

SCCS COACHING HANDBOOK

ATHLETIC COACHING HANDBOOK



SANTA CRUZ CITY SCHOOLS

2013-2014

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SCCS COACHING HANDBOOK

INTRODUCTION

THIS HANDBOOK IS A SOURCE OF INFORMATION AND CORRECT PROCEDURES REGARDING ATHLETICS FOR ALL COACHES, ATHLETES, PARENTS, ATHLETIC DIRECTORS, AND ADMINISTRATORS PARTICIPATING IN ALL SANTA CRUZ CITY SCHOOLS ATHLETIC PROGRAMS.

THE INFORMATION CONTAINED IN THIS HANDBOOK IS MEANT TO SERVE BOTH HIGH SCHOOL AND MIDDLE SCHOOL PROGRAMS. ALL PROGRAMS ARE EXPECTED TO ADHERE TO THESE PROCEDURES, PRINCIPLES, AND EXPECTATIONS. ANY DIFFERENCES BETWEEN MIDDLE SCHOOLS AND HIGH SCHOOL PROCEDURES, PRINCIPLES, OR EXPECTATIONS WILL BE NOTED WITH A **MS - NEXT TO THE BULLETED ITEM.**

TABLE OF CONTENTS

SECTION I SCHOOL DISTRICT VALUES / OBJECTIVES	4
BASIC PROGRAM VALUES	4
ATHLETIC GOALS AND OBJECTIVES	4
OBJECTIVES OF THE PARTICIPANTS	5
VALUE OF ATHLETICS	5
SECTION II – ATHLETIC EXPECTATIONS	6
EXPECTATION OF ATHLETES	6
EXPECTATIONS OF PARENTS	7
EXPECTATION OF COACHES	8
SECTION III – COACHING ETHICS	11
EXCELLENCE IN AN ATHLETIC PROGRAM	12
SECTION IV – COACHING DUTIES AND RESPONSIBILITIES	13
PRE-SEASON RESPONSIBILITIES	13
HIRING INFORMATION	14
IN-SEASON RESPONSIBILITIES	15
PARTICIPATION FEE	15
TRANSPORTATION TO GAMES	15
TRANSPORTATION / BUS REQUESTS	15
SCHEDULE CHANGES	16
PRACTICES	16
CONDITIONING	16
HOTEL ACCOMMODATIONS	16
FACILITY REQUESTS	17
EQUIPMENT	17
REPAIRS	17
UNIFORMS	17
ADDITIONAL INFORMATION	17
POST- SEASON RESPONSIBILITIES	19
UNIFORMS / EQUIPMENT	19
AWARDS	19
KEYS	19
SCHEDULES	19
POST SEASON EVALUATIONS	20
SALARY PAYMENTS	20
CIF INFORMATION	20
RULE BOOKS	21
KEYS - SECURITY	21
PHONE	21

SCCS COACHING HANDBOOK

PE FACILITIES	21
GENERAL INFORMATION REGARDING CONTESTS / GAMES	22
AWAY CONTESTS	22
HOME CONTESTS	22
ATHLETIC CLEARANCE INFORMATION	23
TEAM ROSTERS	23
LETTERS / AWARDS	23
FUND RAISING	24
BOOSTER CLUBS	24
COMMUNICATION EXPECTATIONS	24
OUTSIDE ATHLETIC CLUB TEAMS	25
EVENT BEHAVIOR / EXPECTATIONS	25
LEGAL DUTIES	25
SECTION V – HIRING PROCESSES FOR ALL COACHES	26
HIRING PROCESSES	26
COACHING STIPEND	26
STIPEND PROCESS	27
SECTION VI – ELIGIBILITY RULES AND EXPECTATIONS	28
PHILOSOPHY	28
POSTING ELIGIBILITY	28
UNIT REQUIREMENTS	29
CLASS REQUIREMENTS	29
PROBATION AND INELIGIBILITY	30
RULES AND STANDARDS	30
APPEAL PROCESS	31
ATHLETIC P.E.	31
AGE REQUIREMENTS	31
LOSS OF ELIGIBILITY / AWARDS	31
REGAINING ELIGIBILITY	32
ATTENDANCE	32
QUITTING A SPORT	32
CIF ELIGIBILITY	33
SECTION VII - EXTRACURRICULAR ELIGIBILITY REQUIREMENTS	34
SECTION VIII – ATHLETIC DIRECTOR RESPONSIBILITIES	35
SECTION IX – TEAM FINANCES	40
BANK ACCOUNT PROCEDURES	40
ADDITIONAL FINANCE INFORMATION	41
PURCHASING SUPPLIES	41
CHECK REQUESTS	42
SECTION X – EMERGENCY PROCEDURES	43
FIRST AIDE KITS	43
EMERGENCY CARDS	43
PHYSICAL CARDS	43
MEDICAL EMERGENCY PLAN	43
EMERGENCY RESPONSIBILITIES	43
MINOR INJURIES	43
EVACUATION PROCEDURES	45

SCCS COACHING HANDBOOK

SECTION I

PHILOSOPHY OF SCCS ATHLETIC PROGRAMS

BASIC PROGRAM VALUES

In combination with other school programs, athletics help foster the development of the mind and the body. This will foster an awareness of the importance of both to the development and success of the individual as a whole. Athletic activities help to promote harmony and understanding among diverse groups of people, regardless of their background, condition or ethnicity. **Each coach, player, and parent must recognize and promote the philosophical values of all SCCS Athletic Programs.**

Santa Cruz City Schools will provide a well-rounded program of interscholastic athletics for both young men and women with competent leadership. Providing an athletic program is an integral part of any educational program and is meant to provide a positive learning experience for students who participate. An athletic program will assist in developing habits, attitudes, and ideals necessary for ethical competition and cooperation in our society. It will also provide all students willing to participate with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the team, the school and to the community.

ATHLETIC GOALS AND OBJECTIVES

1. To satisfy the needs and abilities of all students
2. To satisfy the competitive needs of the students.
3. To provide equal opportunity for all students.
4. To promote the physical well-being and desirable attitudes in leadership and sportsmanship for both the participants and spectators.
5. To be an integral part of the educational program.
6. To promote excellence among students while reaffirming that Academic progress is more important than athletic progress.
7. To guide students so that Individual athletes and teams will demonstrate improvement throughout the season
8. To Recognize that “winning at all costs” is not a goal
9. Win within the intent of the rules.
10. Win and lose with class and dignity.
11. Victories come with hard work, self-discipline, learning skills and developing a team concept.
12. Athletes, coaches and fans will represent their school in a professional manner.
13. The success of a team is more important than that of any individual player or coach.

SCCS COACHING HANDBOOK

OBJECTIVES OF PARTICIPANTS.

1. To develop knowledge, appreciation and respect for the sport.
2. To formulate desirable conditioning and health habits.
3. To teach and develop skills to the greatest possible potential of each athlete
4. To expose players to a variety of social situations which enable them to develop sportsmanship, team cooperation, group loyalty, courtesy, and self control.
5. To stimulate a desire to uphold high scholastic standards.
6. To represent the team, school and community in a wholesome manner.
7. To uphold the integrity of the sport.

VALUE OF ATHLETICS

TO THE SCHOOL SITE

1. Athletic programs can serve as a major unifying force within the student body by:
2. Fostering a sense of school spirit and identification.
3. Helping to maintain an atmosphere that enhances the educational process.
4. Enabling each student to become more aware of athletic opportunities and the role of the spectator.
5. Providing an outlet for the physical energies of athletes and spectators thereby assisting to maintain order in the administration of the school.

TO THE COMMUNITY

School athletic programs can:

1. Help to develop community interests in sports
2. Develop an awareness of the benefits of a lifelong physical fitness maintenance program.
3. Stimulate community interest and involvement in, and support for, the entire school program
4. Help to educate the community about the educational and social values of sports.

IN ADDITION

Athletic Programs provide:

1. Increased awareness about sports related jobs such as those performed by trainers, officials, media commentators, nutritionists, coaches, and custodians concerned with field preparation and maintenance.
2. Athletic programs can assist individuals to understand and appreciate the skills that are required of participants and the knowledge and work that are required of coaches at the various levels of competition.

SCCS COACHING HANDBOOK

SECTION II

ATHLETIC EXPECTATIONS

EXPECTATIONS OF ATHLETES

PARTICIPATION

1. Athletics is voluntary.
2. Participation is not required for graduation and thus, being on a sports team, is a privilege and not a right.
3. With that privilege come responsibilities to maintain and meet the established standards created by the Santa Cruz City High School District, SCCAL, CIF / CCS bylaws, and the Middle School CCAL.

ATHLETICS AS PART OF THE EDUCATIONAL PROGRAM

1. Athletics are just one of many parts of the educational program that is provided to students.
2. The purpose of a student being in school is to learn and therefore academics is always a priority.
3. Maintaining academic eligibility is the student's responsibility, not that of coaches or teachers.
4. In addition to academic reasons, eligibility may be lost due to poor attendance or accumulating discipline issues outside of the athletic environment.

BEING PART OF A TEAM

1. Athletes learn many skills to play their chosen sport, but the most important skill that must be learned is teamwork.
2. To be successful, every member of the team must work together to make the whole greater than the sum of the parts
3. Participation in athletics and being on an athletic team will mean personal sacrifices.
4. The commitment an athlete makes to his / her team and coach requires that choices be made and priorities kept

COMING READY TO PLAY

1. Athletes will come to practice on time, ready to listen and ready to learn
2. Athletes will be prepared physically and mentally for the season.
3. This includes training in the preseason and taking care of your body and mind during the season.

ATHLETE PERSONAL CONDUCT

ON THE FIELD

1. Athletes are respectful towards their teammates, coaches, opponents, fans and officials.
2. Athletes play by all the rules of the game at all times.

SCCS COACHING HANDBOOK

ON CAMPUS

1. Athletes set an example of good citizenship.
2. They help promote school spirit and they will strive to be positive leaders in school activities.

IN THE CLASSROOM

1. Athletes show respect for teachers and fellow students.
2. Athletes will participate to the best of their ability in all classroom activities
3. **MS** All athletes will attend office hours on Monday, Tuesday and Thursday, 2:30 - 3:00 PM prior to all practices and games

AT ALL TIMES

1. Athletes represent their team, school and community.
2. Athletes will be conscious of their appearance, manners, and behavior at all times.
3. Athletes are expected to make good and sound decisions

SPORTSMANSHIP

1. Athletics mean more than competition between individuals or teams representing different schools.
2. It is a means of learning the lessons of life.
3. Winning and losing are a part of competition and will be handled with modesty in victory and graciousness in defeat.
4. All athletes are expected to follow district and state guidelines for sportsmanship at all times.

