Oroville Union High School District

Athletic Coaches Handbook

Board Approved 4/20/16

Introduction

Welcome to the Oroville Union High School District Athletic Program. As a high school district, we believe that co-curricular and extra-curricular activities play an important role in the academic and physical development of every student. A complete California Interscholastic Federation (CIF) athletic program is offered at Oroville High School and Las Plumas High School.

The Oroville Union High School District subscribes to the Pursuing Victory with Honor Sports Summit Accord adopted by CIF. We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship, and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

This athletic handbook is designed to provide coaches, athletic directors and athletic administrators with information pertaining to district standards, policies, procedures and coaching responsibilities. We strongly encourage you to read the handbook and utilize it as a reference in performing your duties related to athletic programs.

Pursuing Victory with Honor -- Character Counts!!!

ATHLETIC DIRECTOR'S RESPONSIBILITIES

1. The Athletic Director will work in close cooperation with the Principal in the following:

   a. Ensuring adequacy of athletic equipment and uniforms.
   b. Accountability for athletic inventories.
   c. Supervision of athletic events.
   d. Developing an athletic budget for each sport.
   e. Attending district athletic meetings with district personnel.
   f. Assisting coaches in development of purchasing specifications.
   g. Ensuring that all coaches are board approved before the season starts.
      - Fall coaches approved at second May meeting
      - Winter coaches approved at first October meeting
      - Spring coaches approved at second December meeting
   h. Facilitating parent and public meetings related to site and individual sports programs.
   i. Assisting with preliminary physicals.
   j. Arranging for game sites and equipment for contests.
   k. Facilitating the scheduling of transportation to and from athletic contests.
   l. Developing sports schedules.
   m. Approving purchase requisitions as department chairperson.
   n. Notifying coaches who are involved in preliminary physicals.
   o. Coordinating post-season award presentations.
   p. Administering and enforcing the district's athletic policies, the district's Athletic Code, interpreting C.I.F. regulations, League By-Laws and N.S.C.I.F. By-Laws.
   q. Meeting with Boosters Clubs as required.
   r. Performing other duties as determined by the Principal.

POLICIES PERTAINING TO COACHES

1. Annual evaluations of Head Coaches shall be the responsibility of the Athletic Director. A post-season conference shall be scheduled in which the Athletic Director or Principal discusses matters of reassignment or continuation of contracts for the following year. The Principal will hold periodic meetings with the Athletic Director and coaches to discuss problems in athletics and relationships.

2. Each sport has a designated number of paid coaches defined in the OSTA bargaining agreement. Additional coaches may be paid through ASB. All other coaches are to be on a non-paid volunteer basis only. Extra-duty pay shall be fixed by the official wage scale approved by the Board of Trustees for coaching responsibilities as delineated in the current certificated contract.

3. Athletic coaching contracts are for one season in duration. They will be signed prior to the beginning of the sport. It is the Athletic Director's responsibility, in collaboration with the Principal, to evaluate and recommend continuation of a contract from year to year.

4. Who may coach, effective December 31, 2008, the CIF Bylaw 22.B.(9) states all coaches will complete the Coaches Training certified by CIF. In the event that no certified coaches can be found, the school/district may hire a coach that is not certified, but for only one season (S.B. No. 39, 05-06).

5. A coach may not be reimbursed for his/her services from any source other than school funds nor be subject to any bonus arrangement depending on the success of teams.

6. Certification shall be the responsibility of the Board of Trustees for walk-on temporary athletic team coaches. This certification shall be only awarded when the coach has satisfied CIF Bylaw 22.B.(9). The District shall be responsible for making sure these requirements are met. Any person who has not met this requirement shall not coach or supervise in a contractual capacity.

7. All coaches shall be responsible for following CIF rules, regulations and mandates.

8. District policy requires all coaches to be certified in CPR and First Aid, concussion, cardiac arrest and heat illness as well as completing the online mandated reporter training.

9. Payment of any stipend is contingent on a pre- and post-season equipment inventory, including District keys being returned to their direct supervisor or the Athletic Director and a season evaluation being conducted by their direct supervisor, the Athletic Director or head coach. If, for any reason, the coach does not complete their assignment, payment will be pro-rated based on time served.

