LIBERTY UNION HIGH SCHOOL DISTRICT

2026-2027
COACHES' HANDBOOK

Bay Valley Athletic League: https://bvalsports.org
North Coast Section, CIF: http://www.cifncs.org
California Interscholastic Federation: http://www.cifstate.org
National Federation of High Schools http://www.nfhs.org

Freedom High School

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Liberty High School

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Liberty Union High School District

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PHILOSOPHY

Athletics play an important part in the Liberty Union High School District. Student Athletes learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students – spectators as well as participants – develop pride in their school.

The district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program helps also to promote the physical, social, and emotional well-being and character development of participating students. Within the District's financial and personnel constraints, the athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to ensure wide participation.

RELATIONSHIP WITH ADMINISTRATION

- Build trusting relationships with your school's administration.
- Mutually agree upon your job description with your Athletic Director.
- MAKE SURE YOUR PRINCIPAL AND ATHLETIC DIRECTOR ARE NEVER SURPRISED!
- Follow through on your commitments.
- Identify and communicate effectively with all stakeholders, including Athletic Director, coaching staff, parents and players.
- Anticipate and mitigate the potential risk of any athletic activity.
- Continually work to improve school sportsmanship.
- Ask for help when you need it.

COACHING REQUIREMENTS

Fingerprint/TB Clearance

No paid or volunteer coach may be in contact with any student prior to having been cleared by Human Resources (HR).

Certification Requirements

As of December 31, 2008, all paid and volunteer coaches must be certified as having completed the following courses and certifications, which can be accessed at NFHSlearn.com, Keenan Safeschools and/or contact your athletic director:

- NFHS Fundamentals of Coaching
- A Guide to Heat Acclimatization and Heat Illness Prevention (Every 2 years).
- Concussion in Sports – What You Need to Know (Every 2 years).
- Sudden Cardiac Arrest (Every 2 years)
  - Sexual Harassment (Every 2 years)
  - Mandatory Reporting Training (Yearly)
- Current CPR Certification
- Current First Aid Certification
- Coaches are responsible for providing proof of certification to the Athletic Director and Human Resources.
- Annually attend LUHSD and site Preseason of Sport Coaches Meeting before season.
- Completed the signature page from this handbook, acknowledging that you have read and understand the contents.

NCS/BVAL EXPECTATIONS

Season of Sport Meetings

Head coaches of all sports are required to attend one BVAL meeting. This meeting takes place before the season and will include topics such as rule changes, potential schedule adjustments, proposals to future guideline changes.

Seasons of Sport Dates

Fall Sports	August 10, 2026
Winter Sports	November 2, 2026
Spring Sports	February 8, 2027

Warning: Any contest in which an ineligible player competes is subject to forfeiture.

Eligibility

No student may try out or compete in an event unless they cleared by the Athletic Department for residential, academic, and disciplinary eligibility along with a current cleared Athletic Participation Form. Senior students may not participate on a Junior Varsity team. **Do not accept a player for whom you do not have a current Home Campus clearance. It is the responsibility of the coach to report immediately to the Athletic Director any known or suspected player ineligibility on your own team or an opponent's.** The Athletic Director will then investigate the situation. **Any competition in which an ineligible player participates will be forfeited.** If a coach becomes aware of a player on their school or an opponent's team who may not be eligible, it is the coach's responsibility to inform the Athletic Director immediately.

CIF/NCS/BVAL Transfer Eligibility

All students who transfer from one school to another are immediately athletically ineligible until cleared by the Athletic Director and the CIF North Coast Section. See the Athletic Director for more information.

Academic Eligibility

In order to be eligible to tryout or participate in any extra/co-curricular activity, a student must maintain a minimum unweighted grade point average (GPA) of (2.0) on the 4.0 point scale (A = 4 points, B = 3, C = 2, D = 1, F= 0).

The grading periods are designated as first quarter, first semester, third quarter and second semester.
**Students must be eligible for the current quarter and previous quarter to be eligible to participate.

All students in an 8-period A/B block-schedule program must be passing at least five (5) classes and have no more than one (1) F grade. A student taking eight (8) or more classes may have two (2) F grades if at least six (6) classes are passed.

Athletic eligibility is on the date of determination based upon league approval.

A student not meeting the eligibility standard is ineligible until the next date of determination. Progress Reports and other intermediate grade checks have no bearing on a student's eligibility.

Determining the Grade Point Average
The GPA is determined by dividing the total numerical grade points awarded according to the letter grade received (see point scale in A above) by the number of courses for which grades are received. The grade point average is determined by dividing the total numerical grade points by the number of credits attempted using the full numerical value of the letter grade as follows:

A = 4.00
B = 3.00
C = 2.00
D = 1.00
F = 0.00
P = 2.00 (for eligibility purposes only)
I = 0.00

Receiving an Incomplete may have an effect on a student's academic eligibility. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

Summer School Grades

A student who is scholastically ineligible based on the report card received in June for the spring semester may request that current summer school grades be used to see if eligibility has been restored by yielding a GPA of a least 2.0.

If the summer school class is a repeat of a course failed in the last grading period, the grade may replace the grade received on the June report card.

If the summer school class does not match courses taken in the spring semester, the grade may be added to the grades received on the June report card. Summer school grades cannot be used to disqualify the scholastic eligibility of a student who was declared eligible based on the June report card.

Probationary Period

Students with a grade point average from 1.75 to 1.99 may be placed on academic probation for no more than one quarter in a school year by the site principal. In addition, the student is only eligible for probation if they maintained a 2.0 GPA or higher in

the quarter prior to participation. The principal, athletic director or principal's designee may deny probation for attendance and discipline issues.

All incoming freshmen will be placed on academic probation for the first grading period. A freshman wishing to apply for academic probation for a grading period later in his/her freshman year, can contest the assignment to academic probation in the first grading period by providing proof of eligible status from their previous school.

A student on probation must turn in weekly progress reports to the Athletic Director or designee. Failure to show progress in class work will result in revocation of the probationary status and immediate ineligibility.

A student may not have more than one probationary period in any school year, or be on probation for two (2) consecutive quarters (i.e.: 1st quarter – 2nd quarter; 4th quarter – 1st quarter). Students granted probationary eligibility must meet the required standards by the next date of determination.

Recruitment

According to CIF, NCS and BVAL rules, no coach, parent or other agent may contact a student or his/her family on behalf of a school's athletic team ~~that s~~student's enrollment at the school AND before the student has graduated from the 8th grade. Recruitment violations may result in ineligibility of the athlete, forfeiture of contests in which they have participated and/or disqualification of the team from post-season play. This includes participation in non-school teams comprising of athletics from other schools. Click on the following link to review the North Coast Section rules in the NCS Constitution under rule 510.

Athletes with Disabilities

Athletes with disabilities must be accommodated when trying out for any team. The Liberty Union High School District is one of the pioneers in Special Olympics Unified Sports. The District offers three Unified seasons of sport throughout the year. If you have any questions, please consult with your Athletic Director or athletic administrator regarding potential accommodations.

Scheduling Games

Coaches are responsible for completing their nonleague schedule as per NCS guidelines. Changes in scheduled BVAL contests MUST be made by agreement with both schools' Athletic Directors and principals. See Rules of Sport for # of contests allowed.

Rescheduling Games

BVAL rules require that cancelled games must be rescheduled on the first available play date.

Rules of Sport

Both NCS and BVAL have specific rules of sport. The following link accesses the NCS Sports and General Rulings Handbook.

Forfeits

C.I.F. Member schools are expected to make every reasonable effort to fulfill their varsity schedule. League contests that are forfeited due to actions of intent or neglect that create a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. For NCS rules regarding forfeiture. See NCS Constitution.

Sundays

No CIF/NCS/BVAL/LUHSD teams may play, practice, hold open gyms or any other activities on a Sunday.

