

El Monte Union High School District



Coaches Handbook 2019/2020

EMUHSD 2019/2020

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Title IX Notice
(Template for All El Monte Union High Schools)

_____ **HIGH SCHOOL**

Reaffirms its policy of the
ELIMINATION OF DISCRIMINATION OR DENIAL OF SERVICE
on a basis of any protected class:
RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, FAMILIAL STATUS, SEXUAL
ORIENTATION, GENDER IDENTITY, DISABILITY STATUS, VETERAN STATUS, AND
GENETIC INFORMATION

Questions or complaints should be directed to:

INSERT NAME OF SCHOOL PRINCIPAL - (626) ____ - ____

Principal

Dr. Edward Zuniga - (626) 444-9005

EMUHSD Superintendent

Mr. Felipe Ibarra - (626) 444-9005

Assistant Superintendent, Human Resources

**EL MONTE UNION HIGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY /
AFFIRMATIVE ACTION EDUCATIONAL INSTITUTION**

ESCUELA SECUNDARIA _____

Reafirma su póliza
SOBRE LA ELIMINACION DE DISCRIMINACION
O DENEGACION DE SERVICIOS
a base de cualquier clase protegida:
LA RAZA, EL COLOR, LA RELIGION, EL ORIGEN, LA EDAD, EL SEXO, EL ESTADO
FAMILIAR, LA ORIENTACION SEXUAL, LA IDENTIDAD DE GENERO, INCAPACIDAD, EL
ESTADO DE VETERANO, E INFORMACION GENETICA

Preguntas o quejas deberan ser dirigidas a:

NOMBRE DE DIRECTOR DE ESCUELA - (626) ____ - ____

Director

Dr. Edward Zuniga - (626) 444-9005

Superintendente, EMUSHD

Sr. Felipe Ibarra - (626) 444-9005

Superintendente Auxiliar de Recursos Humanos

**EL DISTRITO ESCOLAR DE EL MONTE ES UNA INSTITUCION DE OPORTUNIDAD
IGUAL / CON ACCION AFIRMATIVA INSTITUCION EDUCATIVA**

ATHLETIC PROGRAM INFORMATION

INTRODUCTION

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

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

The El Monte Union High School District (EMUHSD) asks that you join with us in dedicating ourselves to upholding the proud traditions of the schools in our District.

PURPOSE

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

PHILOSOPHY

The Athletic Department is an integral part of the total educational process of Arroyo, El Monte, Mountain View, Rosemead, Fernando Ledesma, and South El Monte High Schools. Being involved in athletics provides our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior, which are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team.

El Monte Union High Schools encourage all students to participate in athletics by offering a well-rounded program of interscholastic athletics for both young men and women. Competition and cooperation are prized in our culture, and both are fostered by a well-conducted athletic program under competent leadership. Athletics, which are regulated to meet educational objectives, can provide a major contribution to the physical and moral development of students.

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

EMPLOYEE - STUDENT INTERACTION

Board Policy 4060

Article I, Section 28(c) of the California Constitution requires that all students are provided a safe and secure learning environment.

Recognizing that all employees are considered educators, the District expects its educators to act in a manner that reflect professional, moral, and ethical practices within established boundaries.

Additionally, this policy endeavors to:

- Protect employees from prohibited or unauthorized student-employee interactions which may result in false allegations
- Maintain the integrity of the teaching profession and of public education
- Maintain public trust and confidence in the safety of our schools.

Therefore, it is the policy of the District that all employees:

1. Communicate and interact with students through any means in a manner that respects the student's right to a safe and secure environment per the California Constitution.
2. Conduct themselves at all times in a manner that adheres to district governing policies.
3. Maintain appropriate boundaries with students that are consistent with their role, duties, responsibilities, and within accepted norms of behavior for educators.
4. Adhere to district governing policies for being alone with a single student on district premises during the normal school day.
5. Obtain written approval in advance from district administrators and student & parents/guardians to meet with students for any related school or district-sponsored activities outside of the district premises and/or normal school hours as required by district governing policies.
6. Recognize their individual responsibilities to take immediate action and/or report to an immediate supervisor when they witness, overhear, recognize, or otherwise become cognizant of prohibited or unauthorized student-employee interactions.
7. Recognize their individual responsibilities as mandated reporters apply to school, home, and other environments where a student may be exposed to emotional, physical, and sexual abuse including neglect.*
8. Understand that significant consequences for noncompliance may include disciplinary action up to termination and/or legal action per Education Code, Board Policy and the Collective Bargaining Agreement.

* All district employees must complete all mandated classes as a condition of employment on a yearly basis, and prior to student interaction.

CIF Sportsmanship and Code of Conduct

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

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

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

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

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

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

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

Standards and Expectations for Coaching Staff

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

EL MONTE UNION HIGH SCHOOL DISTRICT ATHLETIC PROGRAM GOALS

- To promote the development of good health and positive character of each athlete through the values of self-discipline, teamwork, competition, leadership, time management skills, fair play, ethical behavior, high academic standards and an overall commitment to personal excellence.
- Promote the development of favorable habits and positive attitudes in students that will prepare them for adult life.

