

South San Francisco HS
Athletic Department Handbook
Guide to Policies and Procedures

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SOUTH SAN FRANCISCO HIGH SCHOOL

ATHLETICS HANDBOOK

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INTRODUCTION

The South San Francisco High School Athletics Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at South San Francisco High School. The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her squad members to the rules, regulations, and policies governing athletics at South San Francisco High School. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated. 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 and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

PHILOSOPHY

The Athletic Department is an integral part of the total educational process of South San Francisco High School. Being involved in athletics provides the student with opportunities to learn skills, good sportsmanship, develop leadership skills and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. South San Francisco High School encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

COACHING

South San Francisco High School hires experienced coaches, dedicated to educating student athletes in developing individual skills, teamwork, good sportsmanship and fair play. Our preference is always to recruit coaches from our faculty and staff. For those coaches hired from outside the school, every effort is made to integrate them into the entire school community. The same behavior expected of a teacher in the classroom is expected of all coaches during practices and games.

SPORTSMANSHIP

As members of the South San Francisco HS athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

COMMITMENT

In order to be successful, a student-athlete must place the highest priority on health, academics and training. All team members are valuable, and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, family trips and other events, which come in conflict with the rigors of training and competition. Our athletic programs practice five to six days a week throughout the entire season. Winter and Spring sports should expect to practice during winter and spring breaks. Learning how to make choices is one of the most valuable life lessons an athlete takes from a good athletic program. If a student-athlete is deemed by the head coach to have quit or been kicked off the team for any reason, the student athlete may not participate in the following seasons until the previous team has completed their season including playoffs. If an athlete no shows for 3

consecutive days without contacting the coach, the unexcused absences will be deemed as quitting. Coaches must note this in Sportsnet.

ATHLETIC DEPARTMENT INFORMATION, EXPECTATIONS, PRACTICES AND POLICIES

ACADEMIC ELIGIBILITY

Athletes must be currently enrolled in at least 25 semester units. In addition, student athletes must have passed at least 25 semester units at the completion of the last regular grading period. Every student-athlete in the school is required to receive a grade, and have at least a 2.0 GPA for all enrolled courses on a scale of 4.0, and be enrolled in at least five classes to be eligible.

Please refer to the PAL website at <http://www.smcoe.k12.ca.us/pal/index.htm> for official dates

Any student athlete whose nineteenth birthday is attained prior to June 1st shall not participate or practice on any team in the following school year, without approval from the CCS. You are only eligible to participate in 8 semesters of interscholastic sports.

RESIDENTIAL ELIGIBILITY

If any Sophomore, Junior or Senior student has not attended the entire school year previous to participation at SSFHS they need to process CIF/CCS transfer paperwork through the Athletic Director. If a freshman transfers from another high school during that year transfer paperwork will need to be filled out for the CIF/CCS. This process can take up to a month to process. Student athletes may practice with the team and attend home games, but are prohibited to leave school early to travel with the team for any reason until cleared by CIF/CCS. Please refer to www.cifccs.org for specific eligibility information.

HEALTH ELIGIBILITY

Every participant must have a physical on record through Sportsnet. **Physical may not be done by a chiropractor, only a licensed Healthcare Professional.** Physicals remain valid for ONE calendar year. Every academic year the athlete's sportsnet profile needs to be updated, information does not roll over.

TRANSPORTATION

All team members are expected to ride with the team to and from contests. Busses or school vans are arranged for Varsity, JV and Frosh/Soph teams. Only school employees, and volunteers with (proper paperwork filed) may drive the school vans. For emergencies only and with prior approval from the school administration, students may drive their own cars. At no time should students ride with another student driver. With prior permission of the coach, parents may drive only their child directly home after a contest. Sometimes parent drivers will be needed for JV or Frosh/Soph teams or small teams. Parent volunteers must complete the volunteer packet available in the school office to be eligible to drive teams to away games.

SAFETY

ACCIDENTS/INJURY

Coaches carry medical forms for all players at all practices and contests. Coaches are trained in basic first aid. If an accident or injury occurs, the coach will notify the Athletic Director within 24 hours (accident report form attached.) If the injury is serious the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. Some children may be HIV positive or have other potentially infectious diseases. Coaches should treat any acknowledged condition in a *confidential manner* with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice. **If the athlete had a concussion then they must obtain a medical note clearing them for participation.**

These athletes cannot practice or play until cleared by a medical professional (some exceptions may be made through written parent permission).