Reporting Scores

Coaches MUST report all scores to MaxPreps at www.maxpreps.com or a similar service and to the athletic director. Coaches may also post final scores on social media platforms after games. Posts may include the final score and key performers from the event.

911/Emergency Plans

Athletic Directors will provide coaches with school emergency plans. If an emergency occurs, call 911 immediately (check the best number from cell phones). Dispatch emergency personnel to the exact location you are on campus and the best entrance to use. A responsible person should stay with the athlete at all times. Do not move a seriously injured athlete. Have your Home Campus App accessible with you at all times to access emergency contacts, even at practices. Contact the parents of the athlete as soon as possible in the event of an injury.

Accident Reports
It is the responsibility of the supervising coach to fill out an accident report (LUHSD website Business Services) as soon as possible. In general, a report of an accident should be filed if an athlete misses practice due to injury, doctor visit related to a sports injury or if, in the coach's opinion, the situation warrants a report. Communicate with the parents/guardians regarding injuries. Report all accidents/injuries to the Athletic Director.

Air Quality Index (AQI)

The CIF's heat stress guidelines require California high schools to monitor Wet Bulb Globe Temperature (WBGT) and adjust practice schedules and activity intensity based on specific WBGT thresholds to protect student-athletes from heat-related illnesses. These guidelines mandate the use of WBGT to assess heat stress, which considers temperature, humidity, wind speed, and solar radiation, offering a more comprehensive view of heat risk than the Heat Index. (See page 27)

DISTRICT EXPECTATIONS

LUHSD Athletic Coordinator
The LUHSD Athletic Coordinator's responsibility is to support the District's athletic program and the Athletic Directors. The Assistant Superintendent of Human Resources serves as our District Athletic Coordinator. They can be reached at (925) 634-2166. The LUHSD website is www.luhsd.net.

Hiring
All hiring of coaches, assistant coaches, and volunteer coaches must be accomplished through LUHSD hiring policies and practices. Head coaches make recommendations for hiring assistants and lower-level coaches, the final clearance and hiring/clearance for both stipend and volunteer coaches is done through the LUHSD Human Resource Department.

Qualified Coaches
All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship.

Coaching Stipend
Below is the per season coaching stipend range approved effective July 1, 2022.

Coaching Range	Effective: July 2022	Positions
Football, Head Varsity	$4,500	Head Varsity Football Coach
Group 1 – Head Varsity	$3,500	Basketball, Baseball, Flag Football, Softball, Track, Wrestling, Soccer, Swimming, Volleyball, Water Polo *Traditional Competition Cheer (covers 2 seasons)
Group 2 – Head Varsity/JV & Frosh	$2,600	Varsity: Cross Country, Golf, Tennis, Asst. Varsity Football, Asst. Varsity Flag Football, Competitive Sports Cheer E-sports JV: Baseball, Basketball, Football, Soccer, Softball, Volleyball, Competitive Sports Cheer Frosh – Baseball, Basketball, Football, Softball, Volleyball, Wrestling.
Group 3	$2,200	Asst. Baseball, Frosh Football, JV Football, Asst. JV Flag Football, Asst. Varsity Soccer, Asst. Softball, Asst. Swimming, Asst. Track, Asst. Wrestling
Group 4	$2,000	Asst. Basketball, Asst. Cross Country, Asst. Golf, Asst. Tennis, Asst. Volleyball, Asst. Water Polo.

Bullying
LUHSD will not tolerate behavior that infringes on the safety of any student. A coach shall not intimidate, harass, or bully a student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. LUHSD expects coaches to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated.

Child Abuse
As a volunteer or paid coach, you are a mandated reporter. If you become aware of known or suspected incidents of child abuse, please see your Athletic Director or Athletic Administrator immediately as to how to report such incidents. Yearly, mandatory reporting training is required prior to being with students, as a volunteer or coach.

Complaints
A coach with any complaint must follow the LUHSD Uniform Complaint Procedure beginning with the Athletic Director and site administration. A coach should not call BVAL or NCS directly.

Contracts
Coaches or parents are not authorized to sign contracts on behalf of the District or school for items such as pre-season schedules, purchases, transportation, field rentals or other District commitments. See the Athletic Director for contract arrangements.

Discrimination
The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. All practices and contests must be free of any discrimination or harassment due to gender, race, color, religious creed, national origin, ancestry, age, physical or mental disability or sexual orientation. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for all students. Any **discrimination complaint** arising out of an interscholastic athletic activity must be reported to the site athletic administrators and/or the Associate Superintendent for Human Resources who is the District's Title IX Coordinator.

Dismissal of a Coach
The school/District has the authority to dismiss a coach anytime during the season or off season. Reason for termination may include, but is not limited to, any of the following:

- Not fulfilling the LUHSD expectations and responsibilities for coaches (included in this handbook).
- Not fulfilling the LUHSD job description (included in this handbook).
- By receiving an unsatisfactory evaluation
- By failing to be a good role model of the program for students, parents and the school.

Dress Code
Coaches must wear attire representing school team and/or athletic department of sport coaching.

Endorsements
LUHSD coaches may not use their position as a school coach or the name of the school to publicly endorse a third-party club program. In addition, district coaches are prohibited from requiring athletes to participate in non-school associated programs.

Evaluations
Athletic Directors with site administration annually evaluate all coaches. Coaches are hired on a year-to-year basis.

Hazing
LUHSD does not tolerate any activities having the potential to embarrass, humiliate or injure any student as a condition of participation in any school activity. COACHES ARE EXPECTED TO STRONGLY COMMUNICATE THIS POLICY TO THEIR TEAMS during preseason meetings, throughout the season, and postseason qualification to better ensure safe environments for everyone. Coaches who supervise athletes who participate in hazing and student athletes who participate in hazing may be penalized by, but not limited to, removal from the team, suspension from school and/or criminal citation. Hazing should be reported to the Athletic Director or site athletic administrator immediately. Hazing includes, but is not limited to**, any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate such as:**

- A punishing physical activity, exposure to elements or sleep deprivation;
- Consumption of alcohol, drugs, tobacco or any other food liquid or other substances;
- Actions of a sexual nature or simulations of actions of a sexual nature;
- Subjection to an extreme level of embarrassment, shame or humiliation;
- Scavenger hunts; stealing property; dying/shaving hair; trespassing on and off campus;
- Blindfolding; forced clothing on teammates;
- Violation of any federal, state or local law or any violation of District policies and regulations.

The LUHSD prohibits discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber-bullying, hazing or initiation activity, extortion or any other verbal, written, or physical conduct that causes/ threatens to cause violence, bodily harm, or substantial disruption to school activities.

Injuries and Injury Reports
All injuries must be reported in writing within 24 hours to the Principal's Secretary.

Liability Insurance
Coaches are covered for liability insurance when they are in the act of coaching official district teams **in season.**

National Federation of High School (NFHS) Coaches Association
Coaches get automatic general liability, accidental medical and accidental death insurance coverage for official coaching activities by joining the NFHS Coaches Association, NFHS Membership. Accredited Interscholastic Coaches (AIC) who have completed the NFHS Fundamentals of Coaching, First Aid for Coaches and Fundamentals of Coaching (Sport-Specific) or Teaching Sport Skills will receive an additional $1 million of excess liability coverage. These courses can be accessed at www.nfhslearn.com . Membership is valid for one year from receipt of application and fees by NFHS.

Paycheck
Coaches will be paid in full at the end of each season after all inventory control, student bills and keys have been submitted. Pay will be through direct deposit or Rapid pay card.

Professionalism
All coaches are expected to conduct themselves professionally in their role as a coach. Coaches should avoid personal social situations with their players.