10. **All Coaches are expected to be sensitive to the needs of athletes, visiting athletes, coaches, officials, fans, and parents.**

ADDITIONAL COACHES' RESPONSIBILITIES

1. The duties listed below are applicable to Head Coaches and Assistants when appropriate. The Principal or designee will be responsible to supervise all coaches according to the duties listed below.

   a. The Head Varsity Coach will be responsible for:

      1. Supplying a team roster and checking that all clearance forms are in order including: physical exam forms, insurance forms, parent consent to treat forms, Athletic Code forms, and grade point checks.
      2. Supervision of all team members and having a copy of parent consent to treat forms with them at all practices and games.
      3. Proper care of locker room and facilities (leave locked and picked-up).
      4. Specifying equipment replacement for his/her sport.
      5. Proper care, disposal, and storage of equipment; checking with Athletic Director when inventorying equipment.
      6. Assisting the Athletic Director in scheduling contests.
      7. Assisting Athletic Director in evaluation and hiring of assistant and lower level coaches.
      8. Checking on rain-outs and communicating through Athletic Director for cancellations.
      9. Assisting the Athletic Director in pre-game preparations and notification of facility problems.
      10. Checking on transportation requests and communicating with athletes and parents.
      11. Assisting the Athletic Director in submitting rosters of traveling teams for daily bulletins and placing appropriate bulletins for faculty notification if school is to be missed.
      12. Reporting game results to media and Max-Preps in a timely manner.
      13. Arranging pre-season orientations for parents. Included should be a consistent method of communicating game schedules, bus schedules and practice schedules.
      14. Informing Athletic Director of any problems or potential problems and asking questions that they may have concerning their sport or any other sport.
      15. Reading and being aware of the Athletic Code for Athletes and reporting any violation to Athletic Director.
      16. Helping organize and attending the end of the year awards night presentations.
      17. Keeping track of your keys and not giving keys to students or other people.
      18. Other duties as assigned by the Principal or Athletic Director.

   b. The Assistant Varsity Coach, J.V. Head Coach and Assistants, Freshman Head Coach and Assistants will be responsible for:

      1. Assisting the Head Coach in inventorying of all equipment.
      2. Assisting the Head Coach in budgeting.
      3. Assisting the Head Coach in verifying all clearance forms.
      4. Assisting the Head Coach in repairing and maintaining all equipment.
      5. Assisting the Head Coach in issuing equipment to players.
      6. Assisting the Head Coach in making travel arrangements.
      7. Assisting the Head Coach in supervising the team.
      8. Assisting the Head Coach in reporting game results to media.
      9. Assisting the Head Coach in checking bus schedules.
      10. Assisting the Head Coach in determining the letter and award winners for post season honors.

11. Assisting Head Coach in training and supervising team managers.
12. Assisting the Head Coach in encouraging injury prevention, safety and health practices.
13. Assisting the Head Coach in submitting appropriate accident and insurance forms in a timely manner.
14. Assisting the Head Coach in collecting equipment issued to athletes and initiate proper billing procedures for lost or damaged equipment.
15. Assisting the Head Coach in specification and budget process.
16. Assisting the Head Coach in communicating on athletic matters with fellow coaches, principals, students, Athletic Directors and Athletic Administrators.
17. Assisting the Head Coach in attending all-league meetings.
18. Assisting the Head Coach in informing the district of unsafe facility conditions.
19. Assisting the Head Coach in seeing that team conforms to standards and rules of the CIF, NSCIF and District Policy.
20. Other duties as assigned by the Head Coach.

OTHER DISTRICT POLICIES PERTAINING TO COACHES

Fund Raising for Athletic Programs

All Athletic programs in the District are fully funded with a budget for coaches' salaries, transportation, and protective gear. Gate receipts are kept within each school site's ASB athletic budget and allocated for additional transportation, referees, dues and entry fees.

1. Coaches may have fundraisers for their sport and put the funds into their individual fundraiser account. The funds can be used to purchase equipment, supplies, and anything that can be cleared by the Athletic Director for use of that team. Frosh, J.V. and Varsity levels are considered one sport. Boys and Girls are considered separate team sports.

2. All fundraisers must be approved by ASB and the Athletic Director.

3. District cash control policies and procedures are to be followed for all fundraisers.

4. All fundraisers will follow district policies and procedures.

BUDGET PROCEDURES AND FUNDING OF ATHLETICS

Athletic Funding Responsibilities

1. District Budget
   a. Coaches salaries
   b. Reconditioning and purchase of protective gear
   c. Liability insurance
   d. Ambulance
   e. Equipment replacement subsidy
   f. Field rental
   g. League transportation
   h. Security
   i. Drug testing
   j. Coaching Conferences

2. ASB Athletic Budgets
   a. Awards, letters, pins
   c. Dues and entry fees
   d. First aid supplies
   e. Officials
   f. Uniforms and equipment
   g. Stipends for additional coaches above and beyond what the district pays for

Fund Raising for Athletic Programs

1. District cash control policies and procedures are to be followed for all fundraisers
   a. All cash/checks from fundraisers or donations must be deposited with the Student Storekeeper immediately after collection.
   b. Arrangements need to be made with the Student Storekeeper for receipt of cash/checks collected during events held after school hours or on weekends.
   c. Cash/checks must be safeguarded at all times.
   d. All purchases must be authorized and approved in advance. Authorization includes student council approval, so plan in advance. Coaches that make purchases without prior approval risk the chance of not being reimbursed.
   e. Never pay for an expense out of cash collected from an event or donation. All proceeds must remain intact for deposit.
   f. Funds deposited into the team account cannot be segregated for individual students. Proceeds must be used to benefit the entire team.
   g. Team funds may not be used to benefit other charitable organizations.