PHYSICAL CONTACT

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player it should be in a visibly public site. Some coaches are expressive -- using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. SSFHS acknowledges there are appropriate times and places for showing such approval. However there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety. During an out of town competition a non-parent custodial adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and bathrooms at all times. Suspicious behavior by an adult of a sexual nature should be reported to any school official according to SSFUSD procedures. Reports can be made to the head coach, Athletic Director, any administrator or teacher. Protecting our children and our coaches is everyone's concern.

ILLEGAL AND PERFORMANCE ENHANCING SUBSTANCES

Any athlete found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics during the season, while attending school or at any SSFHS-sponsored activity, will be suspended from athletics for a period of time determined by the school Administration.

Performance enhancing substances are strictly prohibited. The Board recognizes that the use of androgenic/anabolic steroids ("steroids") and other performance enhancing supplements presents a serious health and safety hazard. As part of the District's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every effort to ensure that students do not begin or continue the use of steroids or other performance-enhancing supplements. Students in grades 7-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplements. Coaches shall educate students about the District's prohibition and the dangers of using these substances. Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign an agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition. A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, and board policies, and administrative regulations. The Superintendent or designee shall ensure that District schools do not accept sponsorships or donations from supplement manufacturers that offer muscle building supplements to students.

ATHLETICS CODE OF CONDUCT

SSFHS has a duty to assure that their athletic programs impart important life skills and promote the development of good character. At all practices and athletic contests, coaches, players and parents are expected to emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

- Be prompt to practices and games
- Be gracious in victory and accept defeat with dignity
- Be respectful to others - No profanity, obscene cheers or gestures, negative signs, artificial noisemakers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport.
- Treat game officials with respect – no complaining about calls during or after an athletic event
- Exercise self-control – no fighting or excessive displays of anger or frustration
- Promote healthy lifestyle encouraging good nutrition and rest
- Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden
- Be open-minded, willing to listen and learn
- Encourage team work on and off the field
- Honor the spirit and letter of rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship
- Positive cheering only. Spectators should not shout coaching comments – leave coaching to the coaches

CONSEQUENCES FOR VIOLATIONS OF ATHLETICS CODE OF CONDUCT

- Players, coaches and/or fans may be ejected from a contest for inappropriate behavior.
- For persistent violations for the code of conduct, parents and/or fans may be asked by the coach or AD, site administrator, not to attend future contests
- For student-athlete's violations of code of conduct during games or practices:
 - playing time may be reduced or student-athlete may be referred to Assistant Principal and disciplined according to SSFHS school procedures
- In addition to the above, coaches agree to abide by the State Board of Education's Code of Ethics during games or practices. Unprofessional conduct will be addressed according to SSFUSD board policies and procedures.
- Parents and players are encouraged to address concerns about code of conduct violations through the conflict resolution process outlined below. Egregious conduct violations may be brought to the attention of the Athletic Director and Principal immediately.

CONFLICT RESOLUTION

- First step: **Student Athlete contacts coach** – The student athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting, not during the middle of a practice or a game but instead before or after practice.
- Second Step: **Parent contacts coach** -- Set up a meeting time at the school site during the school day, or before or after a practice. As coaches' stress levels run very high during contest, we want to avoid any conflicts after any games. This meeting should consist of parent, student athlete and coach. Athletic director should be notified by the head coach about this meeting.

- Third Step: **Contacting the Athletic Director** -- If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made from the parent, Including the Athlete in an attempt to reach a satisfactory resolution. The AD will respond to student athlete and parent(s) in a timely manner as to the disposition of their concerns. A meeting may be scheduled involving all concerned parties.
- Fourth Step: **Contacting the Principal** -- If there is still not a satisfactory resolution, the student or parent may contact the high school principal. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

FUNDRAISING

A coach must consult with the Athletic Director prior to initiating any additional fundraising activities. Players may only be asked to engage in fundraising activities after they have been selected to a team. Teams are responsible for all uniforms, tournament fees, and equipment purchases. The athletic department will finance officials, transportation, official game needed equipment and additional equipment if budget allows.