Purchasing
For all purchases and booking bus transportation, always request a quote from the vendor and provide to your Athletic Director to process a Purchase Order. Orders cannot be placed without a PO. Once the PO is generated, you will receive a copy of the PO for your records and confirmation that the order was placed by the Purchasing Agent.

Every Sport is required to submit an **Annual Projected Budget** at the start of each school year (forms are available in the Student Store or Athletic Director's Office).

Coaches are required to keep a copy of their budget for use/reference during their season! Budget approval is NOT approval to place orders or begin spending! This only activates your account for the current school year.

All documentation for athletics will require the Athletic Director's signature upon submission for approval

Every purchase/payment must be approved via a district purchase order **PRIOR** to placing any order or making any purchase. A dated, numbered purchase order will be issued, signed, and returned to you, indicating you may now place your order or make your purchase!

It's important for every Varsity Coach to acquaint themselves with the Student Accounts Advisor/Coaches Handbook for details at length regarding legal/qualified spending practices. These are given out at the Mandatory Advisory Meetings held at the start of every school year. **One can also be obtained from the Student Accounts Office.**

In short (required, but not limited to): Annual budget approval

- Purchase order request (required for ALL purchases)
- Receive approval purchase order (note any/all instructions/restrictions)
- Place order using approved P.O. (ask your vendors to include P.O. number on all paperwork)
- Receive goods (verified packing slips required for all orders)
- Submit Authorization for Payment (check request) **with original invoice and packing slips** to Student Accounts office for payment processing.

NOTE: Fundraising activities should be cleared with the Superintendent or designee PRIOR to event! When in doubt…Ask!!

Uniform Purchases
All uniforms must be in official school colors. All uniform purchases must be approved by the Athletic Director.

The School and School District are **not responsible**, and **will not pay** for orders placed prior to obtaining a school approved purchase order. All document dates are checked and verified.

Inconsistencies, violations and irregular activities will be reported to the Athletic Director, School Site Administrator and, when necessary, the District Business Manager.

Sexual Harassment
Coaches must avoid any verbal or physical sexual harassment or abuse situations with players, parents, officials, or any other parties involved with athletics.

SCHOOL/TEAM EXPECTATIONS

Booster Clubs
The LUHSD athletic departments are fortunate to have very supportive athletic booster clubs. These groups play a large part in creating a positive experience for all student athletes. Head coaches should contact the Athletic Director to make a funding request to a school-wide booster club. SPORT SPECIFIC BOOSTER CLUBS ARE PROHIBITED.

Blood-Borne Pathogens
All coaches should follow blood-borne pathogen protocol when handling any situation where there is bleeding. Gloves should always be used whenever dealing with any bodily fluids. Whenever a player incurs an injury or wound that produces bleeding or other bodily fluids, the practice or game shall be stopped in accordance with CIF guidelines and the player shall be escorted away from the playing field for appropriate treatment. The player shall not return to the practice or game until the bleeding has stopped and the wound is properly covered. All items exposed to blood should be bagged. No player who is bleeding or has blood on his/her clothing should be allowed to continue to practice or play until it has been treated or clothing changed.

Coaching Education
The National Federation of State High School Associations (NFHS) offers many on-line general coaching education and sport specific courses at their NFHS Courses website. The American Sport Education Program (ASEP) also has a website at www.asep.com. Coaches are encouraged to explore these sites and engage in professional development.

Communication
All coaches are expected to have good rapport as well as effective oral and written communication with team members and their families. Any team rules (written or otherwise) must be approved by the ATHLETIC DIRECTOR prior to distribution. Keep all communications positive. E-mail groups are a good way to distribute routine announcements quickly, but often are not effective for emotional issues. Please respond to parent phone calls as soon as possible, but no later than 48 hours after receipt. Avoid profanity. Coaches should refrain from using texts and use the Remind 101 application.

COVID-19
Schools are expected to follow all county and district guidelines.

Early Releases
The ATHLETIC DIRECTOR is responsible for establishing the time of the release to minimize lost instructional time. Students have the responsibility to contact their teacher in advance to coordinate make-up work.

Concussions
A concussion is a serious brain injury that can have an effect on physical and cognitive performance long afterwards. If an athlete is suspected of sustaining a concussion or head injury in an athletic activity, s/he shall be immediately removed from the activity for the remainder of the day and the Parent/ Guardian and site administration is notified immediately. The student shall not be permitted to return until they are evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity (Education Code 49475). Follow the physician or athletic trainer's advice about return to play. Multiple concussions may cause long-term brain dysfunction. Use the adage: "When it doubt, keep them out." All coaches must take the NFHS on-line elective course once every two years, Concussion in Sports - What You Need to Know.

Emergency Plans

The coach must have read and understand the Emergency Response Plan provided by the ATHLETIC DIRECTOR for any emergency (injury, earthquake, etc.) that may occur at a practice or contest at home or away. The emergency plan should be carried in the team's First Aid Kit.

End-of-Season Obligations

All coaches are expected to complete certain responsibilities before coaching assignments are finalized. Failure to comply may affect future assignments and, possibly, final coaching stipend payment.

- End-of-season recognition and awards for team members.
- Inventory of school property and bills for school property that is damaged or not returned.
- Proper storage of school property until the next season.
- Recommendations to the ATHLETIC DIRECTOR for needed purchases before the next season.
- All keys must be turned in no later than 2 weeks after the conclusion of the season.
- Evaluation of lower level coaches.

First Aid Kits

Coaches will be issued a fully-stocked first aid kit at the beginning of the season. Be sure to have your first aid kit close by at all times. Keep your kit stocked. See the ATHLETIC DIRECTOR or trainer for more supplies. Some coaches keep a copy of the Athletic Participation Clearance Form in their first aid kits.

Fundraising

Teams may feel the need to raise money to support their activities. Any such fundraising activity must be completely voluntary and approved by the Superintendent or designee prior to commitment. Funds donated by families for the sport account cannot be accrued to a specific athlete. All funds must go directly into the district athletic accounts and purchases must be made from those same accounts. **Team money should never be kept by a coach or parent or deposited into private accounts. Check must never be written to an individual person/coach. All check should only be written to the school district.** All money raised must be for the benefit of the team and no individual can make a profit. No food sales (such as candy) may be made during the school day without prior approval. As schools are non-profit institutions, team fundraising cannot be used to generate funds for other causes. Teams may partner with other non-profits, but no percentage of student funds can be earmarked for any purpose outside of team activities. Donations are not refunded.

Hygiene

Teams should follow good hygiene in hand washing before and after practice. Any player exhibiting signs of flu should be encouraged to stay home without penalty to avoid transmitting flu to other team members.

Hydration

Coaches should stress the importance of hydration during athletic activity, particularly during hot weather. Frequent water breaks should be allowed. See CIF: Hydration and CIF: Beat the Heat. In addition, all coaches must take the NFHS on-line elective course on Heat Acclimatization every two years.

Inventory

Coaches are responsible for keeping an accurate inventory of uniforms and equipment for their sport. Records should be kept of school property issued to any athlete. Athletes should be billed through the Athletic Department for school property not returned at the end of the season. A team parent may assist with inventory control. Coaches will not be paid until all equipment has been accounted for.

Issues during Games and Practices

Please contact the Athletic Director immediately if any problems arise during games or at practice. No one wants to be surprised by the actions of another. If the Athletic Director receives a call or visit from a parent regarding some aspect of athletic life, they want to be prepared in advance.

Locker Rooms

All coaches are expected to open, supervise, and secure the locker rooms at the beginning/end of practice. Locker rooms should not be left open without supervision during practice or games. No pictures or videos may be taken inside a locker room. Violation will result in school/team discipline. Failure to do so increases the risk of student misconduct, hazing, and theft, which all can lead to employee discipline and/or termination. Plan appropriate times to supervise locker rooms to ensure safety.