2. Students cannot be required to participate in fundraisers.

3. Students cannot be charged a fee or be required to pay for equipment and/ or uniforms. When specific equipment or uniforms are preferred, students must be given other options of obtaining the item from the school. For example, a team decides to coordinate the footwear of all of the players. Students must be informed that they will have options to obtain the footwear if they chose not to pay. Fundraisers, scholarships or loaners are all acceptable options.

4. Coaches may collect and deposit money collected from students to buy optional equipment and/or uniforms. For example, teams may collect funds for students who choose to purchase optional spirit packages that include team clothing.

Coaches' Responsibilities for Purchasing

1. To obtain the maximum **VALUE** for each dollar expended.

2. To comply with all provisions of State Codes governing purchasing.

4. Submit budget request to the Athletic Director for each sport they coach.

5. No purchases are to be made without written approval of the Principal or Athletic Director. A purchase request must accompany approval. Any purchases or selections made without prior approval on designated forms will be the responsibility of the individual making the purchase and not the responsibility of the ASB Athletics, or the District.

6. Athletic Funding of Protective Gear
   a. The District shall provide a budget for purchase, reconditioning, and replacement of protective gear.
   b. The Athletic Director and Coaches are to work within the budget for protective gear and are encouraged to seek bids from various vendors.

7. Individual Sport Fundraising Accounts can be used for the purchase of things needed by that program. Coaches and Athletic Directors are to review their requests for purchase orders.

8. Athletic Fund Budget (ASB Athletics)

   a. Gates fees – There is to be a gate fee for the following sports: Basketball, Football, Volleyball, Wrestling, Soccer, Volleyball, Track and any tournaments.
   b. Gate receipts will be retained at the schools for their operational budget. This fund will be established as a student body fund, subject to the rules of student body fund accounting. Gate receipts will contribute to the operation of each school's individual athletic budget.
   c. Expenses for State Playoffs: These will be the responsibility of the school's athletic budget for activities through section playoffs. State playoff expenses not reimbursed from the CIF shall be considered on a case-by-case basis.

SCHEDULING OF ATHLETIC EVENTS

1. All athletic schedules are to be approved by the school's Athletic Director and NSCIF rules apply.

2. All **out-of-state** requests shall be submitted to the Principal first for approval and then to the Board of Trustees at least 30 days in advance of the trip.

3. A High Risk Activity Form must be submitted for all overnight or out-of-state trips in which the athletes will be supervised (or housed) by chaperones who have not been fingerprinted or if the athletes will be participating in water activities, such as swimming in a hotel pool.

4. Coaches will have the responsibility of insuring adequate supervision at tournaments.

5. Contests requiring teams to stay overnight should be limited. Meals and lodging for athletes shall not be provided by the District.

6. Coaches, Athletic Directors and Administrators should consider income and expenses when scheduling.

7. Game cancellations due to inclement weather or other conditions will be the responsibility of the Athletic Director and he/she will be the final authority in rearranging cancelled contests within league and section by-laws. It will be the responsibility of the Athletic Director to notify the press, Transportation Supervisor, maintenance personnel and main office as to schedule changes due to cancellations.

TRANSPORTATION GUIDELINES

General Guidelines

1. Transportation requests will be the responsibility of the Athletic Director. The Athletic Director will compile all transportation requests for each season and submit those requests to the Director of Transportation.

2. All bus requests will be submitted prior to the first contest of each season.

3. The Transportation Supervisor should be contacted for trip confirmation at least 3 days prior to any trip.

4. In so much as possible, athletic trips will be combined between squads to cut costs. Teams or groups of 18 or less total athletes may elect to van transportation.

5. The Athletic Director will arrange authorized transportation for members of athletic teams for all events taking place outside of the District so designated. Parents may drive athletes to contests providing the parent fills out an Application to Provide Student Transportation showing limits of insurance, etc. These forms are available from the school's main office or Athletic Director.

6. Spirit leaders may ride on athletic buses on a space available basis if no rooter's bus is available.

7. Students riding to school activities must return on the bus. The exception to this will be made when the parent contacts the coach and the athlete is released to the parents only. If an emergency in the family occurs, an athlete can be released to another adult if prior permission in writing is given to the coach and is then given to the Athletic Director.