CLUB SPORTS

Many athletes and coaches are involved with club sports. SSFHS teams are independent from all club sports. Participation in club sports does not fulfill PE requirements, nor is it a criterion for playing on a SSFHS team. **Athletes may not participate on a club team during the same season as a SSFHS team.**

GENERAL INFORMATION FOR PARENTS AND STUDENTS

ATHLETIC STAFF

Coaches manage their teams under the supervision of the Athletic Director. Some coaches are full time SSFHS employees and some are hired on contract for an individual season. Varsity coaches oversee the JV programs for their sport. Main communications about the programs will occur between the Varsity head coach and the Athletic Director with the assumption that information will be given to all coaches involved in that particular program. The Athletic Director reports, ultimately to the principal. The Athletic Director provides overall leadership and coordination among the various sports to facilitate programs that provide student athletes with worthwhile learning experiences.

SOUTH SAN FRANCISCO HS SPORTS BOOSTERS

SSFHS Sports Boosters support the athletic programs at SSFHS. In recent years, the Sports Boosters has helped fund part of the non-coaching costs of SSFHS athletic program.

- Fundraising - Parents have helped raise money through a variety of activities including, SSFHS Concessions for Football, Basketball, Volleyball, PAL Wrestling Tournament Concessions, and a Crab dinner in March, along with bingo night.
- Parent Participation/Team Parent - Parents are encouraged to support their athletes, go to games, serve as team parents, help out in the concession stands and coordinate fundraising efforts. Everyone is encouraged to attend Booster club monthly meetings to

share comments, suggestions and ideas. In order to facilitate communication between the different teams and the Sports Boosters, each team has a Team Parent who represents their team at the Boosters meetings, coordinates team fundraising efforts, plans team parties and other duties, as needed.

INFORMATION REGARDING about SSFHS ATHLETICS

All sports will hold pre-season meetings to inform students about tryouts and expectations. These meetings will be publicized in the Daily Bulletin.

SEASONS Refer to CIFCCS.org website for 20-21 seasons

(Fall) Starts early August

Cross Country

Football, (Maximum 10 Contest)

Volleyball (Girls)

Tennis (Girls)

Golf (Girls)

(Winter) Starts late October

Boy's and Girl' Basketball

Boy's and Girl's Soccer

Wrestling

(Spring) Starts late January

Badminton

Baseball

Boy's Golf

Softball

Track & Field

Tennis (Boys)

Volleyball (Boys)

Competitive cheer

Cheerleading – Fall and Winter sideline cheer

TRYOUTS

Student-athletes should check the Daily Bulletin for announcements of a preseason meeting for each sport. Coaches will hold a pre-season meeting for all interested athletes explaining the tryout schedule, practice and game expectations, any pre-season voluntary conditioning recommendations and criteria for team selection. All athletes meeting eligibility requirements may try out for a team. Tryouts times may vary but must last a minimum of 3 days. Multisport athletes attend the tryouts the next school day after their previous season has concluded. This includes playoffs..

TEAM MEETING

Immediately following team selection, coaches meet with all student-athletes and their parents. This meeting happens before any contest can happen and occurs during Sports Night hosted by the Athletic Director. Attendance at this meeting is required. The following is discussed:

- Safety requirements/rules/policies
- School Transportation policy
- Coaching philosophy including factors that affect playing time
- Sportsmanship
- Team rules and expectations
- Schedule of practices and games

- Importance of parents' role in supporting their student athlete
- How to communicate with coach regarding appropriate questions or
- Concerns
- Prohibitions on hazing of fellow athletes, and consequences of such
- Behavior
- Block Letter requirements
- Player Contract

PRACTICES

Coaches will have regular practice schedules depending on availability of field, pool or gym space. Varsity practices are expected to be 2-3 hours in length, 6 days per week. JV and Frosh/Soph practice are generally 5 days per week. Early morning practices may be held due to facility availability. Coaches may set practice times during vacations depending on the season. Coaches may schedule occasional additional practices but time and length of practices will not be determined by student performance. (i.e. considered punishment for losses). It is expected that coaches and players will abide by the SSFUSD code of conduct during all practices and games.

VARSITY, JV AND FROSH SOPH TEAMS

SSFHS athletic program consists of Varsity, JV and/or Frosh/Soph teams within each sport. The Varsity coach supervises the athletic program for each sport. On occasion, Varsity coaches may select JV or F/S players to attend practices or games, and/or CCS playoffs. The coaches of Varsity, JV and F/S teams work together to build skills and develop players to compete successfully at all levels. Athletes cannot play in games on two different levels on the same day according to PAL bylaw.