EXPECTATIONS OF PARENTS

KEEPING ATHLETICS IN PERSPECTIVE

1. Emphasize that academics is always a priority.
2. Assist the student to structure time wisely so that athletics do not interfere with academics.
3. Use athletics as a way to teach your students how to react and interact with during tense situations.
4. Help your athlete understand that athletic ability varies with body maturity and that effort is as important as natural ability.

SUPPORTING YOUR STUDENT ATHLETE

1. Encourage participation by both boys and girls.
2. Allow the student to select the sport based on his or her perceived ability and likes not yours.
3. Provide a pressure free environment regarding scholarship expectations.
4. Be supportive of your athlete; ensure that his or her medical needs are met
5. Ensure that he or she has the proper equipment
6. Attend as many of your athlete's contests as possible.
7. Stress the importance of the complete athlete emphasizing mental and physical preparation.
8. Do not emphasize "quitting" as the best way to solve problems, but rather emphasize perseverance.

SCCS COACHING HANDBOOK

SUPPORTING THE PROGRAM

1. Be supportive of the coaching staff.
2. Go to all meetings requested by the coaching staff.
3. Support the coaches' preparation plan.
4. Talk to your athlete frequently about how things are going with his or her sport.
5. Arrange to talk to the coaches *privately and early* about perceived problems.
6. Keep negative comments about the program between you and the coach
7. Problems will be discussed only in a scheduled, professional setting and ***will not*** be discussed on the playing field, practice field, social event, etc.
8. Consider all team scheduled activities when planning family events.
9. Athletes are ***required*** to attend all team functions
10. Understand the needs of the particular sports.
 - a. Some take more equipment, some take more time, and others may call for some form of year-round preparation.
11. Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
12. Model positive behavior towards everyone involved in the event.

EXPECTATIONS OF COACHES

ROLE MODELING

1. Because coaches' lives are open to public scrutiny, coaches will use good judgment in conducting their private and public lives.
2. Remembered that athletes are very impressionable and will imitate the actions they observe.
3. Because of this, coaches will model exemplary behavior on and off the field, and encourage the same from the athletes.
4. Coaches will instill in their athletes that they are representing not only their school, but their families and community as well.

PROFESSIONALISM

1. Coaches' behavior on and off the field ***will*** exemplify leadership, composure, discipline and integrity.
2. Coaches ***will*** allow every student a fair and equal opportunity to try out for the team without prejudice based on prior experiences.
3. Coaches ***will*** not exert undue influence on athletes either to play one sport at the expense of another or to play on a club team rather than a school sponsored team

COMMUNICATION WITH ATHLETES

1. Coaches ***will*** communicate in a positive, constructive manner when correcting / criticizing athletes.
2. Coaches ***will*** emphasize team loyalty and effort, stressing the value of each individual's contribution toward the success of the team.
3. Coaches ***will*** assist students in setting realistic goals, then achieving them, one at a time.
4. Coaches ***will*** help each athlete achieve his or her own personal best.

SCCS COACHING HANDBOOK

COMMUNICATION WITH PARENTS

1. Coaches ***are required*** to hold a parent meeting prior to the season
2. Inform parents, orally and in writing of practice hours and the schedule.
3. Discuss with parents the various roles they might play in assisting their student's success.
4. Coaches will be open and available to discuss an athlete's progress.

TEACHING SKILLS AND CONDITIONING

1. Coaches ***will*** be knowledgeable of and well trained in the teaching of skills of the sport.
2. Coaches ***will*** physically condition their athletes before each season and teach techniques to enhance an athlete's safety.
3. Coaches ***will*** stress the necessity of athletes to be in their best physical condition as a responsibility to themselves as well as their team.

PRIORITIES OF LIFE

1. Coaches ***will*** remember that athletics are only part of a student's life and must be kept in a realistic balance with the demands of academics and one's family.
2. Coaches ***will*** teach the athletes to win with a sense of accomplishment and with humility and to lose without excuses.

CREATING A SUCCESSFUL ENVIRONMENT

1. Coaches ***will*** prepare themselves as students of the game.
2. Coaches ***will*** develop a program that will attract students to the sport and make the sport competitively fun.

COACHING STANDARDS AND EXPECTATIONS

INTERSCHOLASTIC ATHLETICS IS A VOLUNTARY PROGRAM. **THUS:**

1. Competition is a privilege and not a right.
2. Furthermore, with that privilege is the responsibility to conform to standards established by and for the athletic teams.
3. This privilege may be revoked when the athlete fails or refuses to comply with any established rules, standards, and expectations.

IT IS AN ESTABLISHED EXPECTATION:

1. That the coach has a responsibility to instill a strong sense of good sportsmanship, individual responsibility and teamwork in addition to developing a winning attitude.

SCCS COACHING HANDBOOK

IT IS AN ADDITIONAL ESTABLISHED EXPECTATION THAT ALL PLAYERS:

1. Celebrate victory with grace and accept defeat with honor.
2. ***Will*** display respect and sportsmanship for the opposition, officials, coaches and fans at all times.

ALL COACHES, CERTIFICATED AND NON-CERTIFICATED:

1. Are considered to be a portion of the site staff and therefore, are an extension of the educational program.
2. As such, all coaches ***are expected*** to behave in a manner befitting this professional position
3. Coaches ***are expected*** to instill in their players the belief that their academic performance takes precedence over their athletic performance.
4. Acceptable behavior is to be an integral part of athletic participation
5. Coaches ***will not*** to use foul or abusive language directed at their players, officials, other coaches or fans and are ***not to tolerate*** its use by any players at any time.
6. Coaches, at all times, are to act as role models for the student athletes.
1. Coaches ***are not*** to exhibit behaviors that are unacceptable for players (i.e. smoking, chewing tobacco, and being abusive to opposing players or coaches, etc.)

IN ADDITION:

1. All head coaches are responsible for ensuring that any assistants and/ or all other head coaches and volunteer coaches follow all expectations and guidelines.
2. All coaches ***must be in compliance*** with District, SCCAL, CCS / CIF, CCAL requirements for coaching certification, CPR/First Aid certification, background checks, fingerprinting, etc
3. All coaches ***must be in compliance*** with all of the above plus all must have completed and been signed off on all hiring practices and paperwork completed ***prior to being allowed contact with any student athlete.***

SCCS COACHING HANDBOOK

SECTION III

COACHING ETHICS AND EXPECTATIONS

All coaches must understand and be in compliance with the California Interscholastic Federation Code of Ethics pertaining to all concerns of high school athletics. In addition, a Santa Cruz City School District coach is expected to abide by the following Code of Ethics:

1. It is the duty of the coach to emphasize to his or her players the proper ideals of sportsmanship, ethical conduct and fair play.
2. The coach shall teach his or her players to respect the game and the school they represent, as well as their opponents and the officials.
3. The coach is expected to comply wholeheartedly with the intent and spirit of the rules.
4. The deliberate teaching of players to violate the rules is indefensible and grounds for immediate dismissal from the team and the Athletic Program.
5. The coach shall be in control of his or her players, coaches and their own behavior during all practices and contests to prevent any unsportsmanlike like act toward team mates, coaches, opponents, officials, or spectators.
6. The coach ***will not tolerate*** cursing, obscene language or gestures, nor malicious or personal remarks toward team mates, coaches, opponents, officials, or spectators by his or her players or coaches at any time.
7. The coach ***will not*** publicly demean his or her players or coaches for errors or mistakes during a game.
8. The coach ***will*** confine his or her discussions with the game officials to the interpretations of the rules and not constantly challenge decisions involving judgment.
9. The designated head coach ***will*** be the only one to direct necessary comments or hold discussions with game officials.
10. The coach ***will refrain*** from any personal action that might incite players or spectators to unsportsmanlike conduct.
11. The coach ***will*** exhibit a courteous and dignified attitude toward officials, players and coaches from their own teams and those from all other schools.
12. Starting lineups and playing time will be the decision of the coach and will be based on:
 - a. Team need
 - b. Team/athletic program standards
 - c. Attendance
 - d. Attitude
 - e. A professional, non-bias judgment of the coach
13. Hazing, in any form, of team members by players or coaches ***will not be tolerated.***
 - a. Dismissal from the program of players and coaches will be the result of any proven infraction
14. Athletes will be encouraged participate in as many different sports as possible.
 - a. Coaches ***will not*** suggest, hint, discourage, or encourage an athlete to focus on one sport

SCCS COACHING HANDBOOK

EXCELLENCE IN AN ATHLETIC PROGRAM:

1. Is not measured by wins and losses alone but by the experience of the athlete's participation on a team and the ideals that the athletic program and coaches instill in the athletes.
2. The coach ***is expected*** to be exceedingly cautious in his/her remarks to the media concerning officiating or any other aspect of any given game.
3. The coach is also responsible for instilling the same quality in his/her athletes and coaches.
4. The coach shall seek help from administration, athletic director or school staff in controlling unruly students and spectators.
5. The coach ***will*** model, in behavior and attitude, a lifestyle that promotes health and emotional well-being and is free from substance abuse.
6. Coaches ***will not*** drink, smoke or swear in the presence of athletes.
 - a. Violation of this standard is grounds for immediate dismissal from the team, athletic program and district employment.
7. If the coach is a league representative, he/she is expected to attend all scheduled CCS Sport Committee meetings or provide a reliable substitute.
8. All athletes and coaches ***will*** strictly adhere to all signed academic and behavioral contracts.
 - a. Failure to follow the contractual expectations is grounds for dismissal
9. The use of any performance enhancing drugs or supplements by athletes or coaches is considered a violation of the drug code and SB37.
 - a. Failure to follow these contractual expectations may be grounds for immediate dismissal from the team, the program, and the athletic department
10. The use of any recreational drug or alcohol is considered a violation of the California Education Code 4800.
 - a. Arrest and or suspension for alcohol or drug use may be grounds for immediate dismissal from the team, the program, and the athletic department
11. Any violation of the California Education Code 4800 by any student athlete may be grounds for suspension or dismissal from any athletic team
12. The coach ***will*** sign and adhere to the Pursuing Victory With Honor Expectations for Coaches (Appendix I) and the Code of Conduct for Interscholastic Coaches (Appendix J).