8. Students shall be under the supervision of the coach and bus driver. Bus rules will be followed on all bus trips.

9. No team can travel without a certified coach in charge. A coach must be at least 21 years-old to drive a district vehicle.

10. Events occurring within the district boundaries waive the district rule requiring district transportation. Students may provide their own transportation to the activity. Example: games being played at Las Plumas High School, Oroville High School, Harrison Stadium, a golf course, etc.

11. In order for a parent or coach to transport students to an athletic event in their personal vehicle, they must have a completed Employee/Volunteer Personal Vehicle Use Form on file in the Principal's office. In order for a student to themselves to an athletic event, they must have a completed Student Voluntary Transportation form on file with the Principal's office. **An approved student driver <u>cannot</u> transport any other student under any circumstance.** Only employees of the District may drive district vans or other district vehicles. This includes walk-on coaches under contract. This does not include volunteers or parents. Exceptions to any of these rules must be cleared through the Principal to the Superintendent.

12. Roll call of bus riders is the responsibility of the coach. ***Prior to leaving***, coaches must give a list of all riders to the bus driver.

CARE OF INJURIES

1. All personnel connected with district athletics will adhere to the following guidelines:
   a. After all contests and practices, coaches should check for individual injuries.
   b. Athletes must be supervised by an adult when in the training room. The coach is responsible for the supervision of athletic training facilities.
   c. **The Head Coach should submit a copy of the Standard Student Accident Report Form no later than the next day following injury.**
   d. The seven cardinal points of athletic emergency procedure should be followed:
      1) First Aid/CPR should be available at the scene and well-trained personnel should be present to administer it. (coaches)
      2) A communication system (cell phone) should be in the possession of a coach at all sporting practices or contests.
      3) Emergency care facilities should be known to the coach to suggest to parents for care.
      4) The facility to which the injured player is being transported should be notified so necessary care is made available upon arrival.
      5) Every effort will be made to care for and transport injured athletes as soon as possible for qualified medical attention.

LOCKER ROOM RULES

1. Coaches are responsible for locker room supervision. A coach must be in the locker room for supervision whenever student athletes are present.

2. Football, baseball and track shoes shall not be worn in the locker room at any time.

3. Before leaving, coaches should check to make sure no equipment (including towels) is on the floor, all lights are turned off, all showers turned off, all exhaust fans are off, and ***all doors locked.***

4. The Head Coach or designated assistant is responsible for the supervision of team members from the time they enter the locker room until the last player leaves at the conclusion of practice or the game.

SCHOOL TOURNAMENT RULES

1. The following rules will apply to district sponsored tournaments:

   a. All tournament information shall be sent to the Head Coach with copies to the Athletic Director.
   b. A Tournament Director shall be selected from qualified, board approved certificated personnel at each school.

   c. The Tournament Director shall be responsible for organizing the tournament and working with Athletic Director to make sure everything is taken care of.

2. All tournament income and expenses shall be processed through ASB Athletic Fund account.

Attachments

Principles of Pursuing Victory with Honors
Physical Form
Assumption of Risk Form
Accident/Incident Reporting Form
Employee/Volunteer Personal Vehicle Use Form
Student Voluntary Transportation Agreement
Contract for Athletic Team Coach (Certificated)
Contract for Athletic Team Coach (Walk-On)
Coaches Evaluation Form

Principles of Pursuing Victory with Honor

"Winning at All Costs is not Winning at All – Pursue Victory with Honor"

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these *"six* pillars of character."

2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these *"six* pillars of character."

3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, *social,* physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

4. Participation in school sports programs *is* a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.

6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.

8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.

9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.

11. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.

12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 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 the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.

13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.

14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.

16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

PREPARTICIPATION PHYSICAL EVALUATION
HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

_____

_____

_____

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.
☐ Medicines ☐ Pollens ☐ Food ☐ Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: ☐ Asthma ☐ Anemia ☐ Diabetes ☐ Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	**Yes**	**No**
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: ☐ High blood pressure ☐ A heart murmur ☐ High cholesterol ☐ A heart infection ☐ Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	**Yes**	**No**
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	**Yes**	**No**
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

_____

_____

_____

_____

_____

_____

_____

_____

_____

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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PREPARTICIPATION PHYSICAL EVALUATION
PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