- Recognize and promote the lessons learned regarding good sportsmanship, ethics, teamwork, and the value of competing—win or lose.
- To provide safe, supportive, and knowledgeable coaching to promote the physical, mental, ethical, social and emotional well-being of the athlete.
- To help students and parents understand the responsibilities which accompany the opportunity and privilege of sport and team participation by providing a model of good sportsmanship.
- Encourage coaches to be leaders, role models, and people of character.
- To clearly communicate behavioral expectations and to enforce consistent consequences for violations of school rules and regulations.
- To provide a positive and meaningful experience for all athletes.
- Promote cooperation throughout the athletic department, while supporting all athletic programs.

FORM OF ADDRESS

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

LANGUAGE

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

A COACH SHOULD NEVER:

- Allow any student to participate in try-outs, practice, or games without proper athletic clearance.
- Allow students to participate without the Coach’s supervision, which is defined as a Board approved coach or administrator physically present at all times for all athletic events related to the team.
- Leave students unattended after practice or game. Coaches should make sure that **all** athletes have either been picked up by their parents or secured an alternative way to safely return home after games/activities.
- Allow students to be transported to or from events in other than school approved transportation.

School approved transportation is student athlete transportation by means of district buses and/or vans with district drivers and drivers approved by the district.

- Allow him or herself to be alone with an athlete in a room with the door closed.
- Take an athlete to your residence.
- Allow hazing of athletes. Examples of hazing would be: tying an athlete to a pole, putting athletes in a trash can, any type of embarrassing dress, any type of physical attack and anything that would make a reasonable person uncomfortable.
- Give your keys to any student or parent.
- Contact students from other schools or allow them to visit the school.
- Allow confidential information concerning students to be made public.
- Communicate with students in an inappropriate manner. (in person, phone, text, email, social media)

A COACH MUST:

- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Know and understand all the responsibilities that are involved in being a coach at your assigned high school.
- Know and understand the CIF/SS and Mission Valley League (MVL) By-Laws that pertain to your sport.
- Make sure that all athletes have appropriate authorization to participate.
- Have emergency cards, training kit, and ice available for every athlete at practices or games.
- Use only School approved transportation is student athlete transportation by means of district buses and/or vans with district drivers or drivers approved by the district.
- Look, act, and sound like a professional educator.
- Inform his/her Athletic Director by the next day of any time that a coach or athlete is ejected from a game.
- Inform his/her Athletic Director by the next day of any student/athlete injuries and complete accident report with nurse's office (see appendix).

Expectations for Coaches – Pursuing Victory with Honor

For CIF guidelines see appendix A

All EMUHSD coaches are expected to do the following:

1. Sign and follow the CIF/SS's coaches' Code of Ethics.
2. Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
4. Ensure that the athletic program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
5. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
6. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
8. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
9. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.
10. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
11. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
12. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
13. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
14. Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

15. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

CIF/SS Code of Ethics for Interscholastic Coaches

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

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

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

CIF/SS Code of Ethics

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

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

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide supervision of students at all times, which is defined as a Board approved coach or administrator physically present at all times for all athletic events related to the team.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any post-secondary educational institution.

10. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

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

Administrative Responsibilities

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

Athletic Program Enrollment Packet

Before an athlete can participate in a sport they must have completed all the information in the Athletic Program Enrollment packet. This packet is located at the Activities Office at each high school. Athletes **may not** practice until all forms have been completed in their entirety and submitted to the Activities Office. This enrollment packet contains emergency contact information (two cards), physical exam verification (Physician's statement and parent's consent), health insurance verification, the Athlete Code of Conduct (two copies - to be signed by student and parent), and the CIF Code of Athletics.

Ensure Eligibility

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

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

- A student must be enrolled in the school and live within the boundaries of the district or have an inter-district transfer.

- Athletes are expected to follow all school rules and regulations of El Monte Union High School District. The State of California eligibility rule demands that all athletes must have a 2.00 GPA at the end of the previous grading period of his/her sport. If the student is below a 2.00 GPA he/she will not be allowed to play. (GPA from 8th grade will determine freshman eligibility status for the Fall). The student athlete must also be making successful progress towards meeting graduation requirements. He or she, however, is allowed one probationary period where they are allowed to participate as long as they have four passing classes.
- Eligibility and ineligibility shall begin or end on the second Monday after the grading period ends.
- A student must fall within the prescribed age limit, which is no older than 19 years of age prior to June 15. In addition, to play Varsity Football, a student must be at least 15 years of age.
- A student may not join a school varsity team after the first league contest of that team if the student has competed on an outside team in the same sport during the school/league season of that sport. He/she becomes ineligible to compete on the high school team. The high school games in which the student participated after violation of this rule shall be forfeited.
- A student visiting from a foreign country may compete on a team only if he/she is part of an official exchange program and the necessary transfer papers have been approved and signed. Violation of these rules may result in forfeiture of the games in which the student participated.
- When a student transfers to any EMUHSD high school from any other high school, all the necessary transfer papers must be approved and signed prior to participation. Violation of this rule may result in forfeiture of the games in which the student participated. Transfer form CIF – 207 and 510 are available from the Athletic Director.
- All athletes must have a yearly physical exam and have insurance. School insurance can be purchased through the high school Activities office.