SCCS COACHING HANDBOOK

SECTION IV

COACHES' DUTIES AND RESPONSIBILITIES

PRESEASON RESPONSIBILITIES

In order for a student-athlete at a SCCS High School or at a CCAL Middle School to be cleared for athletic participation, the following steps must be completed: (Forms available from the AD)

1. An Athletic Consent Packet must be completed by the student/physician/parent and returned to the Athletic Director.
 - a. This packet not only indicates parental consent and doctor's clearance but also provides vital information about the student, such as insurance provider, emergency numbers, etc.
 - b. Athletes ***must*** get a physical each school year that covers the entire school year.
 - c. The physical ***must*** be given by a medical doctor.
 - c. Athletic / Participation Packets are available on line at site websites
2. **NO student will be allowed to participate in practice or be issued any equipment until he/she has turned in a completely filled out Athletic Consent Packet and has been cleared by the Athletic Director.**
3. Identify all athletes new to SCCS high schools and CCAL Middle Schools each year and notify the AD immediately.
 - a. These players will be ineligible to play until CCS paperwork is completed or cleared by **MS** Administration
 - b. If players participate in games prior to CCS approval, those games will be forfeited.
 - c. Note: the one exception is for students who are new to SCCS high schools as 9th graders)
4. Players are to be given clearly defined expectations by the coach that describes expected behaviors.
5. Each coach ***will*** discuss with the Athletic Director the league rules regarding practices and game limitations.
6. Coaches are expected to follow these rules explicitly.
7. The coach is responsible for issuing uniforms to his/her players and making certain accurate records are kept.
8. The coaches are responsible to check the Athletic Director's list of player academic eligibility prior to the student participating in team activities through the Athletic Director. ***(See Section VI, page 26 of this handbook for complete Eligibility Rules and Standards)***
9. Students must have achieved a minimum of a 2.0 GPA in the previous grading period to be eligible for athletics and have no failing grades.
 - a. **MS** - Student must have a 2.0 GPA and no failing grades
10. In a few cases, however, there may be circumstances that cause an athlete to fall below this minimum standard.
12. In such cases, academic probation is possible.
 - a. **MS** - There is no academic probation at the middle school level

SCCS COACHING HANDBOOK

13. Probation is not automatic and cannot be granted more than once during grades 9 and 10 and once during grade's 11 and 12.
 - a. **MS** - There is no academic probation at the middle school level
14. To be considered for academic probation, certain requirements must be met. These requirements are:
 - a. Passed a minimum of 30 (9th and 10th) 25 11th and 12th) units in the prior grading period
 - b. On track for graduation
 - c. Good attendance record
 - d. Good citizenship record
 - e. **MS** - There is no academic probation at the middle school level
15. If probation is granted, the student will meet with the principal and may have additional requirements set forth by the principal.
16. Be aware that probation will be considered at the beginning of each athletic season and during the season.
17. Read the rule book and by-laws of league pertaining to his/her sport before each season.
18. **Contact by HS coaches or Athletic Directors with a middle school student is prohibited until that student has graduated and is enrolled in your school.**
19. Inform students, in writing, at a preseason meeting, of the following:
 - a. Completion of Athletic Participation Packet (required before student tries out).
 - b. Proper insurance coverage
 - c. Two-week tryout period (optional)
 - d. Inform athletes of school physical screening process and participate in function.
20. Coach's must attend Sports Parent Meeting (Fall, Winter, and/or Spring).
 - a. Disseminate contest schedule.
 - b. Obtain parent signups to help with transportation to contests and help at contests (if applicable).
 - c. Obtain parent reps for help with calling for coaching donation, annual Golf Tournament tee sponsors or participants.

HIRING INFORMATION FOR ASSISTANT AND HEAD COACHES

1. **Prior** to an individual being introduced as a coach or potential coach, and certainly before his/her stepping on the field with students, he/she **MUST BE CLEARED WITH THE ATHLETIC DIRECTOR AND THE HR DEPARTMENT OF THE SCCS.**
2. This includes any volunteer who wishes to work with your team.
3. **All coaches** must complete the CIF/ASEP Coaching Education Program as stated in Bylaws
4. In addition to being fingerprinted and tested for TB, **all coaches** must periodically update their CPR and First Aid training certificates.
5. Furthermore, **all coaches** must complete all "New Hire" paperwork at the district office.
6. This includes numerous forms, including information on **The Child Abuse Reporting Law** and the accompanying report (Pursuant to Penal Code Section 1116). **This form must be completed and filed with the athletic director immediately.**

SCCS COACHING HANDBOOK

IN - SEASON RESPONSIBILITIES

PARTICIPATION FEE (DONATE TO PLAY)

1. To meet the costs of transportation, officials, field maintenance and equipment, a \$150 (HS) / \$50 (MS) participation donation will be applied to each athlete for each sport played
2. This as a donation. It is not a requirement for participation. See Athletic packet for form.
3. A scholarship program is available for those families in need of assistance.
4. If you believe an athlete cannot afford the donation, notify the AD know and he/she will assume responsibility
5. **Coaches need to make a concerted effort to collect the fee prior to the first game.**
6. **All collected monies must be given to the Finance Office or the Athletic Director immediately upon collection. Coaches will not store money at any time.**

TRANSPORTATION TO GAMES

1. All athletes **must** ride the bus or other approved mode of transportation to and from games unless prior arrangements are made with the coach and the Athletic Director.
2. Parents used for transportation must file the appropriate forms (See Insurance Release Form) with the Athletic Director
3. Under no circumstances are students to drive themselves to a contest unless it is on a weekend when buses are not taken.
4. Coaches must make sure that all players are on the bus or have been provided transportation prior to departure.
5. **If a parent is going to drive a player home after a game (other than their own child), the proper permission slip must be completed in advance and given to the coach (Form included in athletic packet).**
6. **See page 22 for additional information**

TRANSPORTATION / BUS REQUESTS

1. Bus requests are made by the coach with the company of his/her choice. The team pays for the bus.
2. Parents may transport students other than their own provided they have completed the **District Field Trip Permission Form signed by the AD and principal.**
3. It is the **head coach' responsibility** to ensure a bus cancellation. The coach must call the company personally and cancel the bus. The Athletic Director must be informed of the cancellation.
4. At that time, if you need a bus for a different date, let the AD know what the date is and make the necessary arrangements.
5. A purchase order for transportation **must** be filed with the Finance Office with the company you have chosen **prior** to the date of use.
6. **Students are not to drive other students to a contest or practice for any reason, regardless of the stipulations on their license.**

SCCS COACHING HANDBOOK

7. A student may drive him/herself to a contest or practice if they leave directly from their private residence and drive directly to the contest or practice site.
8. No student may leave school and drive directly to an athletic contest
9. If a student leaves from school, the student must take the provided transportation.

IF AN EMERGENCY SCHEDULE CHANGE IS NECESSARY, PLEASE FOLLOW THE FOLLOWING PROCEDURE:

1. The home school must decide as soon as possible when to postpone a contest due to bad weather.
2. Contact the athletic director.
3. Please consult your athletic director if there is any doubt as to the contest being held and the time by which it must be cancelled.
4. All changes must be approved by the athletic director before confirmation of the change
5. Notify the main office.
6. Contact the custodians.
7. Call the officials assigned to the contest
8. The coach must arrange the make-up date for the cancelled game with the opposing school, notifying the athletic director and following any league guidelines on make-up games.
9. Contact transportation company if applicable

PRACTICES

1. Coaches are expected to hold regularly scheduled practices throughout the season.
2. Reduction of practice schedule due to a poor season is not acceptable.
3. A reasonable guideline for practice is 2 to 2 ½ hours.
4. Under no circumstances will a practice exceed 3 hours.

CONDITIONING

1. Keep in mind that athletes may not be in top shape when season conditioning begins
2. Part of early season workouts is designed to get your athletes into the proper condition.
3. The healthy way to provide conditioning is to progressively work the athletes harder as they work into shape, **not** to test their maximum endurance right away before their bodies are ready.
4. During excessively hot weather practices will be kept short and an ample supply of water needs to be available to keep athletes hydrated.

OVERNIGHT HOTEL ACCOMMODATIONS

1. Most hotels will hold a block of rooms (if you are asking for more than 10) at least 6 months prior to your tournament date.
2. You can call reservations and let them know how many rooms you need to block.
3. Be sure to tell them that you want rooms with 2 double or queen beds, otherwise they may block king rooms with king-size beds.
4. The hotel will typically tell you a cutoff date when the block of rooms will be released

SCCS COACHING HANDBOOK

5. You will need to submit a rooming list no later than 72 hours to 1 week prior to arrival date.
6. Will they need a check to prepay the guest rooms, just ask them for a sales quote/confirmation to submit with your check request
7. Complete a check request and give the request to the Athletic Director for processing ASAP

FACILITY REQUEST

1. The coach must provide the athletic director with a practice schedule. Athletic Director will supply site copy of schedule to Administration.
2. Follow your practice schedule, paying attention to times and dates.
3. Parents arrange their schedule around what you have communicated to them.
4. If you need a facility other than for your normal use of practices and contests, schedule with the Athletic Director.
5. Please notify the Athletic Director of any unusual hours of use.

EQUIPMENT

1. Each head coach must provide the AD with an inventory of all equipment and uniforms.
2. The coach is responsible for the repair, storage, and accounting of all equipment and uniforms.
3. Stipend checks will not be issued or coaches will not be rehired until this is completed.
4. If you are expecting any new equipment and haven't received it, check with the athletic director.

REPAIRS

1. If, during the season, some item must be repaired, clear with the Athletic Director

UNIFORMS

1. At the conclusion of the season, the coach is to set aside a day to collect all uniforms.
2. It is the responsibility of the head coach to ensure that all uniforms are returned at the end of the season
3. Do not expect others to collect your uniforms and equipment.
4. Please follow up with the athletes who don't turn in their uniforms.
5. Turn in a Delinquent Account Form, listing the equipment/uniform number, type and cost.
6. This needs to be turned in to the athletic director within one week of the close of your season.
7. Checks will not be issued until this is completed.
8. Students will be listed on a delinquent account list, preventing them from attending school functions until the issue is resolved.
9. A clearance card will not be issued for next season to any athlete until all previous fines are paid.

ADDITIONAL INFORMATION

1. Coaches will attend league meetings when his/her sport is being discussed and communicate all developments to the athletic director.
2. If the coach is a league representative, it is imperative he/she attend all seating and sport evaluation committee meetings for CCS or the **MS** CCAL.