1. Consider additional questions on more sensitive issues
   - Do you feel stressed out or under a lot of pressure?
   - Do you ever feel sad, hopeless, depressed, or anxious?
   - Do you feel safe at your home or residence?
   - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
   - During the past 30 days, did you use chewing tobacco, snuff, or dip?
   - Do you drink alcohol or use any other drugs?
   - Have you ever taken anabolic steroids or used any other performance supplement?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____ Weight _____	☐ Male ☐ Female	
BP ____/____ (____/____) Pulse _____	Vision R 20/_____ L 20/_____	Corrected ☐ Y ☐ N
MEDICAL	**NORMAL**	**ABNORMAL FINDINGS**
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart[a] • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only)[b]		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic[c]		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

[a]Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
[b]Consider GU exam if in private setting. Having third party present is recommended.
[c]Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Cleared for all sports without restriction

☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

_____

☐ Not cleared

- ☐ Pending further evaluation
- ☐ For any sports
- ☐ For certain sports _____

  Reason _____

Recommendations _____

_____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

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Butte Schools Self-Funded Programs **BSSFP 2A**

Acknowledgment & Assumption of Potential Risk
Voluntary Sports Event or Activity- High School

(*Student Name*) _____ has my permission to participate in the activity listed below. **I fully understand the following:**

(*Sport or Activity*) _____, by its very nature, poses some inherent risk of a participant being seriously injured. These injuries could include, but are not limited to, the following:

1. Sprains/strains
2. Fractured bones
3. Cuts/abrasions
4. Unconsciousness
5. Paralysis
6. Disfigurement
7. Head injuries
8. Loss of eyesight
9. Death

All participants in this activity should understand that the participation is voluntary and is not required by the school district.

The undersigned has read and hereby agrees to hold the _____ School District, its employees, agents, volunteers and/or sponsors, and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of the facilities, equipment and participation by my son/daughter in the above named sport.

List any medical conditions, allergies or other limiting factors:

_____

☐ **Check here if no blood transfusions or blood products are to be given. Signature:** _____

*Medical examination release has been completed: _____

Family physician name: _____ Phone #: _____

Health insurance/MEDI-CAL per Education Code 32220-32224: _____

Plan name and number:

_____

"Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling 1-888-747-1222."

CONSENT TO TREAT

In the event of illness or injury, I do hereby consent to medical/hospital treatments that are determined necessary in the best judgment of the attending physicians or dentists.

I acknowledge that I have carefully read this voluntary activities form:

Parent/Legal guardian (student if over 18)

_____ **Date:**_____

Parents' phone numbers: (work) _____, **(home)** _____

Student signature_____ **Date** _____

- Medical exams required for all playing field participants (includes cheerleaders); however, band members, team managers and ROP students - i.e., non-playing field participants - are exempt.

Disposition: - Original - Coach **Yellow copy - Office** **Pink copy - Parents**

Oroville Union High School District
Accident/Incident Reporting Form
(Please print or type)

CONFIDENTIAL

School Site or Department:

Today's Date:

Name of Injured Person:

Address: Phone:

Birthdate: Student: ☐ Employee: ☐ Non-Student ☐ Other: ☐

IF NON-STUDENT OR OTHER, STATE WHY ON PREMISES:

Date of Injury: Time: Weather Conditions?

Location:

Was any district rule violated? Yes ☐ No ☐ If yes, explain:

Description of Injury:

Cause of Injury:

Employee in charge at time of accident:

Was employee present?

Medical Attention Given:

Were parents or guardian contacted? Yes ☐ No ☐ If yes, who?

Disposition of injured person: Class ☐ Home ☐ Doctor ☐ Hospital ☐

Witness Name: Phone:

Report completed by: Phone:

OROVILLE UNION HIGH SCHOOL DISTRICT
STUDENT VOLUNTARY TRANSPORTATION AGREEMENT

Although the District is providing transportation for a specific activity, there may be instances where a student wishes to provide for his/her own transportation.

Student Name:_____

Activity(ies):_____

I understand the District is providing transportation to and from the above activity. However, I do not wish to avail myself of the transportation provided by the District.

The above student hereby requests permission to provide for his/her own transportation at his/her own expense.

Terms

It is fully understood that the District is in no way responsible, nor does the District assume liability, for any injuries or losses resulting from this non-district sponsored transportation. Although the District may assist in coordinating transportation and/or recommending travel time, routes, or caravanning to or from this event, I fully understand that such recommendations are not mandatory.

I understand that the student is not driving as an agent of or on behalf of the District.

I understand that students approved to drive themselves to a District activity may not transport any other students in their vehicle. Students who fail to abide by this rule may have their privileges revoked.

I/we agree to abide by the terms listed above.

_____ _____

Student Signature Date

_____ _____

Parent/Legal Guardian (If student under 18 years of age) Date

Oroville Union High School District

Employee/Volunteer Personal Vehicle Use Form

Driver Instructions

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by the District for each occurrence.

2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.

3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.

4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with the law.

5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.

6. Obey all traffic laws.

7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all the students together and call **911** and the District office at 530-538-2300.