Associate Student Body (ASB) Membership

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

Drugs and Alcohol

Alcohol, tobacco, narcotics (including performance enhancing drugs) and other controlled substances negatively affect the athlete's physical well-being. Student athletes are expected to refrain from use of tobacco, alcohol, and drugs (including performance enhancing drugs). All athletes must sign the District Co-Curricular Drug and Alcohol Policy Agreement contained in the Athletic Program Enrollment Packet. Anyone who violates this policy will be subject to disciplinary action as outlined in that policy. Coaches are expected to be familiar with and help enforce this policy.

League Meetings

If there is a pre-season and/or post-season league meeting for their sport, Varsity head coaches are required to attend. If you are unable to attend please send your assistant coach so a representative may attend the meeting. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to the represent your school on all-league teams.

Pre-Season Meetings

It is required that the head coach of each sports team meets with his/her student-athletes and parent/guardians and discuss the following:

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

Team Rules

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

Schedules

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

Please also get approval for tournaments or overnight road trips before you schedule them.

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

Team Rosters

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

Team Pictures

Team pictures are the responsibility of the coach and are to be scheduled at the coach's discretion. Proper releases signed.

Emergency Cards

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

Public Relations

Each head coach of a varsity sport, boys and girls, is **expected** to report scores and the like to each of the local newspapers or online entities (i.e., Mid-Valley News, San Gabriel Valley Tribune, MaxPreps.com, etc.).

Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual.

Summer Programs

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

Coaching Classes

It is mandatory that every high school Coach, Volunteer and Walk-ons take the following courses:

1. Fundamental of Coaching through NFHS <https://nfhslearn.com/courses/61001>;
2. Concussion in Sports offered through NFHS: <https://nfhslearn.com/courses/3000>
3. Sudden Cardiac Arrest (SCA) Training; NFHS offers a free course at: <http://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
4. Heat Acclimatization Course – January 1, 2019 State law goes into effect; NFHS: <http://nfhslearn.com/courses/61140/heat-illness-prevention>
Or ASCIP Britteam.com, Heat Illness Prevention
5. CPR/First Aid, and AED Training. This training is periodically offered by EMUHSD at no cost to the coaches.

Copies of your certifications must be submitted to your school site's APA and with the District Office.

It is mandatory that **every** high school Coach takes and passes the NFHS Fundamentals of Coaching Certification Course. The course is offered online at <http://www.nfhslearn.com/coreCourseDetail.asp>. The cost is \$52.00. A copy of your certification notice must be submitted to your school site's APA.

It is also mandatory that every coach present evidence to the District Office and the APA of successful completion of courses in CPR (with concussion training) and First Aid. Classes in First Aid and CPR/AED are offered by EMUHSD periodically at no cost to coaches

Safety

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

Report Suspicious Activities

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

Medical Kit

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

Reporting Injuries – Incident Reports

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

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

1. Give first aid as needed.
2. Communicate with the parent/guardian of the student-athlete as soon as possible. Please contact the parent no matter how minor the injury might be.
3. A Medical Authorization, Waiver and Assumption of Risk, Permission forms are to be signed by the Parent(s) or Guardian prior to participating in any sport offered by the District. Students should be released to parents, relatives or guardians. If one is not available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student has received proper treatment.
4. Do not leave your athlete alone.
5. Do not move the athlete if the injury appears to be to the head or back. When in doubt, do not move the athlete and immediately call 911 for an ambulance.

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

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

COACHES' ADMINISTRATIVE RESPONSIBILITIES

CHECKLIST

OFF-SEASON

- _____ Schedule pre-season games. All fall schedules are due May 1st, winter schedules are due September 1st and spring schedules are due December 1st.
- _____ Schedule use of facilities for open gym or open field time on SchoolDude (sd.emuhsd.org).
- _____ Create a list of equipment needed for the following year (See equipment section below).
- _____ Monitor Students' academic progress.

PRE-SEASON

- _____ Schedule meeting with athletes and parents.
- _____ Submit a list of athletes intending to tryout to the Athletic Director.
- _____ Schedule use of facilities for the season.
- _____ Check field, facility, and equipment to ensure everything is in working order, which is defined as safe conditions for students in compliance with CIF regulations (See facility section below).
- _____ Attend all pre-season coaches meetings.

START OF SEASON

- _____ Ensure that all program enrollment forms, transportation fees, and other required documents have been submitted to the Athletic Director.
- _____ Complete Data Sheets.

- _____ Confirm the eligibility of all athletes on your team with the Athletic Director.
- _____ Submit final rosters.
- _____ Schedule time with the Athletic Director when uniforms will be issued.
- _____ Team picture date. Hand out picture forms a few days in advance.

GAME DAYS

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

END OF SEASON

- _____ Awards form turned in to the Athletic Director.
- _____ Fill out CIF/SS playoff forms if appropriate.
- _____ Schedule time with the Athletic Director to turn in uniforms, equipment, etc.
- _____ Attend Post Season League meeting.
- _____ Attend School Awards night.
- _____ Complete check out sheet.
- _____ Schedule End of Season evaluation meeting with the Assistant Principal of Activities and Athletic Director to review the season.

