

# San Dieguito Union High School District



## Coaching Handbook

**2016-2017**

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# **SDUHSD ATHLETICS PURPOSE AND MISSION**

## **WELCOME**

Welcome to another school year and our corresponding seasons. Thank you in advance for reviewing this handbook. I believe these important rules and guidelines will help you continue our tradition of excellent results on and off the field and allow you to put your energy into our amazing student-athletes. At any time, please feel free to contact your Head Coach, Athletic Director, Assistant Principal in Charge of Athletics, Principal or my office.

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## **PURPOSE**

The purpose of athletics is to contribute to the overall educational experience of the balanced and total student. Concepts learned through athletics include teamwork, integrity, sportsmanship, restraint, persistence, leadership, self-esteem, discipline and humility.

Participation on an athletic team is a privilege that is extended to every student who is eligible under regulations set up by CIF, CIF-San Diego Section (CIFSDS), and the San Dieguito Union High School District (SDUHSD). Every privilege includes responsibility. The conduct of a student-athlete is closely observed by many people. A student-athlete is a representative of the team, the school and the community. Therefore, it is important that each student-athlete be a gentleman or lady of high moral integrity and class at all times and in all places. This extends into the classroom, beyond the playing field and within the community.

## **MISSION STATEMENT**

Athletic competition is an integral part of the high school experience. The four San Dieguito Union High School District's high schools and CIF are uniquely positioned to foster student growth in values and ethics. All four of the SDUHSD's high schools are members of the San Diego Section of the California Interscholastic Federation (CIF). CIF's operating principles of -Pursuing Victory with Honorll provide the opportunity to dramatically influence the actions of the athletic community. All four SDUHSD high schools and CIF strive to strengthen the integrity of student-athletes and adults across the state by promoting the concepts of sportsmanship, honesty and quality academics. These priorities advance the highest principles of character – trustworthiness, respect, responsibility, fairness, caring and good citizenship.

# NORTH COUNTY CONFERENCE LEAGUES

## FOOTBALL ONLY

<b>Avocado West</b>	<b>Palomar</b>	<b>Avocado East</b>	<b>Valley</b>
Carlsbad	Poway	Del Norte	Orange Glen
La Costa Canyon	Rancho Bernardo	Mission Hills	Escondido
Oceanside	Mt. Carmel	Rancho Buena Vista	Valley Center
El Camino	Westview	San Marcos	Fallbrook
Torrey Pines	Ramona	Vista	San Pasqual

## MOST OTHER SPORTS

<b>Avocado West</b>	<b>Palomar</b>	<b>Avocado East</b>	<b>Valley</b>
Carlsbad	Poway	Escondido	Orange Glen
La Costa Canyon	Rancho Bernardo	Mission Hills	Valley Center
Sage Creek	Torrey Pines	Del Norte	Oceanside
El Camino	Westview	San Marcos	Ramona
Rancho Buena Vista	Canyon Crest	San Pasqual	Fallbrook
Vista	Mt. Carmel	San Dieguito	Mission Vista

# **EXPECTATIONS AND RESPONSIBILITIES**

## **STUDENT-ATHLETE RESPONSIBILITIES**

- ✓ Understand that academics are priority #1.
- ✓ Competition in high school athletics is a **privilege, not a right**. Accompanying that privilege is the responsibility of the student-athlete to conform to standards established by the school teams and instituted by the NFHS, CIF, CIF-SDS, SDUHSD, and school athletic conference.
- ✓ Be on time.
- ✓ Be at all practices and games.
- ✓ Represent your high school in a positive manner at all times.
- ✓ Come prepared to be a part of the team.
- ✓ Come prepared to do your best. This includes proper nutrition, sleep and care of injuries and illness.
- ✓ Be positive.
- ✓ If you don't understand something, ask.
- ✓ Be respectful of yourself, your teammates, your coaches, your parents, the officials and the fans at all times.
- ✓ Maintain a G.P.A of 2.0 or above (unweighted) at all times throughout your season of sport.
- ✓ Take care of all equipment, uniforms issued and return them in a timely manner at the end of the season.
- ✓ Respect rules and policies.
- ✓ Remember, your level of effort and attitude define you... Not your win/loss record.