FRESHMEN

In the case when a coach feels that a ninth grader has the skill and maturity to participate at the varsity level he/she will consult with the AD prior to selecting a freshman athlete for varsity level play. Generally all freshmen should play at the Frosh/JV level. Special consideration will be given to the emotional, skill, and physical development of freshmen. In the sport of football 14 year olds are not allowed to play Varsity football.

HAZING

Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited under the California Education Code 12

COACHING EVALUATIONS

Coaches are evaluated by the Athletic Director and Principal on criteria including:

- Attendance at mandatory coaches training/meetings each year
- Upholding policies and regulations of the SSFUSD , PAL and California Interscholastic Federation
- Exhibiting the same high standards of behavior and commitment expected in an academic classroom
- Clear communication with student athletes and parents regarding coaching philosophy, team rules and expectations, practice and games schedules, and procedures for conflict resolution.

GAMES AND TOURNAMENT SCHEDULES

The PAL Commissioner schedules all league games for each team. Coaches may elect to add tournaments and scrimmages depending on the sport for additional preparation prior to the start of league play. All game schedules will be available at

SCHEDULE CONFLICTS WITH OTHER SCHOOL COMMITMENTS

Athletes may request to miss a practice or game in order to participate in another academic or extra-curricular school activity such as music performance or ASB event.. Athletes must recognize that missed practices or games may result in reduced playing time in future contests. Three (3) absences for any number of school related activities and a student athlete can be dismissed from the team.

UNIFORMS AND EQUIPMENT

Athletes are issued uniforms and equipment for each team. All equipment and uniforms must be returned to the head coach or athletic director within 7 days of the last game. A student will be charged for the replacement cost of uniforms and grades/schedules will not be released until all obligations are met.

EARNING YOUR BLOCK / Blanket Award

You will receive your block after completing you first season on a **Varsity** team. After that you will receive a **STAR** for every varsity sport played after receiving a Block. Additional stars for making all-league, being a blanket award winner and league champions are also given. This cost will be ensured by the athletic department. Missing practices or games, and any types of misbehavior at contests, in school, or outside of the school day may be grounds for not receiving a block or star.

BLANKET AWARD

- Highest award given in the athletic department
- Not a yearly award
- Team Sports must have above a .500 Record (Overall or League)
- Athlete must have a high level of Athletic Achievement
- Athlete must be involved in the program for a minimum of 2 years
- Must be voted/selected to 1st team All-PAL
- Has leadership Qualities
 - Should be a team captain
 - Must not have any unexcused absences both from school and practices during the season.
 - Must not be suspended from school.
- Sportsmanship
 - Plays Fair
 - Positive player and teammate
 - Loses Gracefully
 - Wins with class
 - Respects officials and opponents
 - Must not be ejected from a contest
 - Play and practice hard until the end of the season
- Final Selection Approved by Athletic Director
- Winning a Section or State Championship the coach may nominate two players

All other awards are at the coaches discretion and cost will be paid by each program.

OFF SEASON PRACTICES

Coaches will clearly explain to student athletes the benefits of off-season conditioning. Coaches may provide information about recommended pre-season practices and conditioning activities. Pre-season activity is voluntary. No athlete currently competing on a SSFHS team may participate in pre-season activities for a subsequent season. Recorded attendance at scheduled pre-season conditioning is not a requirement for team selection and does not excuse a student from PE. However, coaches may articulate the expected level of conditioning and skill development for team selection.

MULTI-SPORT ATHLETES

A student athlete must complete the full season and any post-season games before trying out for the next season. All multi-sport athletes will have an opportunity to try out for a team in a subsequent season, even if the season has started. In addition, an athlete cannot leave a team during the season to join another team; they must wait until that team has completed its regular season. This includes being dismissed from a team for any reason.

LEAGUE INFORMATION

CENTRAL COAST SECTION OF THE CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF)

South San Francisco HS is a member of the Central Coast Section of the California Interscholastic Federation (CIF). CIF is the governing body of high school athletics in the state of California. The objectives of this organization are:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that Boards of Education and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
2. To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
3. To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
5. To promote equal opportunities for all involved in California secondary school athletic programs regardless of race, religion, gender, or national origin.
6. To promote the acceptance of the Cardinal Principles and Code of Ethics of the California Interscholastic Federation.