Athletic Department

ATHLETIC GOVERNANCE

The governing organization under which we participate is the California Interscholastic Federation (CIF). The CIF is divided into sections as El Monte Union High School is part of the CIF Southern Section

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

Our league within the CIF/SS is the Mission Valley League (MVL).

PARTICIPATING MISSION VALLEY LEAGUE (MVL) HIGH SCHOOLS

- Arroyo
- El Monte
- Gabrielino
- Marshall Fundamental
- Mountain View
- Rosemead
- South El Monte

Athletic Department

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

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

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

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

The AD's list of responsibilities to help and support coaches are as follows:

- Help assign teachers and other support staff for coverage for athletic events (such as track meet timers, football/basketball announcers, spotters, timers, etc.).

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

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

Contact Information

Emergency	911 (or 9-911 if calling from school phone)
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Kaiser Permanente Medical Center – Baldwin Park	(626) 851-1011
Methodist Hospital of Southern California – Arcadia	(626) 898-8000
Greater El Monte Community Hospital – South El Monte	(626) 579-7777
Athletic Trainer	<i>School Site Specific Info</i>
Athletic Director	<i>School Site Specific Info</i>
Activities Office	<i>School Site Specific Info</i>
Principal	<i>School Site Specific Info</i>
Assistant Principal of Activities	<i>School Site Specific Info</i>
Mid Valley News	(626) 443-1753
San Gabriel Valley Tribune	(626) 962-8811

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

Student Athlete/Team Protocols

Athlete Code of Conduct

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

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

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

Eligibility

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

- A student must be enrolled in the school and live within the boundaries of the district or have an inter-district transfer.
- Athletes are expected to follow all school rules and regulations of El Monte Union High School District as well as the CIF athletic code of conduct. The State of California eligibility rule demands that all athletes must have a 2.00 GPA at the end of the previous grading period of his/her sport. If the student is below a 2.00 GPA he/she will not be allowed to play. GPA from 8th grade will determine freshman eligibility status for the Fall. The student athlete must also be making successful progress towards meeting graduation requirements. He or she, however, is allowed one probationary period where they are allowed to participate as long as they have four passing classes.
- Eligibility and ineligibility shall begin or end on the second Monday after the grading period ends.
- A student must fall within the prescribed age limit, which is no older than 19 years of age prior to June 15. In addition, to play Varsity Football, a student must be at least 15 years of age.

- A student may not join a school varsity team after the first league contest of that team if the student has competed on an outside team in the same sport during the school/league season of that sport. He/she becomes ineligible to compete on the high school team. The high school games in which the student participated after violation of this rule shall be forfeited.
- A student visiting from a foreign country may compete on a team only if he/she is part of an official exchange program and the necessary transfer papers have been approved and signed. Violation of these rules may result in forfeiture of the games in which the student participated.
- When a student transfers to any EMUHSD high school from any other high school, all the necessary transfer papers must be approved and signed prior to participation. Violation of this rule may result in forfeiture of the games in which the student participated. Transfer form CIF – 207 and Undue Influence form CIF - 510 are available from the Athletic Director. CIF – 510 must accompany form CIF – 210.
- All athletes must have a yearly physical exam and have insurance. School insurance can be purchased through the high school Activities office.

Participation Requirements

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

Team Uniforms

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

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

Practice/Games

Practices are mandatory and can be held daily, (**CIF RULES PROHIBIT PRACTICING ON SUNDAY**). Practice schedules for each sport are determined by the availability of the coach and facility. Practices may start 7th period (if applicable) or after school. The coach, in coordination with the Athletic Director, sets the practice times. Each coach should provide the students with a practice schedule.

The athlete must always consult with the coach if he/she must miss practice or game. Employment is not a

valid reason for missing. Consequences for unexcused absences for practices and games will be based on the head coach's team rules that must be provided, in writing, to the athletes on or before the first practice (See Team Rules above).

Termination of Participation by an Athlete

Cut from a team because of lack of ability: An athlete cut from a team may try-out for another If a student misses a practice due to his/her employment sport immediately.

Dropped from a team by mutual consent: An athlete may terminate association with a team by approval of the coach prior to dropping the sport. The athlete is eligible to try-out for another sport subject to approval by the athletic director and the coach of the new sport.

Quitting a sport: An athlete who quits any sport without approval of the coach and athletic director will be suspended from participating in any athletic program until the next sport season.

Attendance

Students who have excessive class absences shall be denied the opportunity to participate in athletics. Any student who is truant two or more periods in a single week shall be denied the opportunity to participating in the first interscholastic event of the following week.

Attendance on the day of the game (interscholastic event) is required for a minimum of 240 minutes (four periods). If the student is not in attendance for this period of time, the student is ineligible to participate in a practice or game.

