATOR:** Contact Risk Management (x1134 or 1158) ASAP if you feel an investigation (photo of equip, etc.) is in order.



Murrieta Valley Unified SD ACCIDENT WITNESS STATEMENT

(To Be Completed by Witness to Accident)

WITNESS INFORMATION

Witness Name (First and Last): _____

Job Title: _____ Work Location: _____

Phone Number: (____) _____ email: _____

ACCIDENT INFORMATION

Name of Injured Student: _____

Date of Accident: _____ Time of Accident: _____ AM or PM (circle one)

Exact Location on Site of Accident: _____

Please describe the accident you witnessed: _____

State what body parts were injured: (Be specific, about body part(s) i.e.: left ankle, right wrist, index finger on right hand). _____

In your opinion what were the contributing causes to the accident? _____

WITNESS' SIGNATURE

(Signature) (Please Print Name)

Date _____

Appendix G



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

CONCUSSION SYMPTOM CHECKLIST

Today's Date: _____ Time: _____ Hours of Sleep: _____ Date of Injury: _____ Date of Diagnosis: _____

- Grade the 22 symptoms with a score of 0 through 6.
 - Note that these symptoms may not all be related to a concussion.
- You can fill this out at the beginning of the season as a baseline (after a good night's sleep).
- If you suspect that you have a concussion, use this checklist to record your symptoms.
- You can track your symptoms as you recover.
 - There is no scale to which to compare your total score; your score is individualized to you.
- Show your baseline (if available) and any follow-up checklists to your physician.

Baseline Score
 Post Concussion Score

	None	Mild	Moderate	Severe			
Headache	0	1	2	3	4	5	6
"Pressure in head"	0	1	2	3	4	5	6
Neck Pain	0	1	2	3	4	5	6
Nausea or Vomiting	0	1	2	3	4	5	6
Dizziness	0	1	2	3	4	5	6
Blurred Vision	0	1	2	3	4	5	6
Balance Problems	0	1	2	3	4	5	6
Sensitivity to light	0	1	2	3	4	5	6
Sensitivity to noise	0	1	2	3	4	5	6
Feeling slowed down	0	1	2	3	4	5	6
Feeling like "in a fog"	0	1	2	3	4	5	6
"Don't feel right"	0	1	2	3	4	5	6
Difficulty concentrating	0	1	2	3	4	5	6
Difficulty remembering	0	1	2	3	4	5	6
Fatigue or low energy	0	1	2	3	4	5	6
Confusion	0	1	2	3	4	5	6
Drowsiness	0	1	2	3	4	5	6
Trouble falling asleep	0	1	2	3	4	5	6
More emotional than usual	0	1	2	3	4	5	6
Irritability	0	1	2	3	4	5	6
Sadness	0	1	2	3	4	5	6
Nervous or Anxious	0	1	2	3	4	5	6
TOTAL SUM OF EACH COLUMN	0						
TOTAL SYMPTOM SCORE (Sum of all column totals)							

NAME _____ HIGH SCHOOL _____

D.O.B. _____ SPORT _____ PHYSICIAN (MD/DO) _____



CIF Concussion Information Sheet

Why am I getting this information sheet?

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code § 49475:

1. *The law requires a student-athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.*
2. *Any student-athlete removed for this reason must receive a written note from a physician trained in the management of concussion before returning to practice.*
3. *Before a student-athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the student-athlete and the parent or guardian.*

[Every 2 years all coaches are required to receive training about concussions (AB 1451), sudden cardiac arrest (AB 1639), and heat illness (AB 2800), and certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR)].

What is a concussion and how would I recognize one?

A concussion is a kind of brain injury. It can be caused by a bump or hit to the head, or by a blow to another part of the body with the force that shakes the head. Concussions can appear in any sport, and can look differently in each person.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see back of this page) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from your team's athletic trainer and a physician trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 for immediate transport to the emergency department of your local hospital.