MRSA
MRSA (methicillin-resistant staph aureus) is a staph infection that is resistant to many common antibiotics and hard to treat. It can be transmitted through poor hygiene, sharing of personal items, improper wound care and some other transmission sources. It is important to follow good hygiene precautions. For more information, see the CIF Sports Medicine alert at CIF: MRSA.

Moving Up or Down from Varsity
This must occur in accordance with BVAL guidance for your sport.

Multiple Teams in the Same Season
Athletes are not eligible to participate in more than one season of sport concurrently without ATHLETIC DIRECTOR and coach approval. If athletes participate in more than one season of sport concurrently, practice/game time must be recorded so that the athlete does not exceed the maximum of 18 hours per week, per CIF/NCS bylaws.

Music During Warm-Ups or Contests
All team music must be family friendly/appropriate for a school setting (no profanity, explicitly sexual, etc.) and of a reasonable volume (conversations should be able to be carried on).

No Charge for Participation
No team may require students to pay for participation on an athletic team. School uniforms or equipment may not have athlete's names on them. Team fund-raising may be pursued if a team voluntarily chooses to purchase additional items such as T-shirts, etc.

Officials
Athletic events shall be officiated by qualified personnel. Officials should be treated with respect during and after contests, even if there is disagreement with their calls. The head coach is responsible for the players and sideline demeanor of all coaches. **Any physical confrontation of an official by an athlete, parent or coach may be considered an assault. The athlete or coach may lose athletic eligibility for their entire high school career under CIF Bylaw 211.**

Officials' No Show
Coaches are to inform the Athletic Director immediately if an official does not show to cover a game. No varsity game can take place without a certified league official. If a lower level official doesn't show, one of the following people can officiate the game, if mutually agreed upon by the coaches of both teams: school employee, assistant coach or head coach (given that an assistant coach is present to coach the team). A PARENT IS NEVER ALLOWED TO OFFICIATE A GAME.

"Open Gym/Field" Activities
Any out-of-season activity conducted by a coach using district facilities must be arranged through Faciltron. Such activities must be open to any willing participant. Non-LUHSD students attending these activities must complete a sign waiver on file. No LUHSD coach representing a non-school team may use district equipment or facilities without paying the same fees charged to any other community user.

Outside Conditions
Heat and Air Quality Index & Practices: Weather conditions must be considered and athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity. Practices or games may be restricted on days where air quality is diminished. No practices or games may take place outdoors when the Air Quality Index (AQI) rises above 151 or when the wet bulb reading at that sport's facility is higher than allowable for our region.

Outside Competition and Summer Leagues
The District encourages well-rounded athletes who play a variety of sports in which they are interested. Participation in out-of-season club sports or open gym may not be a requirement for selection to a school team. **Coaches must have all participants submit a "**Voluntary Activities Participation Form**" before participation in any activity.** Coaches representing a District school may not endorse a club team. According to CIF rules, no student-athlete may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, 3-3 tournaments, college classes, etc. Since participation in a non-school event of the same sport will render an athlete ineligible and force the forfeiture of any contest, student-athletes must check with the Athletic Director if there is any doubt as to whether a competition is permissible according to NCS and CIF by-laws.

LUHSD, BVAL, NCS, and CIF do not sponsor summer league teams. Although summer participation is allowed, it is not officially or unofficially associated with the above-mentioned groups. The parent assumes full responsibility for medical expenses and any liability that may occur as a result of participation on a summer league team.

Performance Enhancement

Athletes and Parents sign the following in the Athletic Participation Form: "As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524). By signing below, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that under CIF Bylaw 200 D, there could be penalties for false or fraudulent information. We also understand that the LUHSD policy regarding the use of illegal drugs will be enforced for any violations of these rules." See CIF: Performance Enhancement for additional information.

Practices

All athletes who make a school team are expected to attend ALL practices scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays. Practices or contests may not be held on Sundays. A coach may establish reasonable consequences that are consistently enforced for players who miss practice and/or contests.

Practice Schedules on Non-School Days

LUHSD gives authority to coaches to establish team policies that may include holding practice and/or games during non-school days that fall within their season of sport. When teams have established practice/game schedules that are communicated well at the beginning of the season, it is expected that athletes will comply. No practices or games may be held on Sundays. No athlete may be penalized for observing a religious holiday.

Pre-Season Coaches Meetings

All head coaches are expected to attend the LUHSD pre-season meetings held by the LUHSD Administration. Attendance at these meetings will assure that each coach is aware of any new school, district, or BVAL policies. It also gives coaches an opportunity to meet each other and share information and concerns.

Preseason Parent Meeting

Coaches are expected to arrange an opportunity for parents to meet the coach and any assistants prior to the first contest of the season. All team members and parents should be in attendance. This meeting should include a discussion of team policies and expectations and address any questions that may arise from parents. Coaches should distribute schedules and team expectations. If a team parent(s) has not already been identified, this is a good time to solicit that help. Inform the Athletic Director about the meeting time and place far enough in advance that administration can arrange a representative.

Protest of a Game

Game protests must be submitted by the Principal to the BVAL within 24 hours of the contest. Call the ATHLETIC DIRECTOR immediately to see if you have a case. If a protest is warranted, a written report of what happened is presented to the Principal. They are the final judge as to whether the protest will go forward. Reminder: an official's judgment is NOT grounds for a protest.

Safe Equipment

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

School Attendance

To participate in a contest, an athlete must have attended a minimum of two (2) block periods on the day of the contest (or on Friday for a Saturday contest). A school field trip is considered to be school attendance. This is a District policy which may be waived by the Principal in exceptional circumstances.

Social Media
Coaches are expected to engage in responsible social media. Coaches are responsible for content on school-related and personal accounts. Inappropriate posts are subject to review and/or discipline. Any identifiable image, photo, video or posted on-line conversation discovered which implicates a student- athlete or coach to have been in violation of any State/Federal law or Athletic Code of Ethics will be investigated and may result in disciplinary action.

The Press
Coaches are expected to exhibit positive sportsmanship and professionalism when talking to the press and to model winning with grace and losing with dignity for their team. Avoid criticizing officials or the opposing team.

Transportation
The District may provide transportation for athletes to and from athletic events by contract with private transportation providers to the extent that funds are available for this purpose. Coaches should work with the ATHLETIC DIRECTOR as early as possible to make arrangements for out-of-county events. When funds are not available, the District will neither authorize nor arrange for the transportation of athletes by private automobile. Rather, students and/or their parents in conjunction with the coaches will be expected to assume responsibility and make their own arrangements for transportation to practices and contests. Coaches should tell athletes when and where they should meet for a competition. Students may not drive themselves to away competitions. Students, with appropriate permission, may drive themselves to competitions within the district as they are allowed to drive themselves to school.

Employees driving or renting District Van or Rentals Vehicles must follow the guidelines stated in Senate Bill 88. Pupil drivers (under 40 hours) are exempt and must notify parents/guardians of exemption. Pupil Drivers (over 40 hours) must meet all SB88 driver requirements.

Try-outs
Teams usually conduct try-outs for the team beginning on the first day of the season. No commitments for team membership may be made prior to the beginning of the season. All decisions for try-outs and playing time are the responsibility of the coach. All students, including freshmen, are permitted to try out for any sport provided they have academic, residential and disciplinary eligibility and have a physical exam on file. **If a student is currently playing on a team when try-outs for the next season's sports begin, that student will be allowed to try-out AFTER his/her current team's season is over**. If overlapping seasons occur, individuals who try out for the next season of sport must attend tryouts the following day. Selection to participate on a team does not guarantee the student playing time during competition.

Coaches shall accept as many students as possible on their teams. Expanded team membership may include students who work out with the team, but do not participate in competitions.