Use of Illegal Substances

A student athlete may not:

- Smoke, Vape or use tobacco in any form (in or out of season)
- Consume alcohol or use any narcotics (in or out of season)
- Use steroids or other Performance Enhancing Drugs (PEDs) (in or out of season)

Penalties for violations of above rules:

1. **First Violation:** The student athlete shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater.
2. **Second Violation:** The student athlete shall lose eligibility for the next six consecutive interscholastic events in which the athlete is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third and Subsequent Violations:** The student athlete shall lose eligibility for the next twelve interscholastic events in which the athlete is a participant. If the athlete becomes a participant in a chemical dependency or alcohol treatment program, he/she may be certified for reinstatement in athletic activities after a minimum period of six weeks. The director or a counselor of the treatment center must issue the certification.

NOTE: Penalties shall be cumulative, beginning with, and throughout, the student's participation on a Varsity or lower level team.

Other Prohibited Acts

A student athlete shall be suspended from all athletics for the remainder of the semester, or for six weeks, whichever is longer, for the following offenses:

1. Possession, solicitation, or otherwise furnishing any firearm, knife, explosive, or other dangerous object (including but not limited to Penal Code Section 626.9, 626.10, and 12.000 et seq.) unless, in the case of possession, the student had obtained written permission to possess the item from school administration.
2. Commission of robbery or extortion.
3. Causing or attempting to cause damage to school or private property.
4. Committing an obscene act or engaging in habitual profanity or vulgarity.
5. Stealing or attempting to steal school or private property.
6. Unlawfully arranging, offering, or negotiating to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.

Reinstatement from Suspension

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

Appeal Procedure

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

Team Selection

Tryout Period

All Athletes are to be given a pre-specified period to tryout. **(Please use a vetted training regimen sanctioned by CIF)** If a student is participating in another sport during tryouts, they are guaranteed a tryout when they arrive.

Handling Cuts

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

Back-to-Back Seasons

An athlete who is ending one season and immediately starting another sport may have up to three days off

(a weekend counts as two days). It is the responsibility of the athlete to see the coach whose season he/she is starting and confirm how many days he/she can take off. These athletes are afforded the full tryout requirement.

The Role of Your JV, Freshman or Frosh/Soph Team

If you are a Varsity head coach, it is required that you have an active role with your JV, Freshman or Frosh/Soph program. If you are a JV, Freshman or Frosh/Soph coach, it is expected that you will work with the Varsity head coach. A successful program has to have cooperation between both teams. As a Varsity head coach you need to support your JV, Freshman or Frosh/Soph coach and his/her athletes because they are your future.

Transportation and Trips

All student-athletes must ride in school approved transportation to and from all contests *unless* a written note is provided by the student from their parent/guardian at least 24 hours in advance that states the parent/guardian will be providing the student with transportation to the contest. After a contest, students may be released to their parent/guardian upon approval of the coach and a written note from the parent/guardian. Please meet with the parent/guardian and make sure that only their child is going home with them. **UNDER NO CIRCUMSTANCES MAY A STUDENT DRIVE.** (See related Board Policy and Administrative Regulation in *Appendix D*).

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

Release Time

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

Buses/Vans

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

Scheduling

All athletic trips are to be scheduled (whether regular season, playoff, preseason, tournaments or overnight trips) through the Athletic Director as they are to enter into TripDirect on SchoolDude (sd.emuhdsd.org). Contact the Transportation Office at (626) 444-9005 EX 9860, 9861 for any questions or issues.

Parent Drivers

A parent may drive a group of students to a competition only if transportation is school-approved, and vetted; or Parents can drive school van if approved through District. For that to occur, the parent has to be

approved by the district as a driver. The forms to obtain this clearance will include a copy of the applicant's driving record from the DMV which are available in the school's Activities Office.

Overnight Trip Request

Any trip that requires an overnight stay by students must be approved by school administration in advance. There must be a completed Travel and Conference Request form completed and turned in at least two weeks before the departure date. The Principal must get District approval for the trip. Once it has been approved, the Principal will have a meeting with everyone who will be going on the trip.

Transportation Scheduled Outside of Conference

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

Finances

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

Site Budget – Athletics Allocation

The school site budget includes a specific Athletics allocation. All teams shall be provided with an equal dollar amount allocation per year with the exception of football (due to equipment costs). This allocation typically covers items such as reconditioning football helmets and purchases of athletic equipment such as basketballs, etc.

Boys and girls teams shall be provided equal access at all times to the available funding so as to supply both boys and girls teams with necessary equipment and supplies to ensure equality and safety. If there is a conflict or equal access issue, they must be brought to the Athletic Director, who will then take the issue to the school's Title IX Director (Principal).

Fundraising

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

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

Separate Financial Accounts

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

Purchasing

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

Purchases from ASB Club Account

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

Purchases from the School Site Budget (Principal's Budget)

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

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

Tips When Fundraising For and Ordering Equipment

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

Purchase of Team Shirts/Sweatshirts

The coach needs to oversee the artwork and design of the team t-shirt/sweatshirt. The colors must be school colors. Once you have put everything together you must get the approval of the Athletic Director before they can be ordered.

Uniforms

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

- Schedule a day and time with the Equipment Manager to have uniforms issued.
- Give list of names, sizes, and/or numbers to the Athletic Director prior to the date to be issue.
- Ensure all team members are there at the assigned time.
- Collection of uniforms at the end of season will done by scheduling with the Athletic Director a day and time.
- All other equipment is to be issued and collected by the coaches.
- Uniforms and equipment should be clean when returned by the student at the end of the season.