Oroville Union High School District

Employee/Volunteer Personal Vehicle Use Form

Driver (circle one): Employee Parent/Guardian Volunteer

Name_____ Date of Birth_____
Address_____ Driver's License #_____
Telephone # ( ) _____ CDL Expiration Date_____

What activity are you driving for? _____

VEHICLE INFORMATION:

Name of Owner_____ Year_____
Address_____ Make_____
_____ License Plate # _____
Registration Expiration _____ Seating Capacity_____

INSURANCE INFORMATION:

(Minimum requirements: If this is a private vehicle the minimum limits for bodily injury liability must be $100,000 each person, $300,000 each accident and $50,000 property damage each accident. Please attach copy of insurance policy coverage page).

Insurance Company _____ Policy #_____
Telephone #_____ Expiration Date_____
Liability Limits of Policy_____

DRIVER STATEMENT:

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand I must have insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages. I understand that the District's liability policy would be used only after my policy limits have been exceeded. I understand the District does not cover, nor is it responsible for, comprehensive and collision coverage to my vehicle.

I certify that I have received and will abide by the driver instructions provided by the district.

Name_____ Date_____

CONTRACT FOR EMPLOYMENT AS A
CERTIFICATED ATHLETIC TEAM COACH
2016/2017

This employment agreement ("Contract") is made by and between _____ ("Coach") and the Oroville Union High School District ("District"). The District desires to fill a temporary opening for an Athletic Team Coach and Coach desires to accept employment in accordance with the term of this Contract. This contract is contingent upon and shall not be effective until approval by the Governing Board.

RECITALS

Coach will provide documentation that he/she has met the requirements for interscholastic athletic coaches imposed by the District and all local, state and federal laws.

TERMS

Classification. Employee accepts employment in the following classification:

____Athletic Team Coach

1. **Acceptance of Short-Term Assignment**
   Coach agrees to serve as the District's coach for the following sport:_____
   Coach acknowledges that District's offer of employment is based upon his/her voluntary willingness to perform temporary work.

2. **Qualifications**
   Coach acknowledges that Coach has reviewed the District's job description for the sport being coached in the job flyer/announcement.

3. **Duties**
   Coach agrees to perform all duties set forth in the job description, athletic handbook, District policy and law, and other reasonable coaching-related duties. Coach further agrees to provide a written copy of team rules, and parent and player expectations to Coach's direct supervisor or athletic director prior to the first team competition and prior to distribution to all players.

4. **Period of Employment**
   Coach is hired for the season of sport as outlined by CIF. Coach acknowledges the work hours fluctuate and that the coaching assignment involves work that is seasonal, occasional and sporadic. The stipend covers the season of sport as defined by CIF. The District reserves the right to terminate this contract at any time due to non-performance or unsatisfactory performance.

5. **Compensation**

Coach accepts the nominal compensation of $_____ for performance of the coaching duties. Compensation will be paid at the end of the season of sport. Coach acknowledges that the compensation is the sole remuneration for the coaching work and he/she is not entitled to overtime pay for any time spent coaching. Coach agrees that the amount of the coaching compensation is derived from the District's collective bargaining agreement ("CBA") with the District's certificated unit members. Coach acknowledges that this compensation is not related to the hours worked as a coach, the length of the season (e.g., playoffs, championships), or length of employment. If, for any reason, Coach does not complete the coaching assignment, payment will be pro-rated based on time served in the season of sport as outlined by CIF.

6. **Status of Employment**

Coach specifically acknowledges that this Contract does not establish any right to probationary or permanent employment status. Coach agrees that employment in the capacity as Athletic Team Coach is on a year to year basis. The coaching assignment is not tied to the certificated person's teaching position.

7. **No Entitlement to Benefits**

Coach shall not accrue sick leave, vacation, overtime pay, compensatory time off, health benefits or any other entitlement or benefits, unless provided for by contract or by law. Coach voluntarily and knowingly waives his/her rights, if any, to all such benefits to the maximum extent permitted by law.

8. **Tax/Retirement Liability**

The District does not make any representation or warranty with respect to the tax or retirement consequences of Coach's employment, including but not limited to, whether specific forms of compensation are creditable for retirement purposes or whether compensation exceeds the earning limitation for retirees. Coach is responsible for Coach's own tax and retirement planning.

9. **Compliance with Laws**

Coach agrees to adhere to all local, state and federal laws, directives of the Governing Board set forth in Board Policies and Administrative Regulations, and all lawful directives of Coach's superiors. Coach also agrees to comply with the rules and regulations of the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs. Coach further agrees that all fundraising efforts, including solicitation of voluntary donations and contributions, shall be consistent with District practices and shall meet all requirements of the law.