Uniforms and Equipment
Coaches should notify the Athletic Director at least one season in advance of **essential** uniforms and/or equipment that will be needed for the upcoming season. The school will pay for basic equipment needed to participate in the sport. The coach and the Athletic Director should confer about all purchasing. **Purchase orders must be issued before purchases are made**. Uniforms are expected to last several seasons. Varsity uniforms in good condition are expected to be passed down to JV or freshman teams. Player's names may not be on uniforms unless they are the personal property of the athlete.

Varsity Head Coaches
Head coaches are responsible for the development program of lower-level teams. They should give direction to lower-level and assistant coaches about the philosophy and direction of the program. They should work with the Athletic Directors regarding purchasing decisions and the development of the coaches of lower-level programs. They are responsible for making sure that teams do not play more than the allowed number of games or they may be disqualified from playoffs. Varsity head coaches are responsible for establishing team rules and expectations, which are reviewed by the Athletic Director and Principal prior to implementation. In addition, complete all end-of-season obligations.

Weight Room
If a team plans on consistently using the weight room, coaches are required to reserve a time according to the school's policy. All athletes must be properly supervised in the weight room by a certified coach. Expectations include, but are not limited to:

- Proper lifting techniques to ensure safety
- Keeping the area clean after each use: wiping equipment, no food or drink other than water, avoiding litter
- All equipment returned to assigned places
- Proper behavior by athletes, including language, profanity-free music, etc.

SPORTSMANSHIP:

LUHSD and the BVAL have adopted the **16 Principles of "Pursuing Victory with Honor".** The District desires the best experience for all our student athletes. Coaches, players and fans are expected to and held accountable for representing their school with dignity and class. **Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events.**

Coaches, parents and athletes are encouraged to view two sportsmanship videos:

- Sportsmanship (a free on-line video course)
- Positive Sport Parenting (a free on-line video course)

Players will:

- Show respect for teammates, coach, opponents and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting.
- Be in attendance at school a minimum of TWO (2) periods before being allowed to practice or play on a given day.
- Have a minimum of a 2.0 GPA according to school and NCS policy.
- Sign the Athletic Clearance packet agreeing to the above expectations.

Coaches will:

- Be consistent, attempt to instruct in a positive manner and use appropriate language at all times.
- Not tolerate unsportsmanlike behavior actions by players, assistants or volunteer coaches.
- Place the safety and welfare of players as their highest priority.
- Allow no student to practice or play in competition without a completed Athletic Clearance packet.

Spectators will:

- Show cordial courtesy to visiting teams and officials.
- Emphasize the proper ideas of sportsmanship and conduct.

Unsportsmanlike conduct will be dealt with by reprimand and counseling by the coach or other appropriate school officials. Actions of this nature may lead to benching or suspension or withdrawal of athletic privileges and school disciplinary intervention if the rules/policies are violated.

NCS/BVAL Ejection Policy - Players

Every player must read and sign a copy of the NCS Ejection Policy Athlete Notification Form. Each team coach, assistant coach and/or coaching representative must read and sign a copy of the NCS Ejection Policy Coach Notification Form. The copies will be maintained by each school's administration. Each school's principal or Head of School must send a copy of the NCS Ejection Policy School Notification Form to their League Commissioner prior to the first contest of the season verifying that all players and coaches for the respective season (fall, winter, and spring) have read and signed the NCS Ejection Policy forms. Additionally, each school's principal or Head of School must verify to the League Commissioner that any future additions to the roster of either players or coaches will also read and sign the NCS Ejection Policy form prior to participating in an interscholastic contest. The principal or Head of School for Non-League Affiliate Members must send the required School Notification Form to the NCS Coordinator of Officials.

1. A player who is ejected from a scrimmage must complete the NFHS Sportsmanship course prior to the next contest. During a scrimmage, if more than one player from a team is ejected or participates in a fight, then the team and coaches shall complete the NFHS online sportsmanship course prior to the next contest, the team shall lose one (1) practice the following week and will be put on probation for the remainder of the school year.
2. A player ejected from a contest for violation of a NFHS or sports governing body rule (other than assaultive behavior/fighting or leaving the bench area during a fight) shall be ineligible to participate in the remainder of the contest and the school's next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff). If the ejection is for unsportsmanlike conduct, the player must also complete the NFHS online Sportsmanship course.

3. A player ejected a second time from a contest for violation of a NFHS or sports governing body rule (other than assaultive behavior/fighting or leaving the bench area during a fight) shall be ineligible to participate in the remainder of the contest and the school's next three contests (non-league, league, invitational tournament, post-season {league, section or state} playoff). There is also a mandatory three contest sit out associated with a second ejection. If the team participates in less than three contests during the remainder of the season, the player must sit out the remaining number of contests the next year, or if a senior, in the next season of sport. If the ejection is for unsportsmanlike conduct, the player must also complete the NFHS online Sportsmanship course.
4. A player ejected a third time from a contest for violation of a NFHS or sports governing body rule shall be ineligible to participate in the remainder of the contest and for the remainder of the season (includes post-season play). There is also a mandatory six contest sit out associated with a third ejection. If the team participates in less than six contests during the remainder of the season, the player must sit out the remaining number of contests the next year, or if a senior, in the next season of sport. If the ejection is for unsportsmanlike conduct, the player must also complete the NFHS online Sportsmanship course.
5. A player ejected for gross unsportsmanlike conduct, assaultive behavior/fighting (throwing a punch; striking an opponent with fist, locked hands, forearm or elbow; NCS, CIF EJECTION POLICY HANDBOOK (FALL, WINTER, SPRING) 2020-21 pg.2 kicking or kneeing; biting) or leaving the bench area to begin or participate in an altercation shall be ineligible to participate in the remainder of the contest and the school's next three contests (non-league, league, invitational tournament, post-season {league, section or state} playoff). In unusual circumstances, the NCS Commissioner may increase the suspension up to six games. The player must also complete the NFHS online Sportsmanship course.
6. A player ejected a second time for gross unsportsmanlike conduct, assaultive behavior/fighting (throwing a punch; striking an opponent with fist, locked hands, forearm or elbow; kicking or kneeing; biting) or leaving the bench area to begin or participate in an altercation shall be ineligible to participate in the remainder of the season (includes post-season play). There is also a mandatory six contest sit out associated with a second ejection. If the team participates in less than six contests during the remainder of the season, the player must sit out the remaining number of contests the next year, or if a senior, in the next season of sport. The player must also complete the NFHS online Sportsmanship course.
7. Players required to complete the NFHS Sportsmanship course may not participate until the course has been completed and the certificate of completion has been forwarded to the league commissioner, or NCS Coordinator of Officials for Non-League Affiliate Members. A player on a team competing in an out-of-section tournament, may delay completion of the required NFHS Sportsmanship course. The player may continue to participate in the tournament after the appropriate contest suspension, but must complete the NFHS Sportsmanship course prior to the next non-tournament contest. During the contest(s) for which the player is ineligible, the player may be on the bench in street clothes for the duration of the suspension.
8. A player ejected from a sub-varsity level contest must sit out the next contest at that level. Additionally, if the player is moved up to the next level to participate, prior to serving the penalty, the player must sit-out the next contest at the next level. The player will still need to sit-out at the sub-varsity level if/when that player is moved back down. A player may not be moved to a lower level of competition until the sit out requirement has been completed at the level the ejected player was competing.
9. A player ejected in the last contest of the season for an offense that requires the completion of the NFHS Sportsmanship course, must complete the course within ten (10) school days If the ejected player was competing at the sub-varsity level, the player may not be moved to the varsity level for post-season competition
10. Before a player may return to participate in a contest following a multiple contest suspension, the school principal or his/her designee must inform the NCS Commissioner that they have met with the student-athlete, his or her parent/guardian/caregiver and coach to discuss future behavioral expectations. The NCS Return to Competition Form NCS, CIF EJECTION POLICY HANDBOOK (FALL, WINTER, SPRING) 2020-21 pg.3 must be returned to the League Commissioner and the NCS Commissioner of Athletics or his/her designee before the player is eligible to participate in the team's next contest. Non-League Affiliates must return the form to the NCS Commissioner of Athletics or his/her designee.