Facilities

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

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

All athletic facilities on campus, including locker rooms, the gymnasium, practice and competitive fields must be reserved through on SchoolDude (sd.emuhsd.org).

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

Athletic Director Offices

The Athletic Director's Office is located at [School Specific Info](#). Coaches' mailboxes are located in [School Specific Info](#). Please check your mailbox frequently.

Training Room

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

Athletic Film/Class Room

The Film/Class room is located at School Specific Info. If used it must be kept clean. It is not to be used as a dressing room or having team dinners. Please check with the Athletic Director for availability.

Locker Rooms and Team Rooms

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

Gym

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

Athletic Weight Room

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

Athletic Fields

The athletic fields must be maintained in good condition. By using a little common sense this can be accomplished fairly easy. Coaches need to organize their practices, vary their drills, and use all of their assigned field space and not stay in one area every practice. On days that it rains our fields will be shut down so please have a Rain Out Plan.

Parent Involvement

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

Driving

Buses and vans are provided for all teams. A parent may only drive if they have been approved through DMV and our District Office with the proper paper work AND having completed the mandated training. Under no circumstances is an athlete allowed to drive to or from an event.

Team Parent

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

Parent Meetings

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

- Your coaching philosophy.
- Written team rules.
- Hand out schedules provided by the Athletic Director.
- Remind parent about transportation fee and fair share donation.
- Have Team Parent do a sign-up sheet for the various off the field tasks your team will need.
- Any other information you feel your parents need to know that will make your job easier.

Parent Limits

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

Parent Complaints

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

Communication with Parents

During the course of the year, there may be misunderstandings between parents and coaches concerning a

variety of issues. In order to minimize these problems, each coach must provide parents with the Athletic Packet, including a copy of the Athlete Code of Conduct, and written team rules. In addition, it is also recommended to provide parents with the following additional information:

- Your e-mail address and/or home/business phone number.
- Practice schedules – days and times as well as where those practices are to be held.
- Game Schedules and school website so they can go to it if a game has been cancelled.
- Criteria for being selected to play on your team.
- Transportation information – If you have the need to call upon parental help in transporting your team, this would be a good time to ask for it.

Booster Clubs

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

Guidelines for Coaching in Hot Weather

Precautions for hot weather athletics: **Coaches should make sure all athletes are taking in fluids.**

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

In addition, the following precautions should be taken:

- Physical examination done with athlete's school health-history available to the examining physician.
- State high school associations' recommendations should be followed with annual reference to heat stress.
- Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the physical condition of their athletes and gear their practice schedules accordingly.
- The acclimatization factor, the process of becoming adjusted to heat, is important and it is essential to provide for gradual acclimation of hot weather activities. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Intensity and duration of exercise should be gradually increased over a period of 7-14 days to give athletes' time to build fitness levels and become accustomed to practicing in the heat. It is fully recommended that coaches wisely use spring practice time, the preconditioning week in August, and pre-schedule practice with acclimatization well in mind.
- Know both the temperature and the humidity. The greater the humidity, the more difficult it is for the body to cool itself. The San Gabriel Valley generally has low humidity, and that is a plus. However, our late summer and early fall usually have very high temperatures – we must be just as alert and preventative.

- Cooling by evaporation is proportional to the area of skin exposed. In extremely hot weather reduce the amount of covering on the body as much as possible. Never use rubberized clothing.
- After strenuous practices athletes should replace fluids. Water or sports drinks should be encouraged. Water or sports drinks should be readily available to athletes during practice and should be served ideally chilled in containers that allow adequate volumes of fluid to be ingested.
- Athletes should weigh each day before and after practice and weight charts checked by the coaches. Generally, a three percent weight loss is safe through sweating and over a three percent weight loss is in the danger zone. Compensate with a less rigorous workout in weather that is hot.
- Watch your athletes carefully, particularly those who lose much weight, overweight athletes, and the over-eager athlete. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
- Know what to do in case of such an emergency. Be familiar with immediate first aid practices and prearrange procedures for obtaining medical care, including ambulance service.

Signs of Heat Illness

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

Heat Related Medical Emergencies

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

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

- Feeling faint
- Nausea
- Heavy sweating
- Ashen appearance
- Rapid, weak heartbeat
- Low blood pressure
- Cool, moist skin
- Low-grade fever

First Aid/Treatment:

- Get the person out of the sun and into a shady or air conditioned location.
- Lay the person down and elevate the legs and feet slightly.
- Loosen or remove the person's clothing.
- Have the person drink cool water (not iced) or sports drink containing electrolytes.
- Cool the person by spraying or sponging him/her with cool water and fanning.
- Monitor the person carefully. Heat exhaustion can quickly become heatstroke. If fever greater than

102° F, fainting, confusion, or seizures occur, dial 911 or call for emergency medical assistance.

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

Signs and symptoms:

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

First Aid/Treatment:

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

MRSA: MRSA (Methicillin-Resistant Staphylococcus Aureus) is a type of staph infection that is resistant to many common antibiotics and, in cases where treatment is needed, can be very difficult to treat. Staph bacteria are one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics, but occasionally serious infections require treatment. In the last few years, there have been a number of cases where these bacteria have spread among members of sports teams. Recently, this issue is making headlines as MRSA can have serious and deadly ramifications if not dealt with immediately.