10. **Coach Checkout**

Coach agrees that payment of the compensation is contingent on a pre- and post-season equipment inventory, return of uniforms and equipment, and/or bills to students with lost or damaged uniforms and/or equipment. Additionally, district keys must be returned to Coach's direct supervisor or the athletic director. A season evaluation shall be scheduled with the Coach's direct supervisor, the athletic director or head coach.

11. Entire Agreement

This Contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and no party has relied upon any representations, express or implied, not contained in this Contract. All prior understandings, terms or conditions are deemed to be merged into this Contract.

By:_____ Date:_____
(District Representative)

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof. I hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment in the District, such statements shall be sufficient for immediate dismissal.

By:_____ Date:_____
(Coach)

A copy of this Contract will be placed in Coach's personnel file.

CONTRACT FOR ATHLETIC TEAM COACH

(Walk-On)

This employment agreement ("Contract") is made by and between _____ ("Coach") and the Oroville Union High School District ("District"). District desire to fill a temporary opening for an Athletic Team Coach and Coach desires to accept employment in accordance with the term of this Contract.

RECITALS

A. Short-Term Opening (Walk-On). District desires to fill a short-term opening for the time period shown below and is empowered by law to hire short-term employees. Short-term employees are not part of the District's classified or certificated service.

B. Employee Representation. Coach represents that he/she is not now under contract to any other school district or employer that will conflict with this employment. Coach represent that he/she has met the requirements for interscholastic athletic coaches imposed by the District and all local, state and federal laws. District expressly relies on the representations of Coach in entering into this Contract.

AGREEMENT

1. Recitals

The above recitals are true and correct.

2. Acceptance of Short-Term Assignment

Coach agrees to serve as the District's coach for the following sport:_____ _____. Coach acknowledges that District's offer of employment is based upon his/her voluntary willingness to perform temporary work.

3. Qualifications

Coach acknowledges that Coach has reviewed the District's job description for the sport being coached, the job flyer/announcement, and all other documents that set forth the required job qualifications. Coach represents and warrants that Coach meets all required job qualifications.

4. Duties

Coach agrees to competently perform all duties set forth in the job description, all duties specified by District policy and law, and such other duties as may be assigned. Coach further agrees to provide a written copy of team rules to Coach's direct supervision or athletic director prior to the first team competition and prior to distribution to all players.

5. Period of Employment

Coach is hired for a period commencing_____ and terminating on or about _____ _____. Coach acknowledges the work hours fluctuate and that the coaching assignment involves work that is seasonal, occasional and sporadic.

6. Compensation

Coach accepts the nominal compensation of $_____ for performance of the coaching duties. Compensation will be paid at the end of the season. Coach acknowledges that the compensation is the sole remuneration for the coaching work and he/she is not entitled to overtime pay for any time spent coaching. Coach agrees that the amount of the coaching compensation is derived from the District's collective bargaining agreement ("CBA") with the District's certificated unit members. Coach acknowledges that this compensation is not related to the hours worked as a coach, the length of the season (e.g., playoffs, championships), or length of employment. If, for any reason, Coach does not complete the coaching assignment, payment will be pro-rated based on time served. Payment of the compensation is contingent upon Section 11 of this Contract.

7. Status of Employment

Coach acknowledges that, as a coach, he/she is an at-will employee. Coach specifically acknowledges that this Contract does not establish any right to probationary or permanent employment status.

8. No Entitlement to Benefits

Coach acknowledges that he/she shall not accrue sick leave, vacation, overtime pay, compensatory time off, health benefits or any other entitlement or benefits. Coach voluntarily and knowingly waives all rights to all such benefits to the maximum extent permitted by law.

9. Termination

Coach agrees that as an at-will employee, the District may legally terminate Coach during the term of this contract for any reason without cause, due process, a statement of reasons, or a hearing. However, should District decide to terminate Coach's employment, the Superintendent or designee will meet with coach to discuss the reason(s) for such termination. Expiration of the Contract does not constitute a termination.

10. Offer of Employment

Coach agrees that payment of the compensation is contingent on a pre- and post-season equipment inventory, return of uniforms and equipment, and/or bills to students with lost or damaged uniforms and/or equipment. Additionally, district keys must be returned to Coach's direct supervisor or the athletic director. A season evaluation shall be scheduled with the Coach's direct supervisor, the athletic director or head coach.

11. Fingerprint Clearance

Coach certifies that he/she has not been convicted of a violent or serious felony, or a sex or drug offense. This Contract is conditioned upon the District receiving verification from the Department of Justice ("DOJ") that Coach may lawfully be employed. Until fingerprint clearance is received from the DOJ, Coach will not be considered an employee and agrees not to perform any duties including, but not limited to, attending any practices, meetings or competitions.