NCS/BVAL Ejection Policy – Coaches

1. A coach who is ejected from a scrimmage shall complete the NFHS sportsmanship course prior to the next contest. During a scrimmage, if more than one player or one coach from a team is ejected or participates in a fight, then the team and coaches shall complete the NFHS online sportsmanship course prior to the next contest, the team shall lose one (1) practice the following week and will be put on probation for the remainder of the school year.
2. A coach, assistant coach and/or coaching representative who is ejected from a contest for violation of a NFHS or sports governing body rule (other than assaultive behavior/fighting) shall be disqualified from any coaching activities for the remainder of the day and the school's next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff).
3. A coach, assistant coach and/or coaching representative ejected a second time from a contest during one season for violation of a NFHS or sports governing body rule (other than assaultive behavior/fighting) shall be prohibited from coaching or attending the next three contests for that team. In unusual circumstances the NCS Commissioner may increase the suspension up to six games. The ejected person shall also be prohibited from coaching or attending all NCS or CIF post-season contests for which the team qualifies.
4. A coach, assistant coach and/or coaching representative ejected a third time from a contest during one season for violation of a NFHS or sports governing body rule (other than fighting) shall be prohibited from coaching or attending the remaining contests of the season (including post-season play). If there six or fewer contests remaining in the season, the coach would be disqualified from participating for up to six contests the following season.
5. A coach, assistant coach and/or coaching representative who is ejected from a contest for Gross Unsportsmanlike Conduct, Fighting or Assaultive Behavior shall be prohibited from coaching or attending the remaining contests of the season (including post-season play). If there six or fewer contests remaining in the season, the coach would be disqualified from participating for up to six contests the following season.
6. In the event of an ejection, the coach, assistant coach and/or coaching representative will immediately remove themselves from their coaching responsibilities in accordance with National Federation or sport governing rules for the respective sport. The coach, assistant coach and/or coaching representative must leave the vicinity of the playing NCS, CIF EJECTION POLICY HANDBOOK (FALL, WINTER, SPRING) pg.5 area immediately and is prohibited from any contact, direct or indirect, with the team players and other team personnel during the remainder of the contest. If there is no other coaching representative who is certified by the school in accordance with CIF Bylaw 503, the contest shall be terminated and declared a forfeit. The offending coach's school will be credited with a loss and the opposing school shall be credited with a win.
7. The ejected coach, assistant coach and/or coaching representative will be prohibited from attending the next contest for that team or any other team in the same sport prior to serving the penalty. Coaches also must meet with their respective Athletic Director and/or School Administrator and complete the online NFHS Sportsmanship course. The coach may not attend any contests until the course has been completed and the certificate of completion has been forwarded to the league commissioner, or NCS Coordinator of Officials for Non-League Affiliate Members. A coach on a team competing in an out-of-section tournament, may delay completion of the required NFHS Sportsmanship course. The coach may continue to participate in the tournament after the appropriate contest suspension, but must complete the NFHS Sportsmanship course prior to the next non-tournament contest.
8. A coach, assistant coach and/or coaching representative ejected in the last contest of the season must complete the NFHS Sportsmanship course within ten (10) school days. Before a coach, assistant coach and/or coaching representative may return to participate in a contest following a multiple contest suspension, the school principal or his/her designee must inform the NCS Commissioner that they have met with the individual and athletic director to discuss future behavioral expectations. The NCS Return to Competition Form must be returned to the League Commissioner and the NCS Commissioner of Athletics or his/her designee before the individual is eligible to participate in the team's next contest. Non-League Affiliates must return the form to the NCS Commissioner of Athletics or his/her designee.

A coach who is ejected from a contest by an official must leave the venue and grounds immediately and will not be allowed to coach or attend the next contest. The coach may also be subject to school disciplinary procedures.

Inappropriate Behavior

Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:

- Repeated berating, humiliating or taunting of our coaches, playersor spectators.
- Repeated berating, humiliating or taunting of our opponents coaches, players or spectators.

- Repeated berating and harassment of game officials.
- Racist, sexist or profane remarks directed at any team, coach, player, official or spectator.

Officials
Officials should be treated with respect during and after contests, even if there is disagreement with their calls. Any physical confrontation of an official by an athlete may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.

BVAL SPORTSMANSHIP GUIDELINES

PLEASE:
- Encourage your team by positively cheering for them.
- Sit in the area designated for your school.
- Welcome the visiting team and officials with good sportsmanship and respect.
- Reserve the front row of the student rooting section for the cheerleaders.

NO:
- Face painting (except a small school logo, mascot or initials not to exceed 2 square inches in size).
- Yelling, booing or heckling an official's decision.
- Costumes, except for school mascots.
- Artificial noise makers like air-horns, cowbells, clappers, megaphones and drums.
- Laser pointers.
- Throwing things into or out of the crowd.
- Bringing basketballs into the facility.
- Playing basketball during half-time or between games.
- Entry after the end of the third quarter. Doors will close at the end of the third quarter.

School personnel are authorized to eject any spectator who displays inappropriate behavior at any time.

RESPONDING TO PARENTAL CONCERNS

If parents have a concern, they are asked to express it at the appropriate time and place. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that team related concerns be addressed first with the coaches involved before proceeding to the Athletic Director.

No athlete should have consequences in practice, amount of playing time or other treatment due to expression of a concern about his/her athletic experience by either the athlete or a parent.

For team related concerns, parents and athletes are asked to follow these steps:
- Have the athlete speak to the coach. Sometimes the coach is unaware of the athlete's concerns or feelings.
- Arrange an appointment for the parent to speak with the coach. Coaches will respond as quickly as possible.
- If either parent or coach is not satisfied, call or write the Athletic Director.

For all other personnel concerns, parents will be asked to contact the Athletic Director.

CODE OF CONDUCT

- Show respect for players, officials, and other coaches.
- Respect the integrity and judgment of game officials.
- Establish and model fair play, sportsmanship, and proper conduct.
- Establish player safety and welfare as their highest priority.
- Provide proper supervision of students at all times.
- Secure facilities when not in use
- Use discretion when providing constructive criticism and when reprimanding players.
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game.
- Properly instruct players in the safe use of equipment
- Not exert undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
- Not exert undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
- Encourage students to use natural training techniques (no non-prescriptive drugs/steroids, etc.)
- Not recruit athletes from other schools.
- Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates. (Title 5, 5596)

CODES OF ETHICS

The Board of Trustees expects District employees to maintain the highest ethical standards, to follow District policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the District and the goals of the educational program.

In order to promote the highest ethical standards in an educational setting, the Board of Trustees prohibits any employee of the District from engaging in an inappropriate relationship with a student while that student is enrolled in a District school.

The Board encourages District employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Liberty Union High School District employees interact with students in a number of settings. A District employee's actions are a reflection on the District. Therefore, the District requires employees to exercise the highest level of professionalism in all interactions with students.

To assist District employees, the following guidelines have been developed. Employees of the District must exhibit professional and appropriate behavior with students including:

- Maintaining a professional barrier between the employee and students
- Teaching and demonstrating responsible citizenship
- Being a good adult role model
- Exhibiting a caring, honest and professional attitude

Examples of prohibited employee behaviors with students include, but are not limited to:

- Intentional embarrassment of students
- Sharing confidential information with students
- Accepting gifts or favors that might impair or appear to impair professional judgment
- Flirting with students
- Discussing their personal life or personal matters inappropriately with students
- Making personal telephone calls, writing personal notes, writing personal emails, writing, personal text or instant text messages or writing personal blog notices to students that are unrelated to school business
- Referring students to web pages that portray inappropriate or unprofessional images or behavior
- Meeting with a student off campus if the meeting is unrelated to school business
- Sexually harassing a student
- Engaging in sexual relationships with students

If an employee is concerned about the appropriateness of a contact with a student, the employee is advised to confer with their supervisor for guidance. Employees who violate this policy may be subject to discipline.