CIF CODE OF ETHICS:

It is the duty of all concerned with High School Athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

Failure to follow the “spirit and intent” of CIF rules and regulations may result in the following penalties for your athletes and school: Forfeiture of all league games and championships and elimination of your school from Play-Offs in the particular sport.

Peninsula Athletic League

South San Francisco High School is a member of the Peninsula Athletic League. The athletic directors of the member schools handle the management of the PAL.

Locations for the following member schools are available at:

<http://www.smcoe.org/parents-and-students/peninsula-athletic-league/peninsula-athletic-league-schools.html>

As a member of the PAL, South San Francisco High School is responsible for following the Constitution, By-Laws, and Sport Regulations as established by the Board of Managers of the PAL. The PAL Constitution, By-Laws, and Sport Regulations are continually being revised and updated. If there are problems or concerns with any of the above mentioned it is imperative that the coaches, through their league representative inform the Board of Managers so the board may attempt to resolve the problem.

ADDENDUM FOR COACHES

Employment Requirements

All coaches must complete the following paperwork at the Certificated Human Resources Office in the District Office located at 398 B St South San Francisco, CA 94080

- Application (on Edjoin)
- Social Security Card
- Drivers License
- Valid CPR card
- Valid First Aid Certificate
- TB Test
- Livescan (set up appt)

Once completed the AD will receive notification of completion of all the requirements. Once completed, the coach is cleared to work with the team.

Training

California Education Code now requires all SSFUSD athletic coaches to have certified training in the following four areas:

1. Care and prevention of athletic injury
2. Coaching techniques
3. Rules and regulations of athletic activity which is being coached

Health Cards

Protect yourself and everyone by being sure you print out the Health Cards on Sportsnet for your entire team. It is important to keep these on you at all times should an athlete get injured.

Roster and Academic Eligibility

Sportsnet will automatically prepare an alphabetical roster of your students and give a copy to the A.D. to be checked for academic eligibility. Discuss eligibility with your team. Students should be made to understand that if they participate without being eligible, the team could suffer by forfeiting the games that the student has played in and additional games as well. Academic eligibility is a 2.0 four times during the school year:

- end of quarter 1
- end of 1st semester
- end of third quarter
- end of spring semester (this affects Fall sports)

Schedule

Prepare a schedule of preseason/Non-league games your team will play. Complete forms to order bus or van transportation to away games. Provide all games and schedules on Sportsnet. Make sure the team roster and games schedule are accurate, so that faculty members can be informed of early dismissals from academic classes. Remember that they are students first and athletes second so they should not leave any sooner than absolutely necessary. Students should not be dismissed more than 15 minutes before vehicle departure time.

Cancellations or Schedule Changes

In the case of Cancellation/Rain outs, it is important to take quick action. Call the AD first then call the following:

1. See that the busses and/or vans are canceled
2. Inform the company that supplies officials if it is a home game
3. Get word to your team members so they will not leave class needlessly
4. Inform the Maintenance Department if a field was to be marked.
5. Call the school office by 12:30pm. They often receive calls asking if a game is to be played. (650) 877-8754
6. Reschedule as to your league by-laws, if that is possible. Inform the AD of any rescheduled contest(s).

Practices

Keep them reasonable in length and frequency no more than **2.5 hours**. If you choose to have a double day it can be no longer than 2 hours and there must be a 3 hour break in between sessions. You may not have a double day twice in a row. These days only count as one practice day for those sports that require a minimum number of practice before participation. Remember that facilities must often be shared, so be sure to work with other coaches who need the same field or gym. Additional practices should not be scheduled as punishment for losing a contest. Varsity programs may practice on Saturdays if there are no games scheduled.

Transportation

The schedule must be sent to the office so busses can be ordered. Vans should be reserved by calling 877-8718 or emailing Divine Reate (dreate@ssfusd.org) and Laura Gonzalez (lgonzalez@ssfusd.org) then forward paper work through the main office for appropriate signatures. You will receive copies in your box when completed.

Remember that since buses are used from other districts, failure to cancel them promptly means we pay for the bus/vans anyway. A parent may drive their student home after a game, but **MUST** notify the coach first. Parents may drive additional players home following games with prior approval of the coach. There may not be funding for all teams to secure van or buses for away games. Coaches may request parents drive teammates to away games. All parent drivers must have volunteer paperwork on file with the school office. Busses are only supplied for teams of 30+ athletes.