On the CIF website is a **Graded Concussion Symptom Checklist**. If your child fills this out after having had a concussion, it helps the physician, athletic trainer or coach understand how they are feeling and hopefully will show improvement over time. You may have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of their everyday life. We call this a "baseline" so that we know what symptoms are normal and common for your child. Keep a copy for your records, and turn in the original. If a concussion occurs, your child can fill out this checklist again. This Graded Symptom Checklist provides a list of symptoms to compare over time to follow your child's recovery from the concussion.

What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion.

Even though a traditional brain scan (e.g., MRI or CT) may be "normal", the brain has still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of concussion education is to prevent a too early return to play so that serious brain damage can be prevented.

Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> • Looks dizzy • Looks spaced out • Confused about plays • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or awkwardly • Answers questions slowly 	<ul style="list-style-type: none"> • Slurred speech • Shows a change in personality or way of acting • Can't recall events before or after the injury • Seizures or "has a fit" • Any change in typical behavior or personality • Passes out

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • "Pressure in head" • Nausea or throws up • Neck pain • Has trouble standing or walking • Blurred, double, or fuzzy vision • Bothered by light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Loss of memory • "Don't feel right" • Tired or low energy • Sadness • Nervousness or feeling on edge • Irritability • More emotional • Confused • Concentration or memory problems • Repeating the same question/comment

What is Return to Learn?

Following a concussion, students may have difficulties with short- and long-term memory, concentration and organization. They may require rest while recovering from injury (e.g., limit texting, video games, loud movies, or reading), and may also need to limit school attendance for a few days. As they return to school, the schedule might need to start with a few classes or a half-day. If recovery from a concussion is taking longer than expected, they may also benefit from a reduced class schedule and/or limited homework; a formal school assessment may also be necessary. Your school or physician can help suggest and make these changes. Students should complete the Return to Learn guidelines, successfully returning to a full school day and normal academic activities, before returning to play (unless your physician makes other recommendations). Go to the CIF website (cifstate.org) for more information on Return to Learn.

How is Return to Play (RTP) determined?

Concussion symptoms should be completely gone before **returning to competition**. A RTP progression is a gradual, step-wise increase in physical effort, sports-specific activities and then finally unrestricted activities. If symptoms worsen with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a physician trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see cifstate.org for a graduated return to play plan. [AB 2127, a California state law effective 1/1/15, states that return to play (i.e., full competition) must be **no sooner** than 7 days after the concussion diagnosis has been made by a physician.]

Final Thoughts for Parents and Guardians:

It is well known that students will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if they experience such symptoms, or if they suspect that a teammate has had a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms that you may be seeing in your child.

References:

- American Medical Society for Sports Medicine position statement: concussion in sport (2013)
- Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Berlin, October 2016
<https://www.cdc.gov/traumaticbraininjury/PediatricTBIGuideline.html>
- <https://www.cdc.gov/headsup/youthsports/index.html>

PERRY WEATHER WET BULB GLOBE TEMPERATURE CATEGORY 3 & OUTDOOR ACTIVITY GUIDELINES

WBG Reading	Athletics
 <p>< 82.0°F</p>	<p>Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of three-minutes each during the workout.</p>
 <p>82.2°F - 86.9°F</p>	<p>Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of four-minutes each.</p>
 <p>87.1°F - 90.0°F</p>	<p>Maximum outdoor practice time is two-hours. Provide at least four separate rest breaks each hour with a minimum duration of four-minutes each. For football/field-hockey: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBG rises to this level during practice, platers may continue to work out wearing full pads without changing to shorts.</p>
 <p>90.1°F - 91.9°F</p>	<p>Contests are permitted with additional hydration breaks. Maximum outdoor practice time is one-hour. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be twenty-minutes of rest breaks distributed throughout the hour of practice.</p>
 <p>≥ 92.1°F</p>	<p>No outdoor workouts/contests. Delay practice/competitions until a cooler WBG is reached.</p>

***Sensitive Groups:** Heat combined with air pollution, and sometimes heat alone, can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms. If symptoms occur: The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.