PRACTICE ALLOWANCE

For the benefit of the physical and mental health of our student-athletes, all practices (as defined herein) under the auspices of the high school athletic program during the season of sport shall be conducted under the following conditions (See also Bylaw 504.M.):

A. All teams will be allowed no more than 18 hours of practice time per week and no more than four (4) hours in any single day.

(1) Multiple Practice Sessions
   a. Double day practices shall not be held on consecutive days.
   b. Must include a minimum of three (3) hours rest between practices.

(2) Golf Only
   a. In the sport of golf only, a team is allowed a maximum of two (2) days per week of 18-hole practice rounds. [Counts as four (4) hours]

B. Any competition day would count as three (3) hours toward the allowable weekly and daily practice hours no matter the length of the contest(s). No practice may be held following the conclusion of any contest. 56 CALIFORNIA

C. INTERSCHOLASTIC FEDERATION Definition of Practice

(1) Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athletes skill proficiency in a sport; AND/OR
(2) Any school team or individual activity that includes skill drills, game situation drills, inter-squad scrimmages or games, weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings) that are implicitly/explicitly required by the coach; AND/OR
(3) Any other coach-directed or supervised school team or individual activity or instruction for a specific sport (private, small group or positional instruction, etc.) AND/OR
(4) Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the high school athletic program, team or school; AND
(5) Outside organization activity (club, etc.), shall not be used to circumvent these Bylaws.

D. Other mandatory activities (including, but not limited to study hall, tutorial sessions, team dinners), shall not be considered part of practice time. These activities must be approved by the principal. Activities that would be included herein are exclusive to any activity already covered in number C.(1)-(5) above.

E. This Bylaw shall not supersede any School/District/Section policies that may be more restrictive.

F. Penalties

Following the determination of a violation of CIF Bylaw 506, a loss of practice day(s) and/or other sanctions, for each practice session infraction, shall be imposed by the Section as deemed appropriate to the level, extent, and duration of the infraction(s).

NOTE: For purposes of this Bylaw, the season of sport begins with each CIF Section's first allowable date of practice. Frequently Asked Questions - (FAQ's will continue to be revised as needed and appropriate to assist schools in understanding the implementation of the Bylaw. Schools seeking additional clarification should contact their local CIF Section office.)

Q: Our football coach conducts a one (1)-hour before school weight lifting activity in the weight room for football players. Does this count in the three (3)-hours per school day practice limitation?
A: Before school activities that are NOT part of the curricular day are subject to the practice limitations. If the activity is organized and/or directed and/or supervised by any of the football coaching staff and only open to football players then YES it is considered to be practice and counted in the daily limit.

Q: Our football coach conducts a one (1)-hour before school zero period weight lifting activity in the weight room for football players. Does this count in the daily practice limitation?

A: If Zero period IS considered part of the curricular day then it does not count against the practice duration limitations.

Q: We have a one (1)-hour (a) before school; (b) zero period; general weight lifting activity in the weight room, advertised to all the athletes in the school who wish to participate. The football coach supervises this activity. While it is advertised to

everyone in the school, it is primarily utilized by the football players. Does this count as practice activity in the daily practice duration limitation?

A: (a) Before school is not part of the curricular day so activities during this time are subject to practice duration limitations. However, if the activity is a non-sport specific strength program, open to all athletes, it would be considered general conditioning and would not count as part of the practice duration limitations. As long as the school has done their best to advertise and make it open to everyone, and it is not a non-football hostile environment, or is not located in an area where female or other sport athletes do not have access (i.e. access only through the boys locker room), regardless of who attends or who is supervising, the activity would not be considered practice and would not, therefore, count in the daily practice limitation. (b) If Zero period IS considered part of the curricular day then it does not count against the practice duration limitations.

Q: A (a) Volleyball or Football; (b) Cross Country; Coach tells their team members "just go for an hour run" as a team (or as individuals) and then meet back in the gym to begin practice. Does that hour of just running count towards the practice duration limitation for that day?

A: Yes. This activity done as a team or as an individual and has been implicitly/explicitly required by the coach; directed and/or organized and/or supervised by the coach would count towards the daily practice duration limitations.

Q: A Basketball coach tells their team members that they are required to run a minimum number of miles each week on their own for conditioning. Does this count towards the practice duration limitations for any given day?

A: Yes, this would be considered an activity under C.(2) and (4) above because it was required and or implied by the coach for his/her basketball team members to participate. If it was not implicitly or explicitly required by the Coach it would not count towards practice duration limitations.

Q: The Water Polo Coach establishes a swimming conditioning session (a) before practice each day (b) in the morning before school; (c) during zero period; Does this count towards the practice duration limitations for that day?

A: (a) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitations. (b) Yes, swimming conditioning is directly related to water polo skill development, so this would count towards the daily practice duration limitation. (c) If Zero period is considered part of the curricular day it does not count against the practice duration limitations.

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Q: A student plays volleyball in the fall and basketball in the winter. During the overlap time of those two (2) seasons is a student allowed to practice for four (4) hours per day for volleyball and then another four (4) hours per day for basketball, for a total of eight (8) hours of practice on any given day?

A: No. During any season overlap period for any student-athlete, that student-athlete is still limited to a total practice time for both sports not to exceed the daily practice duration limitation [four (4) hours max per day and only 18 hours per week]. (Approved May 2014 Federated Council)

RISK MANAGEMENT

Fourteen Legal Duties of Athletic Personnel (National Interscholastic Athletic Administrators Association):
Planning: Creating and following plans for practices and contests. Keeping a paper trail of practice plans and their implementation.

Supervision: Coaches must be where the athletes are. They must provide appropriate supervision of athletes while engaged in all aspects of athletic activity as well as supervision for a reasonable period of time before/after the athletic activity including in locker rooms.

Selection and Training of Coaches: Coaches should be selected who are capable of providing adequate supervision, technique instruction, medical assistance, etc. Continuing sport-specific education of the personnel includes conferences, clinics, NFHS/ASEP courses, etc.

Technique Instruction: Athletes must be instructed in proper sport-specific techniques by qualified coaches who emphasize

safe techniques, risk prevention, progression of skills and multiple methods of instruction (handbook, demonstration, and practice).

Warnings: Athletes and parents must be warned of the assumption of risk when engaging in a sport. Detailed sport-specific inherent dangers should be communicated in writing and signed by the parents.

Safe Playing Environment: All personnel should inspect the athletic venues and report any observed hazards immediately. Event security measures should be planned and implemented.

Protective Equipment: Appropriate, properly fitted equipment of adequate quality should be provided. The criteria for distribution and instruction for use should be safety-focused. Coaches should enforce consistent use of safety equipment.

Evaluating Conditioning: Coaches must provide adequate cardio and strength conditioning as well as progression of skills and experiences to safely participate in the sport. Coaches must also take preventive measures regarding use of performance-enhancing drugs and supplements.

Evaluating Injury/Incapacity: Coaches should recognize signs of sports injuries and incapacitating conditions. Proper procedures should be in place for decisions regarding when an athlete is allowed to return to action from an injury. Athletes returning from a concussion MUST have a written clearance from a physician. Coaches must not exercise excessive coercion for an athlete to participate. Coaches must have a valid CPR/First Aid certificate and must have the First Aid Kit all practices and events.

Matching/Equating Athletes: The coach must exercise reasonable care to match and equate athletes for safe participation based on size, skill level, age, strength, experience and incapacitating conditions.