Uniforms, Equipment and Keys

Coaches must take responsibility for the uniforms and equipment that are issued to a team. Uniforms are purchased by each team with fundraising money. Our school budgets do not allow us to purchase uniforms. It is, therefore, essential that accurate records are kept of what is issued to each student-athlete and be sure it is returned. In case some items are not returned, the AD should be informed and provided with all delinquent names and what they owe. Appoint one or more reliable managers to protect equipment and uniforms when your attention must be on the field. At the end of each season the AD will request an updated inventory of uniforms. Do not lend keys to students! Turn them in at the end of season to the main office after your coach evaluation with the AD.

All logos will be provided by the Athletic Dept and approved by the athletic director.

Accident and Injury Reports

Coaches carry medical forms for all players at all practices and contests. If an accident or injury occurs, the coach notifies the Athletic Director within 24 hours. If the injury is serious the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. If an athlete misses practice on the request of a physician the athlete should have a note of clearance before returning to practice.

Sportsmanship and Conduct

Your power to say who plays gives you the ability to influence your players for the good. Insist on proper conduct and insist on good sportsmanship. Student misbehavior at any time should not be tolerated. Be sure you inform the parents and the Athletic Director about any major or persistent misconduct. Consult the A.D. as needed for advice, support and direction. Violations of sportsmanship, such as bad temper, dirty play, or talking back to an official may mean their removal from the game. You can influence them most by your own conduct. Speak up when you feel the rules are not being followed. However, avoid recrimination and be very careful about protests. You and your athletes are representing the school. Think about how your players might describe your conduct at the dinner table that evening. Model good sportsmanship and respect for all athletes, officials, and fans.

Fundraising

If you and your team decide you want raise funds for uniforms or other purposes, be sure to discuss it with the AD. All fundraisers must be sent to ASB and then the school board for prior approval. Each program is responsible for purchasing their own uniforms and equipment. The athletic department only covers the cost of officials and transportation.

League Meetings

Attend all pre- and post- league coaches' meetings, especially for the purpose of nominating all-league teams. If you are not there, your students will not be represented, and they should be. You will also be expected to set up the awards evening at the end of the season. Prior to your awards night, let the AD know how many blocks or stars you will need.

Hazing

As coach of the team you are responsible for the safety of all your athletes. As a coach you are liable if your athletes are involved in "hazing" activities. We are past the point where this type of behavior could be considered "team building". As coach of the team you are responsible for the safety of all your athletes. If one of your athletes commits hazing to another athlete, regardless of the circumstances, it is wrong and needs to be dealt with.

Coaching Evaluations

The Athletic Director and/or Principal will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism.

Summer Camps

Summer camps can not be advertised as SSFHS camps. Coaches who plan to have their teams participate during the summer months need to be fully aware of CIF and PAL policies regarding such participation. 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. Coaches and players are financially responsible for all costs incurred.

Off Season Workouts

Off-season workouts are voluntary for the student athletes, but highly encouraged. Requiring students to participate turns them into practices and violates league rules. Coaches may explain the benefits of pre-season workouts and suggest conditioning regimens. Coaches need to check the PAL and CCS guidelines for off season practice guidelines. The choice of attendance is up to the student/athlete.

Multi Sport Athletes

It is expected that each member of this coaching staff will support the entire athletic program and support athletes who must complete the prior season before starting the next season. Encouraging athletes to participate in one's sport should be done in a positive manner and no SSFHS coach should discourage a student-athlete from participating in another sports team at SSFHS. Should an athlete quit during the season, it must be indicated on SportsNet when the athlete is removed from the roster. These athletes are not eligible to participate in another sport in that current season, or tryout for the next season until their original sport has completed their season. Athletes trying out from a previous season are guaranteed a minimum of 3 days of tryouts. The athlete has one school day off if chosen, before the 3 days of tryouts starts.

Multi-level Athletes

The PAL allows you to move athletes up and down without notification. However Student athletes are not allowed to play in games on both levels on the same day. Student athletes are also restricted to a total number of contests allowed, according to the specific sport.

Safety

There are inherent dangers in all sports activities. 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.

Locker Room Supervision

It is the job of the coach to open and close all locker room doors and supervise athletes when appropriate. to open and lock all doors for athletes. No team should be dismissed from class without a coach being on campus.