Signs and Symptoms:

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

- Unusual or increasing pain and/or warmth
- The presence of pus or a pustule
- Induration (hardness)
- Increasing swelling, size or redness of the wound

- Red streaks around the wound
- Fever and/or chills (flu-like symptoms)

Preventing MRSA

Precautions that coaches should take for preventing the spread of MRSA:

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

Employment

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

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

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

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

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

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

Wages and Compensation

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

Pay Checks

Certificated Coaches

Certificated coaches are paid in accordance with the El Monte Union Educators' Association (EMUEA) Collective Bargaining agreement, which states that a lump sum will be paid at the end of the sport's season. Fall sports will be paid in December, Winter sports in March, and Spring sports paid in May.

Classified Coaches

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

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

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

Awards Night
SEE SCHOOL SITE FOR SCHOOL SPECIFIC INFORMATION

AWARDS AND RECOGNITION

School Specific Info

VARSITY BLOCK LETTER

School Specific Info

CERTIFICATES

School Specific Info

PLAQUES

School Specific Info

ATTIRE

School Specific Info

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

Appendix
FORMS

Appendix A

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

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

TRUSTWORTHINESS

Trustworthiness - Be worthy of trust all you do.

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

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

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

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

RESPECT

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

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

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

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

RESPONSIBILITY

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

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

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

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

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

FAIRNESS

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

CARING

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

CITIZENSHIP

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

Code of Conduct for Student-Athletes

From the State CIF web-site

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

TRUSTWORTHINESS

Trustworthiness - Be worthy of trust all I do.

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

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

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

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

RESPECT

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

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

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

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

RESPONSIBILITY

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

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

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

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

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

FAIRNESS

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

CARING

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

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

CITIZENSHIP

Play by the Rules - Maintain a thorough knowledge of and abide by all applicable game and competition rules.

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

Code of Conduct for Coaches

From the State CIF web-site

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

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

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

TRUSTWORTHINESS

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

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

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

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

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

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

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

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

RESPECT

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

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

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

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

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

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

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

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

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

RESPONSIBILITY

Life Skills - Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.

Advocate Education - Advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.

Advocate Honor - Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communication.

Good Character - Foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.

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

Personal Conduct - Refrain from profanity, disrespectful conduct and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.

Competence - Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques and first-aid and safety.

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

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

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

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

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

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

Privilege to Compete - Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team, and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.

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

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

Enforcing Rule - Enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

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

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

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

FAIRNESS

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

CARING

Safe Competition - Put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

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

CITIZENSHIP

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

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

16 Principles of Pursuing Victory With Honor

From the State CIF web site

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership - including coaches, athletic directors, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them the positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics, and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.

12. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of any age group coached as well as first aid. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, the school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

Appendix B- Training Regimen

Appendix C- Team Rules

Appendix D

Transportation Policy

Board Policy 3540

TRANSPORTATION

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure students access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon pupil and community needs and a continuing assessment of financial resources.

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services.

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

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

TRANSPORTATION

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

Means of Transportation

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

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

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

Appendix E

EL MONTE UNION HIGH SCHOOL DISTRICT
Human Resources Office
 3537 Johnson Avenue, El Monte, Ca. 91731
 (626) 444-9005
CHECK-OFF SHEET FOR CO-CURRICULAR EMPLOYMENT

Name: _____ School: _____
 Sport: _____ Stipend: _____ Volunteer: _____ Board Approved Date: _____

TO: ALL PROSPECTIVE WALK-ON COACHES

Before you can work, your name must be approved by the Board of Trustees. The Assistant Principal of Students Affairs at the school must submit the necessary paperwork to the office of Human Resources (HR) to have you approved.

In addition to the Board approval, the following is required to complete processing as a co-curricular employee whether you are a volunteer or receiving a stipend. All items must be turned in to the HR Office as soon as possible after being Board approved. If you are to receive a stipend for coaching, you **WILL NOT** be paid until **ALL** your paperwork is turned in to HR and HR reports that you are cleared to coach.

The following is needed in order to complete processing:

- | | |
|--|---|
| _____ Application | _____ Sexual Harassment Policy |
| _____ CalPERS (Reciprocal Self-Certification Form) | _____ T.B. Test/Chest X-Ray: _____
(Current within 60 days & every 4 yrs.) |
| _____ Copy of Driver's License or I.D. Card | _____ Uniform Complaint Procedures |
| _____ Copy of Social Security Card | _____ W-4 |
| _____ Drug & Alcohol Policy | _____ Warrant Recipient Form |
| _____ Emergency Card | _____ AED: _____
Automated External Defibrillator |
| _____ Fingerprint Clearance Date _____ | _____ Valid CPR Card: _____ |
| _____ SID: _____ | _____ Valid First Aid Card: _____ |
| _____ Fingerprint Referral (+\$69 Fee-Vol. Free) | _____ Heat Illness Prevention: _____ |
| _____ I-9 Form (Employment Authorization or Resident Card if not a U.S. Citizen) | _____ Fundamental of Coaching _____
(NFHS) CIF Certification |
| _____ Mandated Training (4 Modules) _____ | _____ Concussion in Sports _____ |
| _____ Oath of Allegiance | _____ SCA-Sudden Cardiac Arrest _____ |

PLEASE NOTE: I understand that I must complete and return the above paperwork to the Human Resources Office as soon as possible and that failure to complete this processing will result in delay of paycheck.