Medical Assistance: Athletics personnel must provide immediate medical assistance in the event of an injury or other medical crisis. Appropriate medical equipment must be on hand including a First Aid Kit, AED, etc.

Emergency Response Plan: Athletic personnel should have read and be able to activate an effective medical response plan. Coaches should always carry medical treatment consent forms at practice and contests. Coaches should know how to access 911 and the street address of the site as well as the closest cross street or location at the venue.

Safe Transportation: Coaches should never transport a single student athlete to and from events. When no bus is provided, coaches are responsible for arranging transportation.

Insurance Disclosure: The school does not have a duty to provide insurance coverage, but it is responsible for communicating clear and accurate information about the extent of coverage provided to student-athletes (or the lack thereof)

Duty of Care: A coach may be found to have breached a "duty of care" to an athlete only if the coach intentionally injures the student or engages in conduct that is reckless in the sense that it is "totally outside the range of the ordinary activity" involved in the sport (Kahn v. Eastside UHSD). Based on the analysis set forth in Kahn, the type of conduct that could be deemed to be reckless includes the following:

- Encouraging an athlete to return to a contest after the student has suffered concussion-like symptoms.
- Using taunts or ridicule to "push" a reluctant athlete to perform an activity not previously performed, under circumstances where injury could occur as a result of attempting to perform the activity when not prepared to do so.
- Requiring an athlete to practice in extreme heat or weather conditions.
- Requiring an athlete to complete an activity after they report being in pain.

16 PRINCIPLES OF "PURSUING 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." It is 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 ofcharacter."
2. 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.

3. 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.
4. 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.
5. 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.
6. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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:
12. The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.
13. The physical capabilities and Coaching principles and the rules and strategies of the sport, limitations of the age group coached as well as first aid.
14. 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.
15. 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.
16. 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.

In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, caring and good citizens.

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit *www.charactercounts.com*.

CONCUSSION

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body from contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

CIF Bylaw 313. Play It Safer

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia
- Confusion
- Headache
- Loss of consciousness
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Nausea (feeling that you might vomit)
- Feeling sluggish, foggy or groggy
- Feeling unusually irritable
- Concentration or memory problems (forgetting game plays, facts, meeting times)
- Slowed reaction time
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head: Undercutting, flying elbows, stepping on a head, checking an unprotected opponent and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT CAN HAPPEN IF MY CHILD KEEPS PLAYING WITH A CONCUSSION OR RETURNS TOO SOON?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

WHAT YOU SHOULD DO IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313. Now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student-athletes.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

DON'T HIDE IT!

Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

REPORT IT!

TELL YOUR COACH – TELL YOUR PARENTS! Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

GET CHECKED OUT!

Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

TAKE TIME TO RECOVER.

If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit **CIF: Concussions** & **CDC: Concussions**.

SUDDEN CARDIAC ARREST (SCA) IN STUDENT ATHLETES

What Is Sudden Cardiac Arrest?

Sudden Cardiac Arrest (SCA) is not a heart attack. It's an abnormality in the heart's electrical system that abruptly stops the heartbeat. It's caused by an undetected congenital or genetic heart condition.

First Symptom May Be Death

Possible Warning Signs: Unexplained fainting, shortness of breath, lightheadedness, chest pain, heart palpitations, family history of SCA or unexplained sudden death under the age of 50.

One Youth Athlete Dies Every 3 Days in the United States

SCA is 60% more likely to occur during exercise or sports activity, so athletes are at greater risk. SCA is also the leading cause of death on school campuses.

Time Critical

If not properly treated within minutes, SCA is fatal in 92% of cases.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting (#1 symptom of a potential heart condition)
- chest pain
- shortness of breath
- racing or fluttering of heartbeat (palpitation)
- dizziness or lightheadedness
- extreme fatigue (tiredness)

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

How are student-athletes being protects?

California passed the Eric Paredes Sudden Cardiac Arrest Prevention Act in 2016 to protect students participating in school-sponsored athletic activities. New policy adds SCA training to coach certification and new protocol that empowers coaches to remove from play a student who exhibits fainting, and potentially for other conditions if they are believed to be cardiac related. Student athletes must be evaluated and cleared by a physician, surgeon, nurse practitioner or physician's assistant to return to play. Student athletes and parents/guardians review and sign an SCA Information sheet as part of their annual sports packet.

Resources

NFHS Sudden Cardiac Arrest Course (Free)
SCA Flyer / SCA Flyer (Spanish)
SCA Fact Sheet / SCA Fact Sheet (Spanish)
SCA Risks and Symptoms
Cardiac Chain of Survival
Parent/Athlete Team Meeting Handout / Parent/Athlete Team Meeting Handout (Spanish)
SCA Parent/Student Review Form / SCA Parent/Student Review Form (Spanish)
SCA Warning Signs and Symptoms Poster
Cardiac Chain of Survival Poster
A Parents Guide to Sudden Cardiac Arrest (Video)
Video for Parent/Athlete Seasonal Team Meeting
Cardiac Chain of Survival Video
Eric Paredes Save a Life Foundation

HEAT INDEX

The CIF's heat stress guidelines require California high schools to monitor Wet Bulb Globe Temperature (WBGT) and adjust practice schedules and activity intensity based on specific WBGT thresholds to protect student-athletes from heat-related illnesses. These guidelines mandate the use of WBGT to assess heat stress, which considers temperature, humidity, wind speed, and solar radiation, offering a more comprehensive view of heat risk than the Heat Index.

Category 1	Category 2	Category 3	Activity Guidelines
< 76.1°F < 24.5°C	< 79.7°F < 26.5°C	< 82.0°F < 27.8°C	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
76.3 - 81.0°F 24.6 - 27.2°C	79.9 - 84.6°F 26.6 - 29.2°C	82.2 - 86.9°F 27.9 - 30.5°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
81.1 - 84.0°F 27.3 - 28.9°C	84.7 - 87.6°F 29.3 - 30.9°C	87.1 - 90.0°F 30.6 - 32.2°C	Maximum outdoor practice time is 2 h. Provide at least four separate rest breaks each hour with a minimum duration of 4 min each. **For Football/Field Hockey:** Players are restricted to helmet shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing full pads without changing to shorts.
84.2 - 86.0°F 29.0 - 30.0°C	87.8 - 89.6°F 31.0 - 32.0°C	90.1 - 91.9°F 32.2 - 33.3°C	Contests are permitted with additional hydration breaks. Maximum outfoor practice time is 1 h. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 86.2°F ≥ 30.1°C	≥ 89.8°F ≥ 32.1°C	≥ 92.1°F ≥ 33.4°C	No outdoor workouts/contests. Delay practice/competitions until a cooler WBGT is reached.

AIR QUALITY INDEX

The CIF and North Coast section have Air Quality Guidelines to ensure that all students are safe and reduce the risk of developing unhealthy conditions due to air quality. An air quality index of less than 151 must be registered for all high school outdoor athletic events hosted by NCS member schools during preseason, league and section championship events. NCS member schools may not host outdoor contests when the AQI is equal to or greater than 151. NOTE: Host school determines AQI using an app or website info. The NCS Executive Committee recommends the use of the website https://fire.airnow.gov/.

PLEASE PRINT

Sign and turn in to your Athletic Director prior to the start of your season of sport.

I have received and read the LUHSD Coaches' Handbook and understand the contents. I know the Coaches' Handbook represents the NFHS, CIF, NCS, BVAL and LUHSD's philosophy and rules on inter-scholastic athletics.

I also understand that as a volunteer or paid coach that I am a mandated reporter. I will report all known and suspected cases of child abuse immediately to the Athletic Director or an administrator. I will also follow the mandated reporting procedures.

I know that if I have any questions, my school's Athletic Director or the Assistant Superintendent are available to answer questions.

_____ _____

Print Name Signature

_____ _____ _____

Sport Season Date