SCCS COACHING HANDBOOK

3. Coaches are to follow their expectation guidelines equitably.
4. If a player quits or is removed from the team, the coach is to inform the AD immediately and steps are to be taken to collect the uniform of the player.
5. All early outs must be scheduled with the AD **prior to the beginning of the season.**
6. Because a student's schoolwork is a priority, coaches are expected to minimize the time students are pulled out of class.
7. **Under no circumstances will students be released from class for a home game or for practice without specific approval by the principal.**
8. The schedule for early release for away games **must** be approved by the AD prior to season.
9. Practice, on regular school days, is **NOT** to begin prior to the end of the school day
10. Coaches are responsible for locker room supervision and **must confirm** that all of your players are out of the locker room and the locker room is secure prior to departing for the day.
11. Allotting playing time is a coaching decision.
 - a. In making this decision coaches will keep in mind those players who practice everyday and rarely get to play.
 - b. Every effort will be made to give these individuals playing time when their participation will not adversely affect the outcome of the game.
12. **CCS Complaint Guidelines:** If a coach has a complaint about an opposing team, a question about eligibility of a player or a complaint about an official, the coach is to work with the AD in handling the matter.
 - a. **MS** - CCAL Complaints will be the same procedure
13. **Under no circumstances is the coach to contact the school Principal, League Commissioner, the CCS Commissioner, or CCAL Commissioner directly w/o AD approval.**
14. **Schedule Changes:** If a game date or time has been changed from the original published schedule (i.e. facility conflict, rain out, etc.) the coach must contact the Athletic Director, the Activities Director and the school secretary in the main office.
15. **Under no circumstances are games to be changed to a night game, a weekend game, a night prior to a school holiday or a day school is not in session without prior approval from the Athletic Director, Assistant Principal or Principal.**
16. When Varsity and Frosh/Soph or Junior Varsity teams play back-to-back games (i.e. football and basketball), it is the coach's responsibility to monitor the behavior of his/her players when the other team is playing.
17. All players are expected to demonstrate the highest degree of sportsmanship whether they are on the field, on the bench or in the stands.
18. Coaches **are not** to purchase equipment, uniforms, or pay tournament entry fees without the prior approval of the Athletic Director. **See Section IX on Team Finances**
 - a. **Coaches are to follow all established guidelines for purchasing and fundraising.**
 - b. **There will be no reimbursement to individual's failure to follow procedures and guidelines.**
 - c. **All guidelines for purchasing equipment must be strictly followed**
19. Fundraisers are not to be held without the prior approval from the AD and Administration.
20. Coaches are not to duplicate keys or give keys out to their players.

SCCS COACHING HANDBOOK

POST-SEASON RESPONSIBILITIES

UNIFORMS / EQUIPMENT

1. ***DO NOT*** have athletes turn their uniforms in to the P.E. office. All uniforms must be returned to the coach for proper storage. If coach is unavailable the equipment may be returned to the Athletic Director.
2. Pick a day within one week following the conclusion of the season to collect all uniforms
3. It is the coach's responsibility to follow up with phone calls and a Delinquent Account Form, etc regarding missing equipment or uniforms.
4. When all uniforms are turned, make sure they are properly cleaned and stored.
5. All athletes must return uniforms or ***be billed for lost items.***
6. ***Coaches will make a concerted effort to get all uniforms/equipment back from each athlete.***
7. Coaches will turn in an inventory sheet to the athletic director (to be completed with the athletic director) on the day of the end of the-season review (*See Post-Season below for additional information*)

AWARDS

1. Have the athletes vote for Most Valuable Player and Captain Awards when your season concludes
2. It is the ***responsibility of the head coach to*** conduct the awards ceremony following the completion of the season.
3. ***See page 23 for additional information***

KEYS

1. Return all keys to the Athletic Director following the completion of the season.
2. Coaches may not keep keys once the season is completed without clearance by the Athletic Director
3. ***See page 19 for additional information***

SCHEDULE

1. A schedule of preseason contests for the *following year* with confirmation notes will to be turned in to the Athletic Director following the completion of the season.
2. Coaches are to complete their electronic schedules, adding scrimmages, tournaments and contests ***prior*** to the week before the first contest.
3. These complete schedules are to be turned in to the athletic director
4. Any changes after the schedule has been turned in will ***ONLY BE MADE DUE TO*** weather, league changes or facility conflicts. Be sure to list the site of contest on schedule.

SCCS COACHING HANDBOOK

POST-SEASON EVALUATION

1. A date will be set with you for an end-of-season review.
2. At this meeting, the athletic director will check your inventory of uniforms and equipment.
3. A summary of sport will be completed, listing your win-loss record, MVP and Captain Awards and any other special awards or championships your athletes have received.
4. Use the CCS Season Summary sheet available at HYPERLINK:
"<http://www.ccscif.org/>" www.ccscif.org.
 - a. **MS** - Not applicable to middle school situation
5. A coaching evaluation and needs for the following year will be discussed with the AD.
6. AD will check to confirm the completion of the following at the end of each season:
 - a. Uniform storage and inventory completed.
 - b. Awards Ceremony conducted.
 - c. Keys returned.
 - d. Schedule completed.
 - e. Electronic Season Summary Sheet completed
 - f. Funding analysis for the following year
 - g. Evaluation process with the AD
7. Once the evaluation has been successfully completed, payment checks will be issued

SALARY PAYMENTS

1. The Santa Cruz City Schools District Office pays all coaches.
2. This applies to all assistants hired at a site.
 - a. **MS** - All assistants are volunteer at the middle school level
3. All paperwork for anyone hired by the district must be submitted to the Athletic Director who will forward all necessary information to the HR Department of the SCCS
4. A list of all assistant and head coaches and breakdown of pay schedules ***will be*** submitted to the AD and ***approved by HR prior to*** the start of the season.
5. ***See Section V Hiring Processes For Coaches, Page 26***

C.I.F. INFORMATION - LEAGUE INFORMATION

ATHLETIC BULLETINS

1. Throughout your season, coaches will be receiving information from the Athletic Director.
2. The AD will use email and mail box to communicate with all coaches.
3. All C.C.S., C.I.F., and League (SCCAL and CCAL) Bulletins, along with other information, will be distributed through these mailboxes, so they will be checked daily.
4. ***It is the coach's responsibility to check the CCS website at HYPERLINK "<http://www.cifccs.org/>" www.cifccs.org for information pertaining to their individual sport.***
 - a. **MS** - Not applicable to Middle School situation

SCCS COACHING HANDBOOK

RULE BOOKS

1. Rule Books are sent to each HEAD coach as requested.
2. Additional books have to be ordered from either the C.I.F. office or the National Federation Headquarters or league Commissioner
3. Payment for any additional rule books order will be taken from team account

KEYS – SECURITY PROCEDURES

1. Keys must be obtained from the athletic director.
2. ***Do not*** duplicate or give your keys to athletes under any circumstances.
3. Before a coach leaves for the day, it is his responsibility to ensure that all rooms are checked and locked
4. All lights will be turned off.
5. Students are not to be left alone in the locker rooms, P.E. Office, or any other facilities.
6. They are not to be let into the P.E. office or locker rooms without supervision by the coach.
7. Athletes will not be in the gym or weight room unsupervised at any time.

PHONE

1. The phones are not for the athletes' general use.
2. If the team has come from an away game, players may use the phone if the head coach is present.
3. Athletes are not to use the office phone to call home after a regular practice.
4. Athletes will let their rides know the regular time to pick them up.
5. Coaches must adhere to the established practice times issued prior to the season. Parents plan their schedule around what has been communicated to them for student pickup.

P.E. FACILITY

1. No students are to be left in the locker or field area unattended at any time.
2. ***THE COACH IS RESPONSIBLE TO BE THE LAST PERSON OUT AND TO SECURE AND DOUBLE-CHECK ALL DOORS.***
3. Some facilities are alarmed. Contact the AD for the security schedule
4. The AD must be consulted prior to a team gaining access to a normally unused facility if a coach must gain access outside regular school hours of activity (6:00 AM - 9:00 PM) Monday through Friday and any school holidays.

SCCS COACHING HANDBOOK

GENERAL INFORMATION REGARDING CONTESTS / GAMES

1. Contest start times turned in to the athletic director will be reviewed, and approved
2. The coach must be aware of your school's early release policy.
3. All information regarding schedules must be provided to the AD prior to the beginning of the season
4. Have your athletes approach their release from class as a privilege and not a right.
5. Many last-period teachers have ill feelings towards athletics because of excessive release time
6. Athletes are responsible for all work missed
7. Teachers have the right of refusal in allowing a student out of class. This can be based on grades, missed work, attendance, and behavior
8. Be aware of all early release rules and expectations at your site
9. Please list your release times on the current electronic schedule.
 - a. In one column, list the time the athletes need to be released from class.
 - b. In a second column, list the time the athletes will leave school on the bus.
 - c. In a third column list approximate return time from away games if taking team transportation
 - d. List all times for home and away games.
 - e. Leave current schedule copy with AD and the Main Office

AWAY CONTESTS

1. Head coaches are responsible for evaluating the time needed prior to leaving school on the bus to get to an away site.
2. Time for a proper warm-up and travel must be taken into account with the idea that time out of class must be kept to a minimum time to a minimum.
3. The release time from class will not be more than 15 minutes earlier than the time to leave the school.
4. Athletes will not be encouraged to attempt to get out of class any earlier than the time listed.
5. If a particular athlete or student is needed at an earlier than posted time, a note must be written specifically to that instructor asking for an earlier than expected release through the AD's Office. The coach is not to deliver the note personally.
6. Participating in athletics is a privilege and coaches must maintain the concept of "classes come first".
7. It must be understand that teachers are not obligated to release students early.
8. They may hold the student until the end of the class.
9. Students will check in advance in order to arrange alternate transportation if necessary.

HOME CONTESTS

In addition to the information presented above:

1. If JV plays before a V contest, or vice versa, the second team that plays will not need to be excused from class early.
 - a. **MS** - This would be 6th, 7th or 8th grade teams

SCCS COACHING HANDBOOK

ATHLETIC CLEARANCE INFORMATION

This is a very important item.