12. Tax/Retirement Liability

The District does not make any representation or warranty with respect to the tax or retirement consequences of Coach's employment, including but not limited to, whether specific forms of compensation are creditable for retirement purposes or whether compensation exceeds the earning limitation for retirees. Coach is responsible for Coach's own tax and retirement planning.

13. Compliance with Laws

Coach agrees to faithfully adhere to all local, state and federal laws, directives of the Governing Board set forth in Board Policies and Administrative Regulations, and all lawful directives of Coach's superiors. Coach also agrees to comply with the rules and regulations of the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs. Coach further agrees that all fundraising efforts, including solicitation of voluntary donations and contributions, shall be consistent with District practices and shall meet all requirements of the law.

14. Coach Checkout

Coach agrees that payment of the compensation is contingent on a pre- and post-season equipment inventory, including District keys being returned to Coach's direct supervisor or the athletic director and a season evaluation being conducted by Coach's direct supervisor, the athletic director or head coach.

15. Entire Agreement

This Contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and no party has relied upon any representations, express or implied, not contained in this Contract. All prior understandings, terms or conditions are deemed to be merged into this Contract.

By:_____ Date:_____

(District Representative)

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof. I hereby certify under penalty of perjury under the laws of the State of California that all statement contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statement on my application or any other documents I submitted in connection with my application or prospective employment in the District such statement shall be sufficient for immediate dismissal.

By:_____ Date:_____

(Coach)

A copy of this Contract will be placed in Coach's personnel file.

Oroville Union High School District
Coaches Evaluation Form

Name of Coach _____ Sport Assignment _____ Level _____

Date: _____

		Critical Problem				No Improvement Needed
I.	**Professional and Personal Relationships**:					
1.1	Cooperation with Athletic Director in regard to submitting participant lists, parent permission and physical slips, year-end reports, program information relative to your sport, transportation information, driver clearance forms, budget requests, coaching contracts, etc.	1	2	3	4	5
1.2	Appropriate dress at practices and games.	1	2	3	4	5
1.3	Public relations: Cooperation with newspapers, radio, T.V., Booster Clubs, parents and interested spectators.	1	2	3	4	5
1.4	Understanding and cooperating with rules and regulations as set forth by all governing agencies of your sport.	1	2	3	4	5
1.5	Reviews with parents and athletes the Character Counts/ Pursuing Victory with Honor Gold Medal Standards for Youth Sports.	1	2	3	4	5
II.	**Coaching Performance:**					
2.1	Demonstrates the coaching behaviors of Pursuing Victory With Honor Gold Medal Youth Sports Program Objectives.	1	2	3	4	5
2.2	Supervision and administration of locker and training rooms.	1	2	3	4	5
2.3	Is well versed and knowledgeable in matters pertaining to your sport and stays current through ongoing training or conferences.	1	2	3	4	5
2.4	Teams and individuals are disciplined and display Pursuing Victory With Honor Attributes.	1	2	3	4	5
2.5	Prepares for daily practices with staff so maximum instruction is presented utilizing all domains of learning as well as small and large group instruction	1	2	3	4	5
2.6	Develops integrity within the coaching staffs and among fellow coaches and helps others to become better coaches.	1	2	3	4	5

		Critical Problem				No Improvement Needed
2.7	Is fair, understanding, tolerant, empathetic and patient with athletes.	1	2	3	4	5
2.8	Is prompt in meeting team for practices and games.	1	2	3	4	5
2.9	Shows an interest in athletes in off-season activities and classroom efforts and encourages students to enter sports for the benefits that can be obtained from participation.	1	2	3	4	5
III.	**Related Coaching Responsibilities:**					
3.1	Care of equipment, including issue, inventory and Storage.	1	2	3	4	5
3.2	Is cooperative in preparation of non-league scheduling banquets or end of the season events.	1	2	3	4	5
3.3	Is cooperative in sharing the use of facilities.	1	2	3	4	5
3.4	Understands place in the line of authority in relationship to: Head Coach, Varsity Coach, Athletic Director, Principal, and has a rapport with all.	1	2	3	4	5
3.5	Displays enthusiasm and vitality in assignment as a coach overall and provides letters to colleges regarding players when necessary.	1	2	3	4	5
3.6	Keeps Athletic Director informed about unusual events within the sport activity.	1	2	3	4	5
3.7	Develops a Season Summary that includes self analysis of coaching staff and their strengths and weaknesses.	1	2	3	4	5

Coach is to mark "Coaching Assessment" with an "O".
A.D. will mark the "Coaching Assessment" with an "X".

Coach _____ Athletic Director _____ Date _____