Signature of Employee: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES OFFICE

New Employment Packet Given on: _____ Clearance e-mail sent on: _____ HRS Input on: _____
 Revised on 9/17/19 - LC

Appendix F



16550 Bloomfield Avenue • Cerritos, CA 90703 • PH: (562) 404-8029 FAX: (562) 404-8038 • www.ascip.org

Confidential School Incident Report

Alliance of Schools for Cooperative Insurance Programs

CONFIDENTIAL-ATTORNEY/CLIENT WORK PRODUCT PRIVILEGE
 This report is to be completed by district employees. This form is a confidential, internal, document: its contents are not to be shared or copied for any persons who are not district employees and/or their legal representative.
IN CASE OF SERIOUS INJURIES A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY.

DATE OF REPORT				NOTE: The district employee either witnessing the incident or supervising at the time should complete and submit this form within 24 hours. This is an interactive form.			
NAME OF SCHOOL DISTRICT/CCD				NAME OF SITE			
ADDRESS OF SITE (NUMBER, STREET, CITY AND ZIP CODE)							
NAME OF INJURED PERSON (LAST, FIRST, M.I.)				AGE	GRADE	TELEPHONE NUMBER OF INJURED PERSON ()	
IS INJURED PERSON A MINOR <input type="checkbox"/> NO <input type="checkbox"/> YES →		NAME OF PARENT OR LEGAL GUARDIAN					
ADDRESS OF PERSON INJURED (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)							
WHERE DID INCIDENT OCCUR				DATE (MONTH/DAY/YEAR)		TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
DESCRIBE HOW INCIDENT OCCURRED (USE FACTS ONLY; EXCLUDE OPINIONS AND/OR ASSUMPTIONS)							
FIRST AND LAST NAME OF PERSON IN CHARGE AT TIME OF INCIDENT		TITLE OF PERSON (TEACHER, VOLUNTEER, ETC.)		WAS HE/SHE PRESENT AT THE TIME <input type="checkbox"/> NO <input type="checkbox"/> YES		INJURED VIOLATED SCHOOL RULE <input type="checkbox"/> NO <input type="checkbox"/> YES	
NAME OF WITNESS(ES)		ADDRESS		TELEPHONE NUMBER		STATUS (Student, Volunteer, etc.)	
				()			
				()			
APPARENT NATURE OF INJURY (PLEASE CHECK)				INJURED PART OF BODY (PLEASE CHECK)			
<input type="checkbox"/> Abrasion		<input type="checkbox"/> Fracture		<input type="checkbox"/> Head		<input type="checkbox"/> Finger	
<input type="checkbox"/> Contusion		<input type="checkbox"/> Cut		<input type="checkbox"/> Neck		<input type="checkbox"/> Eye	
<input type="checkbox"/> Internal		<input type="checkbox"/> Concussion		<input type="checkbox"/> Back		<input type="checkbox"/> Chest	
<input type="checkbox"/> Other		<input type="checkbox"/> Strain/Sprain		<input type="checkbox"/> Dislocation		<input type="checkbox"/> Arm	
				<input type="checkbox"/> Other		<input type="checkbox"/> Abdomen	
						<input type="checkbox"/> Hand	
						<input type="checkbox"/> Foot	
FIRST AID PROCEDURES USED				NAME OF PERSON WHO ADMINISTERED FIRST AID			
DISPOSITION OF INJURED AFTER INCIDENT OR CLASS (PLEASE CHECK) <input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Classroom				WHO WAS NOTIFIED		RELATIONSHIP TO INJURED	
IF INJURED PUPIL LEFT SITE, TO WHOM RELEASED				NAME AND ATTITUDE OF ANYONE CONTACTING SCHOOL/CCD			
STUDENT INCIDENT BENEFITS AVAILABLE <input type="checkbox"/> NO <input type="checkbox"/> YES				NAME OF COMPANY			
REMARKS							

For your protection California law requires the following to appear on this form. "It is unlawful to: (a) present or cause to be presented any false or fraudulent claim for payment of a loss under a contract of insurance; (b) prepare, make or subscribe any writing with intent to present or use the same, or allow it to be presented or used in support of such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding 3 years or by fine not exceeding \$1,000 or by both."

NAME OF PERSON COMPLETING REPORT		STATUS	TELEPHONE NUMBER OF PERSON ()
ADDRESS OF PERSON (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)			
SIGNATURE OF PERSON APPROVING REPORT		DATE SIGNED	PERSON WAS AN EYE WITNESS

RESET FORM

SUBMIT FORM TO ASCIP - ATTENTION: CLAIMS MANAGER Fax:(562) 404-4515
 12621 166th STREET, CERRITOS, CA 90703

REVISED: 10/16