1. **No one** is to participate without a valid Athletic Clearance on file with the coach!
2. To get an Athletic Clearance, the athlete **must** complete the athletic packet available through the athletic director.
3. When the athletic papers are completed, the forms **must be given to the athletic director.**
4. An Athletic Clearance will be issued to the coach indicating the athlete is cleared for practice from the AD
5. An eligibility check will follow, and the athlete will be informed of eligibility status **prior** to the first game.
6. **Under no circumstances** is the athlete allowed to be present at a **practice or game** until the coach has the Athletic Clearance in his/her possession.
7. The Clearance Papers **must** be present at all contests and practices.
8. If a student already had an Athletic Clearance from another sport, **a new Clearance must** be issued to the coach **prior to** athlete contact with the team
9. **No athlete** can participate unless the coach has received the Athletic Clearance from the AD
10. It is important to have your athletes participate in the school's physical screening process at the end of each school year.
MS - This will be standard practice for the Middle Schools beginning with the 2011-2012 school year
11. The physical screening is an excellent opportunity to turn in the paperwork for the next following year, and it provides a physical for any activities students may be participating in during the summer.
MS - This will be standard practice for the Middle Schools beginning with the 2011-2012 school year

TEAM ROSTERS

1. Coaches **must** confirm the team roster one week **prior to** the first contest.
2. Any subsequent additions or deletions or movement from one level to another **must be made on an "official" roster in the athletic director's office.**
3. Athletes not on the roster presented to the Athletic Director are **ineligible** for participation.
4. A copy of team roster **must** be sent to the Athletic Director **prior to** the start of the season
5. The name of coach and his / her contact numbers **must** be included on the roster.
6. Once the final team has been selected, the coach **must** complete a roster and give that to the Athletic Director who **will** distribute the rosters for all teams in each season to staff members.
7. The deletion or addition of athletes to the roster **must** accompany a new copy of roster submitted to the Athletic Director
8. All athlete eligibility status will be confirmed by the Athletic Director prior to the first contest

SCCS COACHING HANDBOOK

LETTERING AND AWARD SYSTEM

Varsity Letter

1. The first time an athlete letters in any varsity sport, he/she is to receive a letter and an emblem.
2. Once awards have been finalized, it is the Athletic Directors responsibility to ensure awards are available
 - a. **MS** - Athletic Director must turn list into the Administration to earn block points

Emblems

1. This is for athletes who have already received a letter in a varsity sport.

Participation Certificate

1. A certificate is for the athlete on your team who did not letter, but participated for the team.

Additional Awards Information

1. Coaches determine if an athlete will receive an award at the conclusion of their season.
2. If the coach feels an athlete did not contribute to your team, then the athlete would not be eligible for any school awards other than a participation certificate.
3. If an athlete becomes ineligible during the season and before the awards ceremony, no award or all league recognition will be awarded.
4. Note: Any extra award, except in the form of a certificate, has to be provided team funds
5. At the conclusion of the season, each sport will plan its own awards night.
6. The awards presentation must be completed in order for checks to be issued.
7. Coaches are responsible for their awards night presentation.
8. Athletes may vote for Most Valuable Player and Captain awards.

Fund Raising

1. All fund raising activities planned by a team and or coach must be discussed with the Athletic Director ***prior to*** making a commitment to any company or to your athletes.
2. Don't compromise your or the team's integrity when planning fund raising events.
3. The head coach must complete all sales reports used at the school site.
4. All money must be given to the finance clerk who will provide a receipt and deposit all money.

Boosters

MS - Not applicable to the Middle School situation at this time

1. Presently, booster clubs operate differently at each of the high schools in The Santa Cruz City Schools' District.
2. Please check with your athletic director to confirm the role it plays in the functioning of your team and the coach's role in making the booster club a success.
3. Note, lack of participation by the team in Booster activities will make the team ineligible to receive funds for entry fees or team equipment funded by Booster funds

SCCS COACHING HANDBOOK

COMMUNICATION EXPECTATIONS

Coaches must:

1. Be non-confrontational in all situations
2. Ensure all appropriate parent concerns are expressed directly to the coaches, outside of practice, games, or the playing field
3. Set up an appointment with parents to discuss a concern

OUTSIDE ATHLETIC CLUB TEAMS

1. Participation in our high school team athletics takes precedence over all other outside athletic activities including club teams
2. Members on a High School or Middle School athletic team in season **cannot** compete on any team, club, or men's leagues in the same sport at the same season
3. If any conflict occurs, such as fundraising activities, the high school event **will** come first.
4. Athletes need to make sure their participation in outside club sports in no way negatively affects the school team on which they are participating, or they will be removed from the team.

EVENT BEHAVIOR / EXPECTATIONS

1. Losing as well as winning is part of the game.
2. Everyone will be gracious in defeat and modest in victory.
3. Good sportsmanship is expected from all persons at all times.
4. The school / district will discipline team members and coaches for displays of unacceptable sportsmanship.
5. Accept loss as something to grow by, set individual goals, and move forward.
6. Self-control and maturity are expected.
7. Game officials ensure that participating teams will compete fairly and safely.
8. **Remember:** Officials do not lose a game for a participant or a team.
9. If you feel an official's demeanor or competency is in question, the head coach **is expected** to write a letter to the officials' association, **through the Athletic Director and Assistant Principal in charge of Athletics.**
10. **Do not** take these issues up with the official during or after the contest. **No Exceptions**
11. It is a rule and the district's expectation that **only the head coach** may talk to the officials.
12. The players' bench should be enthusiastic, yet mannerly, at all times during a contest.
13. No derogatory remarks will be made to or about the officials or the opposing team.

LEGAL DUTIES

Plan daily and yearly schedules
Assess athletic readiness
Assess athletic conditioning
Ensure emergency care
Match athletic ability for drills
Provide proper Transportation
Train assistant coaches

Supervise all activities
Supervise safety equipment
Ensure proper instruction
Ensure emergency response
Ensure injury insurance
Select assistant coaches
Supervise assistant coaches

SCCS COACHING HANDBOOK

SECTION V HIRING PROCESSES FOR ALL COACHES

HIRING PROCESSES FOR ALL COACHES

1. All paid positions ***MUST*** be filled through the interview process
2. The interview process ***must*** start early and will follow budgetary timelines for each season.
3. All vacant positions ***must*** be opened through the Human Resource Office and must be held open for a minimum of five days.
4. Once a position is closed, applicants will be screened for interviews. Applicants not selected for interviews will not be contacted.
5. If there is only one applicant for an open, paid position, the interview process with established questions ***must*** be completed
6. Once a candidate has been interview and selected for final interview, references ***will be checked by the Athletic Director.***
7. The Athletic Director will then forward the ***Reference Check Forms*** to Human Resources who will then contact the applicant and make offer of employment.
8. The candidate ***must*** then come to the Human Resource Office with a valid form of Identification
9. Human Resources will then send the applicant to the County Office for fingerprinting for a background check.
10. Once results of the background check has been received, ***Human Resources will contact*** the applicant to schedule a time for the applicant to complete all ***New Hire Paperwork Forms***
11. At this time the applicant ***must*** produce a valid Social Security Card and driver's license
12. Once all ***New Hire Paperwork Forms*** (including background checks, TB tests, social security card and valid driver's license) has been completed and received, ***HR will notify*** the applicant and the Athletic Director that the individual has been cleared to begin coaching duties.
13. ***Prior to this notification there is to be no contact between the applicant and any student***
14. Volunteer positions need ***not*** have an interview ***but all other processes*** including certification, fingerprints, and TB tests must be completed as it would be for a paid position
15. ***Volunteer coaches will not be sent for fingerprints without a completed Volunteer Application signed by the Athletic Director.***
16. Volunteer coaches ***will not*** be paid at any time, from any source.
17. Athletic Director ***must*** track dates coaches have been cleared in all required areas to be on field
18. Athletic Director ***must*** inform head coaches of cleared and non-cleared coaches
19. ***If any non-cleared coach is on field, the Head Coach will face disciplinary action which may include dismissal***
20. ***There are no exceptions to any of the above procedures or processes.***

SCCS COACHING HANDBOOK

COACHING STIPENDS

1. Only interviewed positions may receive stipends
2. The Number of stipends available may be increased but interview must take place for each additional position
3. Team ***must*** show that the money is available to pay extra positions
4. Total number of stipends may be increased but the amount spent on stipends can only be equal in dollars to the total amount of money as established by district for those team coaching positions

STIPEND PROCESS

1. Raising money for coaching stipends is the responsibility of head coach and team
2. All funds for stipends ***must*** be encumbered by the mandated date
3. Process for creating stipend payment:
 - a. All Funds allocated ***must*** be in a 501c Account or ASB Account for access by Athletic Director
 - b. HR will send season list for verification of stipends to be paid
 - c. List of stipends to be paid will be returned to HR by indicated date (No exceptions)
 - d. Stipend list sent to HR will be accompanied by check(s) from the Athletic Director
 - e. HR will verify list and send to Business for processing
 - f. Business sends verification and checks to site through HR
 - g. AD distributes checks to coaching staff
4. ***There are no exceptions to this process***
5. ***If funds are not available to pay coaching stipends, that team may not be allowed to participate the following season or until such time the funds are returned to the site.***

SCCS COACHING HANDBOOK

SECTION VI

ACADEMIC ELIGIBILITY RULES, EXPECTATIONS AND REQUIREMENTS

Philosophy

The top priority of all involved with student athletes will be academic achievement. Part of the student-athlete responsibility is learning how to plan ahead, prioritize and comprehend one's time limitations and responsibilities. When unavoidable conflict exists between athletics and academics, academics must take priority. This implies that the student athlete is responsible for any consequences for missing team activities.

In order for any student to remain eligible for athletic competition, he / she must remain in compliance with all the following requirements. These requirements involve standards and expectations from CIF, CCS, and SCCS District.

SECTION A: POSTING ELIGIBILITY

1. Athletic Eligibility will be determined by grades received at the end of the #1, #2, #4 and #5 six week grading period and each semester for *Soquel and Harbor High School and all middle schools.*
2. The #3 and #6 six week grading periods *will not* be used to determine eligibility at Harbor and Soquel High Schools and all middle schools
3. Eligibility will be determined at *Santa Cruz High School* at the end of 5 week progress reports #1, #2, #3, and #4 and each semester reporting period.
4. Eligibility reports for all student athletes from all three comprehensive high schools (HHS, SCHS and SHS and middle schools) *will be posted* the Wednesday following the end of the #1, #2, #4, and #5 six week grading period and at the end of each semester.
5. SCHS *will post* eligibility lists on the same day as HHS and SHS based on the preceding progress report
6. *Eligibility will be determined only by grades posted at the indicated grading periods. Reports of any other type will not be used to determine eligibility*
7. Grades must be posted within the district computer system
8. Grade changes, including Incomplete grades, *will* only take place at the end of each indicated grading period.
9. *Clerical errors* on the part of the instructor, that results in a grade change, may be made prior to the end of the following grading period. This grade change may alter a student's eligibility status
10. *Turning in late work will not change eligibility status* until the following grading period eligibility checks have been completed
11. *An Incomplete grade will be assigned the same value as an F* (0 Grade Points) when determining GPA eligibility
12. *All discussions of any requested grade changes by an athlete that are tied to eligibility will originate in a meeting with the athlete and/or parents and the Athletic Director.*
13. *This preliminary discussion will not include the teacher.*
14. *All discussions regarding teacher's role and the changing of a grade will take place between the teacher and the Athletic Director*

SCCS COACHING HANDBOOK

Section B: Number of Current Units Required for By Semester

1. Every athlete must have earned the following minimum number of units each semester to be eligible for participation
2. Total unit eligibility will be determined by the following schedule:

End of Semester 1	30 Units
End of Semester 2	55 Units
End of Semester 3	85 Units
End of Semester 4	110 Units
End of Semester 5	135 Units
End of Semester 6	180 Units
End of Semester 7	205 Units

Or student must have earned at least 60 units during the previous two semesters (Plus summer school)

3. Cabrillo credits may be applied for eligibility and graduation if:
 - a. Credits are taken during the summer session
 - b. Credits are taken during the normal school year and not offered at a SCCS school site
 - c. This class does not count toward the minimum number of classes an athlete must be enrolled at his / her SCCS Site to be eligible (See Section C)
4. **MS** - There are no F's allowed in middle school eligibility. Therefore all athletes must have the maximum number of units at the end of each grading period and semester based on the number of classes in which the athlete is enrolled in order to be eligible.

SECTION C: NUMBER OF CLASSES REQUIRED FOR EACH GRADING PERIOD

(DUE TO CHANGE IN GRADUATION REQUIREMENTS BEING RAISED FROM 220 TO 230 IN 2011, THE FOLLOWING WILL APPLY)

1. All eligible ***Harbor and Soquel High School*** 9th , 10th and 11th grade athletes ***must be enrolled and attending*** a minimum of six classes on campus to be eligible
2. All eligible ***Harbor and Soquel High School*** 12th grade athletes ***must be enrolled and attending*** at least five classes on campus to be eligible
3. All eligible ***Santa Cruz High School*** 9th, 10th , 11th , and 12th grade students ***must be enrolled and attending*** a minimum of three classes on campus to be eligible
4. ROP Classes ***must*** be taken during the normal school day at a SCCS site in order to count as an on campus class
5. **MS** - Must be at least 50% student at the school in which the athlete is competing. May be concurrently enrolled elsewhere for remaining classes.

SCCS COACHING HANDBOOK

SECTION D: PROBATION AND INELIGIBILITY STATUS DEFINED

PROBATION STATUS

1. Is considered a warning
2. Student **can** practice and compete at all team contests and at coach's discretion
 - A. **MS** - practice only - no game participation
3. Student **must** seek academic assistance to manage the eligibility issue
4. If an athlete is on probation, he/she **must meet all eligibility requirements at the end of the next grading period** or will be moved to ineligible status (**Cannot be on probation two grading periods in a row**)
5. **There is no movement from probation status until official grades are posted at the end of the net grading period**

INELIGIBLE STATUS

1. Indicates that the student athlete **cannot** play in any team contests
2. Student athlete **may practice at coach's discretion**
3. Student **must** be attending after school tutorials and / or obtain other tutorial assistance
4. Student deemed to be ineligible **may regain eligibility only when the next grading period has been posted**, provided all eligibility criteria have been met
5. **See Section E for SCHS Excel considerations**
6. **MS** - Ineligible students are not allowed on any athletic team while ineligible

SECTION E: RULES AND STANDARDS FOR ELIGIBILITY (HIGH SCHOOLS)

1. Standards for eligibility are based on current grade point average, overall grade point average, total units earned by semester, and the presence of F's within current and previous grading periods
2. If the student athlete is above a 2.0 GPA and no F's within a grading period, and meets the total unit requirement by semester, as indicated in Section B, he/she is eligible to practice and compete
3. If a student athlete is below a 2.0 **or** has an F in the current grading period, he/she is on probation (See definition in Section D)
4. If the student athlete is below a 2.0 **and** has an F in the current grading period, he/she is ineligible with no probation period (**See definition in Section D**)
5. If the student athlete has **two or more** F's in the current grading period, he/she is ineligible with no probation period
6. If the student athlete has **any combination** of being below a 2.0 GPA **or** a F in any two consecutive grading periods (current and previous grading period), he/she will be ineligible. A student that is on probation for two consecutive grading periods will be ineligible
7. If the student athlete fails to maintain the required number of units as outlined in Section B of this document, he / she will be ineligible with no period of probation
8. Transfer students from within the district must meet all eligibility guidelines for SCCS
9. Transfer students from outside the district must meet all eligibility guidelines for SCCS
10. **MS** - No F's, no probation for middle schools

SCCS COACHING HANDBOOK

CONSIDERATION FOR THE EXCEL SCHEDULE AT SANTA CRUZ HIGH SCHOOL

1. Any student athlete with a single F will be considered to be ineligible with no probation period
2. Student may not compete in games but may practice at coach's discretion

SECTION F: ELIGIBILITY APPEAL PROCESS

1. Each school site will develop an Athletic Appeal Board (AAB) consisting of the Principal, Athletic Director, Counselor, and any teacher directly involved with any appeal process.
2. The purpose of the AAB is to hear and render decisions regarding all eligibility appeals
3. If an **RSP or ELD** student becomes ineligible, an **IEP or ELIRT team will convene** to determine if the student's disability or lack of language skills is the cause of the ineligibility. The Athletic Director **must** be a part of this IEP or ELIRT meeting
4. If the ineligibility of the RSP or ELD student is a result of a disability or language issue, the Athletic Appeal Board may reinstate eligibility status under a contract that meets all criteria established by the IEP or ELRT for the student to remain eligible.
5. All other ineligible student athletes are entitled to an appeal process. An appeal must be approved by the Athletic Director or the Principal to be considered by the AAB. The Athletic Appeal Board will meet to determine if there were extenuating circumstances that could allow a reversal of the ineligible status.
6. If an appeal is granted, a contract will be established that exceeds the above standards to remain eligible.

SECTION G: ATHLETIC P.E.

MS - Not applicable to the Middle School situation

1. Athletic PE is a class that **does not meet** during the normal school day
2. Participation in the Athletic PE will earn 2.5 credits. **No partial credit will be assigned.**
3. Athletic PE is graded as a Pass / Fail class
4. A certificated Athletic Director or Administrator must assign grades for the class
5. Grades and credits will be based on satisfactory **attendance and participation in all team activities**
6. Athletic PE will be considered an **elective** and **does not** receive PE credit toward graduation
7. A Pass (P) in Athletic PE **is not used** in determining GPA eligibility
8. A Fail (F) in Athletic PE **is used** in determining GPA eligibility
9. Athletic PE **is not used** in determining the required number of classes described in Section C
10. Freshman **cannot** take Athletic PE
11. Sophomores may take Athletic PE only in addition to a regular scheduled tenth grade Core PE class

SECTION H: AGE REQUIREMENTS

1. A student whose nineteenth (19) birthday is on or before June 14th of the previous school year cannot participate or practice with any CIF team
2. **MS** - Not applicable to the Middle School situation

SCCS COACHING HANDBOOK

SECTION I: LOSS OF ELIGIBILITY / AWARDS

1. Any athlete that loses their eligibility due to grades, forfeits all rights and privileges to letters, awards and any credit due from an Athletic PE class that he/she may have been otherwise entitled to receive for that sport's season.

SECTION J: REGAINING ELIGIBILITY

1. Individual students will not be declared eligible or off probation until a computer printout of all eligibility reports is generated at the end of each grading period has been completed
2. Summer school grades may not necessarily improve eligibility.
3. The following factors are to be considered: **MS** - Not applicable to the Middle School situation
 - a. A summer class can replace a semester class grade only when the summer school class is an exact duplicate to the class taken during the normal school year. A summer class will be added to the semester class grades if it is not a duplicate class.
 - b. This additional grade will not eliminate a failed class grade.
 - c. The failing grade must be counted in total GPA in determining eligibility.

SECTION K: ATTENDANCE

1. Students must be in attendance 5 out of 6 classes (2 out of the 3 periods at SCHS, **MS** - 6 out of 7 at the middle schools) in order to be eligible for participation on that school day for athletic contests at the discretion of the Athletic Director, coach and Assistant Principal-discipline
2. If a student-athlete is absent from school for "unexcused reasons," he/she is not eligible to participate in athletics for that day's activities at the discretion of the Athletic Director, coach and Assistant Principal-Discipline
3. Students found to have participated in athletic events having failed to meet the above requirements will sit out the next scheduled athletic event
4. Student-athletes who are excused early for a game are responsible for all class assignments, notes, exams and any other missed assignments that are missed.
5. Making up work after school is not an excuse to miss practice without consequences. Missing practices will result in disciplinary action by the coach.
6. If work needs to be completed after school, the student-athlete must communicate with their coach prior to missing practice and accept the consequences for missing team activities
7. **MS** - Athletes must attend office Hours 2:30 - 3:00 PM on Monday, Tuesday, and Thursday in order to attend practice or games

SECTION L: QUITTING A SPORT

1. If an athlete quits a team after making that team, he / she will not be eligible for another team until the current season is completed.
2. This will include all post season play by that team.
3. Players must understand that they have made a commitment and will honor that commitment.

SCCS COACHING HANDBOOK

CIF ELIGIBILITY REGULATIONS

MS - Not applicable to the Middle School situation

Residential Eligibility

A student has residential eligibility upon enrollment in:

1. The ninth grade of any CIF high school or;
2. Tenth grade of any CIF high school from the ninth grade of a middle school or
3. Any CIF school as a member of an approved foreign exchange program as outlined by by-law 212.

CHANGING SCHOOLS-TRANSFERS

1. A student may have transfer eligibility provided the student is compelled to move from any school to a CIF school due to:
2. A legal change of residence from one school attendance area to the attendance area of the new school by the parent(s), legal guardian(s) or care giver with whom the student was living when the student established residential eligibility at the prior school or;
3. A ruling by the Board of Education of a school district, which has two or more high schools, provided the change of school is not the result of disciplinary actions.
4. Students living with caregivers are not automatically athletically eligible.

CHANGING SCHOOLS-OPEN ENROLLMENT

1. Any student transferring under provisions of the SCCS open enrollment policy from any other public or private school, may be restricted from VARSITY competition for one year upon transfer from school A to school B.
2. A Hardship Appeal must be completed and submitted;
3. 214 transfer rule 205 C 20-semester unit requirement, or 204 change of a semester of attendance.
4. The transfer must be completed during the first 15 days of the new academic year
5. The transfer must not be the result of disciplinary action.
6. The receiving school must certify that no consideration was given to the athletic performance of the student accepting the transfer.

AGE LIMITATIONS

1. No student whose nineteenth birthday is attained prior to June 15, shall participate or practice on any team.

COMPETITION ON AN OUTSIDE TEAM

1. A student on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport, during the student’s high school season of sport.

SCCS COACHING HANDBOOK

SECTION VII

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Each student interested in participating on any Santa Cruz City Schools athletic team shall be responsible for the following requirements:

Athletic Packet Paperwork must be completed

(To be signed by student and parent.)

All forms are available on individual school and district websites, from the Athletic Director or at site's main office

The Athletic Packet includes:

1. Athletic Clearance Check List
2. Insurance Coverage Statement
3. Participation Permission Form
4. Pre-physical Information Sheet
5. Physician Evaluation Form
6. Potential Risk Form
7. Substance Abuse Policy
8. Substance Abuse Contract
9. Parent / Athlete Code Of Conduct Information Sheet
10. Parent / Athlete Conduct Contract
11. Residential (transfer) Sheet
12. Non District Transportation Notice
13. Declaration Of Transportation Insurance Form
14. Academic Eligibility Standards
15. Academic Eligibility Contract
16. Tax Deductible Player Donation Form
17. Emergency Care Card Information

The entire Athletic Packet must be signed and returned to the Athletic Director prior to any contact with coach or team

Financial Delinquencies

Student must clear all financial debts incurred for textbooks, uniforms, library books, etc., with the finance office prior to participation in team activities.

SCCS COACHING HANDBOOK

SECTION VIII

ATHLETIC DIRECTOR RESPONSIBILITIES

The Athletic Director is responsible to the Principal for the school's participation in the interscholastic athletic program.

It is the duty of the Athletic Director to develop procedures consistent with District policy, State law, C.C.S, and C.I.F. regulations that will promote interscholastic athletic opportunities for both boys and girls.

PRIMARY FUNCTIONS:

1. Manage and oversee the school site's interscholastic athletic program.
2. Be responsible for the administration/supervision of the boys and girls inter-scholastic athletic programs
3. Provide leadership in establishing, implementing, and maintaining an educationally sound philosophy
4. Lead/manage a comprehensive, four-year high school and three year middle school athletic programs.
5. Promote the intellectual and physical development of each participating athlete.

QUALIFICATIONS:

1. College degree with teaching credential (preferred)
2. Administrative and/or coaching experience with HS, MS or recreational athletic programs
3. A working knowledge of CIF, CCS, AND SCCAL rules and regulations
4. Good organizational skills
5. Ability to work cooperatively with others, using effective interpersonal and leadership skills
6. Experience in communication between divergent groups and in group decision making processes
7. Demonstrated success in the development, evaluation and implementation of HS / MS athletic programs
8. Effective administrative and management skills
9. Effective utilization of technology and information management skills
10. Effective communication skills (speaking and writing skills)
11. Such alternatives to the above qualifications as the Principal and/or Superintendent as appropriate

RESPONSIBLE TO:

1. Middle School/Senior High School Principal
2. District Representative to the Athletic program (DRAP)
3. Human Resources Assistant Superintendent
4. Superintendent
5. School Board

SUPERVISION RESPONSIBILITIES:

1. All Coaching Staff
2. All home and away athletic contests
3. All athletic facilities

SCCS COACHING HANDBOOK

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the efficiency and quality of the athletic program for all grades 6 - 12.
2. Demonstrating leadership in the development of a sound philosophy of athletic education and policies
3. Administer all non-instructional athletic functions (financial management, business operations, purchasing, payroll, transportation, field maintenance / use, and personnel, etc.)
4. Assume responsibility for the development, management, implementation, and presentation of the operating budget and fee-based programs in accordance with SCCS guidelines for individual teams and the department
5. Assume responsibility for all matters relating to supervision and oversight of coaching staff, including but not limited to recruiting and hiring, evaluation, discipline, discharge, and assignment subject to the approval of the principal and superintendent.
6. Establish and enforce high standards of student conduct, discipline and eligibility according to accepted policies and directives
7. Facilitate and implement a comprehensive athletic program geared to serve the interests and needs of the student body.
8. Actively work with principal, coaches, and parents to ensure effective communication on all matters affecting athletic program policy, program implementation, and behavior.
9. Provide effective and efficient management of all athletic program staff and administrative functions
10. Communicate the high school's athletic program's vision, goals, long-range plans, needs, and accomplishments to students, staff, families, and the community-at-large.

JOB RESPONSIBILITIES:

INDIVIDUAL:

1. Accept responsibility for the organization and efficient operation of the athletic program
2. Demonstrate instructional leadership.
3. Demonstrate an understanding of the dynamics of the educational organization of the athletic program.
4. Maintain a familiarity with current educational issues through a process of ongoing staff development.
5. Use supervision, staff development and performance evaluation to improve the athletic program.
6. Comply with, support, and enforce all School Board policies and administrative regulations.
7. Promote activities designed to foster school spirit among students and the athletic teams.
8. Work with coaches, administration and DRAP in recommending changes and improvements to policies
9. Demonstrate foresight, examine issues and take initiative to improve the quality of the relationships within the athletic community.
10. Provide and maintain an environment where optimal student growth can take place.
11. Submits all reports, as requested on time, as associated with the AD position
12. Keep records of the results of all high school athletic contests and maintain a record file of all award winners, with date and type of award, including athletic scholarships.
13. Implement and enforce all rules and regulations governing the conduct of athletes, parents and coaches according to the guidelines established by CIF, CCS, SCCS and the site.
14. Seek and recommend suitable competition for all non-conference events/games.
15. Secure all necessary game workers for athletic contests
16. Act as a resource person and coordinator for all coaches.
17. Responsible for all supervision at home athletic contests.
18. Responsible for adhering to all procedures, rules and protocols involved in the selection of coaches
19. Coordinate the collection of rosters for program information as needed.

SCCS COACHING HANDBOOK

20. Collect and maintain on file a signed copy of student letters of intent to college programs
21. Help with the organization of Sports Medicine and Sports Training Program
22. Coordinate the ordering of letter jackets, distribution of letters, chevrons, captain stars, etc.
23. Order Post season awards for each program.
24. Attend monthly athletic conference meetings.
25. Keep the release and participation information form on file for two years after the individual graduates.
26. Attend state, regional and national meetings whenever possible.
27. Perform other duties consistent with the position assigned as may be requested by the Principal.
28. Demonstrate regular attendance and punctuality.
29. Adhere to the appropriate code of ethics.
30. Attend out-of-town events when possible, and/or where necessary, or assign appropriate representation
31. See that fields and facilities are maintained and in readiness for home contests
32. Ensure any safety issues or maintenance needs to facilities are appropriately reported.
33. Have knowledge of the Athletic Handbook regarding information, policies, procedures, and practices
34. Direct the athletic program through site administration
35. Perform other duties as assigned by supervising administrator, Superintendent, and School Board

COMMUNICATION

1. Promote good school and community relations
2. Use effective people skills to communicate with staff, athletes, parents, coaches, and the community
3. Embrace and encourage the acceptance of diversity in participation in the athletic program.
4. Communicate with the principal and the DRAP in regards to coaching performance issues.
5. Make recommendations for improvements to the building principal and DRAP.
6. Mediate the resolution of problems, issues, and concerns that may arise between coaches or parents
7. Provide a channel through which students and the community may express their concerns
8. Provide in-service training of Handbook procedures to the coaching staff as needed
9. Disseminate all CIF, CCS and SCCAL materials
10. Enforce all CIF, CCS, SCCS, league, site, and rules and regulations
11. Distribute athletic rules yearly to all athletic participants.
12. Maintain an active program that promotes sportsmanship and respect to all competing teams, and staff
13. Act as a liaison between coaches and the athletic boosters club.
14. Assist with or monitor the athletic monthly calendar of school activities
15. Provide direction to athletic booster organizations
16. Continually update the home web page and links with pertinent information
17. Provide information for bulletin announcements when necessary
18. Respond to CCS inquiries
19. Letters acknowledging donations
20. Coaches stipend list to HR, Administration
21. Seasonal mandatory parent/coach meeting w/guest speaker
22. Compile and publish all interscholastic athletic sports schedules.

SCCS COACHING HANDBOOK

DISCIPLINE ISSUES

1. Enforce the established high standards of student conduct, discipline and eligibility according accepted policies and directives of the CIF, CCS, League and SCCS
2. Work with teachers, coaches and principals in problems of discipline concerning athletics.
3. Maintain a file of all athletic suspensions and expulsions in regard to giving each athlete "due process".
4. Administer the school athletic code in a fair and consistent manner that is within the intent of the code.

FINANCIAL

1. Responsible for the implementation, development, and management, of the operating budget
2. Monitor the payment of all athletic bills.
3. Effectively manage the financial resources including personnel, salaries, facilities, and programs
4. Administer the insurance program requirements as directed by policies.
5. Ensure that all insurance reports and claims are directed to appropriate locations according to established guidelines.
6. Prepare and administer the athletic department budget and inventories for all teams.
7. Requisition program supplies and equipment through established procedures.
8. Supervise and regulate all ticket sales of all athletic events
9. Assume responsibility for the accurate accounting of all funds associated with the athletic program
10. Meet with coaches and insure that all sports have an equal opportunity to present their budgets.
11. Prepare a master sports calendar that includes conference and non-conference games/events.
12. Coordinate gym, building and athletic field rentals with the site and the district office
13. Maintain a facility use calendar that monitors all funds raised through the use of the facilities..
14. Submit athletic expense request sheets for payment of officials and other workers as directed
15. Approve and submit to purchasing agent a list of athletic equipment and supplies as requested using the approved guidelines established by the SCCS.

BUDGETS

1. Responsible for the accounting and reporting of budget concerns to Boosters' Club
2. Present projected budget to Boosters' Club
3. Responsible for organizing all check requests, purchase orders, deposits and Ticket Reconciliation Reports
4. Responsible for organizing all accounting reports for stipend donations

FACILITIES

1. Coordinate shared facility use for practices and games
2. Coordinate the use of all school athletic facilities by groups outside the school with administration
3. Insure that Project Work Sheets go through the proper channels on a timely basis.
4. Insure that all Work Orders are accurate and follow established procedures
5. Communicate all safety issues to appropriate personnel
6. Supervise at all home events

TRAVEL

1. Work with coaching staff and transportation supervisor to schedule all athletic departure times
2. Provide supervision with field trip release forms for each team traveling to a contest
3. Ensure all drivers being used have current Transportation and Insurance Form on file with SCCS

SCCS COACHING HANDBOOK

ELIGIBILITY

1. Evaluate athletic procedures, practices, current records, and information to determine that all local Board policies procedures are observed.
2. Verify each athlete's eligibility according to established physical and academic requirements of eligibility
3. Verify that each athlete has on file a completed and current form of the Co-Curricular Athletic Packet.
4. Collect and maintain on file a properly completed physical and emergency card for every athlete.
5. Collect, file, and monitor all Co-Curricular Packets.
6. Notify all athletes and coaches regarding student eligibility as it pertains to established guidelines
7. Oversee and enforce all eligibility standards as established by the SCCS
8. Ensure district adherence to all CIF, CCS and SCCAL and district policies, administrative rules, procedures, and codes relating to participation in all athletic programs.
9. Prepare a list of athletes from each sport at each site for eligibility purposes, as required by guidelines.
10. Insure coach participation in all eligibility processes
11. Insure notification of athletes and coaches of eligibility status in a timely manner

EVALUATIONS / OBSERVATIONS

1. Responsible for all matters relating to supervision and oversight of coaching staff
2. This includes but not limited to, recruiting and hiring, evaluation, discipline, discharge, and assignment
3. Evaluate all coaches (Head and Assistant) on a seasonal basis
4. Complete evaluation form and discuss with each coach within three weeks of the conclusion of season.
5. Evaluate all athletic programs on an annual basis.

First Aid/Trainers

1. Order medical supplies
2. Contract Trainer service.
3. Develop Trainers' schedule
4. Monitor all athletic injury reports.
5. Organize the administration of physical examinations
6. Maintain record of athletic physicals and insurance coverage.

SCCS COACHING HANDBOOK

SECTION IX

TEAM FINANCES

BANK ACCOUNT PROCEDURES

Each site will establish procedures that follow these listed procedures for deposits and payments through
Booster 501c and / or ASB Accounts

MS - No Booster organizations at the Middle Schools

1. Be aware of the differences between 501c Accounts and ASB Accounts (See Below)
2. An agreement between Booster and the AD regarding procedures must be established
3. Both the AD and Booster Club must keep record of all transactions
4. AD must remain aware of all team funds within 501c and ASB accounts
5. Fundraising donations to specific teams may be deposited into 501c accounts
6. All requests for purchase of equipment, materials, or salaries must be made through the AD
7. Spending requests will only be granted if sufficient funds are present in 501c and / or in ASB accounts
8. Direct deposits into team accounts can be made by coaches to banks or to the AD
9. Coach must provide bank deposit slip to AD to credit team account
10. Withdraw requires:
 - a. Two signatures
 - b. A combination of AD, Principal and / or Booster Rep
 - c. Individuals to be determined by Booster and sites
 - d. Coaches cannot sign to confirm withdraw from account
 - e. Deposits may be made in 501c Booster account:
 1. If donation is made to Individual Team
 2. If all fundraising proceeds are raised by team and / or parents

Example: Harbor High Baseball on a donated check indicates a team donation and may be deposited in 501c Booster Account

PROCEEDS MUST BE DEPOSITED IN ASB ACCOUNT IF CHECK INDICATES:

1. District Name (SCCS)
2. Site Name Only – (no specific team name) (Soquel High School)
3. If Donate to Play is indicated on the check

AD AND BOOSTER CLUB MUST TRACK:

1. Donate to Play by student and team
2. Fund Raising – where, when, type
3. Financial status of all accounts - Updated Budget Forms - Reconciliation Reports

SCCS COACHING HANDBOOK

ADDITIONAL FINANCE INFORMATION

1. Coaches must be knowledgeable of the above information to understand how finances are conducted.
2. Funding does not come from the district but from site Parent Booster Club and team fundraising.
3. Your ability to discuss this with parents accurately and intelligently is paramount to success in the process.
4. A file regarding all sport accounts is available in the Athletic Director's Office and will be reviewed by coaches.
5. Set up an appointment with the AD to discuss any questions or processes regarding accounts.
6. It is important that all stakeholders to understand the budgeting process as outlined above and will have an understanding of the role of the boosters clubs
7. There will be no inconsistencies regarding uniform expense and inventory
8. Depending on the sport, these expenses can be substantial or they may be minimal.
9. Regardless, we are all part of the Athletic Program, and consequently, the beneficiaries of our own efforts and the efforts of each booster club's.
10. Please understand that you must fulfill certain obligations to be eligible for support.
11. Those obligations are listed on the Budget Form on the following page, and there must be absolute clarity about all stipulations.
12. If obligations in fundraising are not met, that sport could be cancelled for the following year or until the debt is paid.
13. A team will be placed on probation and ultimately suspended if it does not meet its Stipend Donation, either directly through donations or the club account, during the school year.
14. Coaches are responsible in the organization of any team fundraising.

PURCHASING SUPPLIES AND EQUIPMENT (PURCHASE ORDERS)

Get prior approval of the athletic director for the purchase of equipment and supplies.

Purchasing supplies can be done as follows:

1. Purchase order must be completed for all supplies and equipment
2. Obtain a blank purchase order from the Athletic Director
3. Complete the form with:
 - a. Vendor name, address, phone, fax,
 - b. Items to be ordered, event/project (i.e. uniforms, timers), Club/Team Name,
 - c. Advisor Information (print name and sign your signature)
 - d. Student Signature (must have a student sign) if being paid through ASB Account
 - e. Athletic Director signature
 - f. Send order to Coach or Athletic Director's if order is being shipped to school.
4. Attach a sales quote obtained from the vendor to the purchase order. Be sure to indicate the shipping fee on the sales quote or written on the purchase order
5. Return all Purchase Order information to the Athletic Director for processing.
6. AD will fax order, unless otherwise indicated, within 2 days of receiving the completed form. Allow 4 – 6 weeks for delivery for items from out of state

SCCS COACHING HANDBOOK

CHECK REQUEST

Check requests are available only if purchase is less than \$50 in supplies/equipment

Process:

1. Obtain ***Request for Check Form*** from the Athletic Director.
 - a. Complete your name (or if paying directly to the company, enter vendor name), address,
 - b. Explanation of what is to be purchased.
 - c. Enter Total to be reimbursed in right hand column.
 - d. Charge to (enter your club name
 - e. Advisor (coach's name and signature)
 - f. A.D.'s signature on same line
 - g. Student Officer signature if being paid through ASB Accounts.
2. Submit the completed check request to the Athletic Director.
3. You must attach the ORIGINAL RECEIPT OR INVOICE, or the reimbursement will be delay (or denied) or the vendor may not be paid.
4. Allow 2 weeks for payment check.

No staff members will be reimbursed for any purchase that does not follow the above procedures.

SCCS COACHING HANDBOOK

SECTION X

EMERGENCY PROCEDURES FIRST-AID KITS - ATHLETIC SUPPLIES

During the season it is very possible that some type of injury or emergency will occur that the coach **MUST** deal with. The preparedness of the coach and the manner in which the situation is handled can make a tremendous difference in the treatment, medical care and well being of the athlete, not to mention the perception by others of coach's competence not to mention the possible legal ramifications of your actions.

FIRST-AID KIT

1. Coaches **will** have a fully stocked First Aid Kit **and all** emergency contact information for all team members with them **at all team activities**.
2. The exception to the First Aid Kit is if the certified trainer is assigned to the game.
3. If a player is injured an **"Accident Report Form"** must be completed by the end of the next school day by coach and the Athletic Director. Forms are available from the Health Office.
4. If you do not have a first aide kit or need extra items in your kit, please see the Athletic Director for a list of supplies. Please do this at the beginning of your season and plan for the entire season as best you can. Your budget may be used for this equipment and supplies.

EMERGENCY CARDS

1. Each coach is responsible for having the emergency medical information for each athlete, manager, and stat person in the first-aid kit or in their possession at **all** team activities.
2. The coach **MUST** be aware of any medical issues that the parent has listed on the emergency card.
3. **It is the responsibility of the coach to know this information.**
4. **This information is available from the Athletic Director.**

PHYSICAL CARDS

1. Each coach is responsible for carrying the student's Physician's Statement & Parent's Consent cards
2. These cards contain the parent's authorization to have the student treated for injuries.

MEDICAL EMERGENCY PLAN

1. The coach **MUST** have a written medical emergency plan.
2. This plan can easily be taped to a clipboard or notebook.
3. The plan will include location of closest phone, road and gate access for emergency vehicles and the cross streets to the high school.
4. Any student will be able to take this plan and call "911" with accurate information.

SCCS COACHING HANDBOOK

EMERGENCY RESPONSIBILITIES

1. Handle the situation professionally and calmly.
2. The injured student and his/her well-being must be your primary concern.
3. The parents of the injured student must be contacted as soon as possible. If unsuccessful in making initial contact continue attempts until successful.
4. The student must not be allowed to go to the hospital by him/herself.
 - a. Have an adult assistant coach accompany and remain with the student until relieved by parent or school official.
 - b. If the coach is alone with the team then assure that a responsible adult or bus driver associated with the school district accompanies the student to the hospital and remains until relieved by the parents.
5. Anytime an athlete is transported to the hospital, the coach must contact the athletic director or principal that day with all information.
6. Complete and submit an Accident Report Form to the athletic director within 24 hours
7. The coach and athletic director must Follow up with the parents as to the status of the athlete.
8. The coach must document everything that occurred during the incident.
9. Athletes must be advised on how to respond to an injured teammate
 - a. Tell the coach, do not touch or MOVE the athlete, etc.).
 - b. DO NOT accept, place blame or responsibility.
 - c. There will be plenty of lawyers to do that afterwards.
10. Refer all media questions to the Athletic Director.
11. Deal with the parents in the kind, caring manner that you would desire if it were your child hurt.
12. Remember the student comes first.

REMEMBER:

1. In an emergency, seconds and minutes can make the difference between life and death.
2. Decisive, quick and proper action by you can save a life.

MINOR INJURIES

1. Most coaches will have minor injuries occur on a regular basis.
2. The coach's responsibility is to assess the injury and then refer the athlete to the appropriate medical personnel.
3. All injuries, minor or major, are of primary concern.
4. An accident report must be submitted to the Athletic Director for each incident The Athletic Director is the ultimate authority as to who can practice/play following an injury.
5. If an athlete was seen by a doctor or other medical personnel for an injury, the athlete ***will not*** return to practice or play without a written release from the doctor. There must be written proof of the release with a signature
6. Any student who leaves practice or a contest because of an injury will be called that night.
7. Any student who is admitted overnight to the hospital will be visited the next day and the athletic director will be notified immediately

SCCS COACHING HANDBOOK

EVACUATION PROCEDURES

1. School catastrophes are not restricted to school day hours.
2. It takes just a few minutes to cover what students will do if there is a fire alarm, intruder alert or an earthquake.
3. Know the evacuation procedures that are practiced at your school.
4. Review and drill them with your athletes early in the season.
5. All of this information is available through the Athletic Director