## **PARENT RESPONSIBILITIES**

- ✓ Understand that academics are priority #1.
- ✓ Attend seasonal sport night to learn about your student's team and meet the coaches.
- ✓ Help your student-athlete to understand that the team comes before the individual.
- ✓ All sporting events are to be alcohol and substance free.
- ✓ Schedule appointments, vacations, and college visits outside of school, tournaments, practice or game time.
- ✓ Encourage your student-athlete to know and understand game rules as well as team rules.
- ✓ Help your student-athlete be prepared to do his/her best by encouraging him/her to be physically and mentally prepared. This includes proper nutrition, sleep and care of injuries.
- ✓ Encourage your student-athlete to communicate appropriately and respectfully with the coach.
- ✓ Pay admission fees when appropriate.
- ✓ Any events hosted by parents where students are present need to be alcohol and substance free.
- ✓ During games, only coaches, student-athletes and their team are allowed on the field, in the dugout or on the court.
- ✓ Do not bring pets to games.

## **COACH RESPONSIBILITIES**

- ✓ Understand that academics are priority #1.
- ✓ Be alert to your student-athletes' academic performances.
- ✓ Develop team rules and expectations and communicate these with team and parents.
- ✓ Provide schedules for practices, tournaments and games.
- ✓ Communicate changes in season schedule in a timely manner.
- ✓ Be on time and come prepared for all practices and games.
- ✓ Maintain current CPR/First Aid certificates and TB clearance.
- ✓ Encourage all student-athletes to do their best.
- ✓ Apply all school and team rules to all student-athletes equally.
- ✓ Be professional in all actions and words.
- ✓ Create a positive environment for the team.
- ✓ Communicate with individual student-athletes as to their role on the team.
- ✓ Clearly communicate all NFHS, CIF, SDUHSD, Conference, and team rules to student-athletes and parents.
- ✓ Return parent phone calls/emails in a timely manner.
- ✓ Explain vacation/absence policy.
- ✓ Allow student-athletes time away from practice to make-up tests due to athletic competition or to attend tutoring.
- ✓ Off-campus walk-on coaches must turn in their keys in order to get paid.
- ✓ All coaches must get permission from their Athletic Director to use district facilities out of season.
- ✓ Maintain CIF HOME and MAX PREP results/stats.
- ✓ Input Schedule into Arbiter, if required by sport assignor.
- ✓ Adhere to CIF Dead Period of your sport during the summer.

## **EXPECTATIONS AND GRIEVANCES**

Both parenting and coaching are extremely challenging in today's world. We must realize that at the core, coaches and parents have the same goal — to see that each young person has a positive experience and becomes a well-rounded individual. Together we can best help our student-athletes reach their potential.

## **EXPECTATIONS OF SPECTATORS**

- ✓ Applaud at the end of the contest for all performances of all participants, as they shake hands with each other, regardless of the contest outcome.
- ✓ Show concern for injured players regardless of team affiliation.
- ✓ Encourage people around you to display sportsmanlike conduct.
- ✓ Refrain from blaming the loss of contest on officials, coaches or participants. Leave with a positive attitude.

## **COMMUNICATION YOU CAN EXPECT FROM COACH**

- ✓ Philosophy of the coach.
- ✓ Expectation of individual student-athletes and team.
- ✓ Location, dates and times of all practices and games.
- ✓ NFHS, CIF, Conference, SDUHSD, and school rules.
- ✓ Modes of transportation.

## **COMMUNICATION THAT COACHES CAN EXPECT FROM PARENTS**

- ✓ Non-confrontational situations.
- ✓ Appropriate concerns can be expressed directly to the coaches outside of practice, games or the playing field.
- ✓ Specific questions about philosophy or expectations of their child.
- ✓ Notification of any absences prior to practices or games.
- ✓ A phone call or email to set up an appointment to discuss a concern.

## **APPROPRIATE FOR PARENTS TO DISCUSS WITH COACHES**

- ✓ Treatment of your child (mentally or physically).
- ✓ Ways to help your child improve.
- ✓ Concerns about your child's behavior/academic problems.

## **INAPPROPRIATE FOR PARENTS TO DISCUSS WITH COACHES**

- ✓ Playing time
- ✓ Coaching
- ✓ Team strategy
- ✓ Play-calling or substitutions
- ✓ Another student-athlete

## **STEPS FOR RESOLUTION**

The following process must be followed by parents to address issues or concerns regarding the team or a student-athlete:

1. First, a parent must contact the coach to schedule a meeting.
2. If issues are unresolved after meeting with the coach, a parent should schedule an appointment with the Athletic Director.
3. If issues are unresolved after meeting with the Athletic Director, a parent should schedule an appointment with the Assistant Principal in charge of athletics.
4. If issues are unresolved after meeting with the Assistant Principal in charge of Athletics, a parent should schedule an appointment to meet with the Principal.

**The process for parents to address issues or concerns must be followed in the sequence outlined above. For example, the Athletic Director will NOT meet with a parent unless the parent has already met with the coach.**

## **PARENT VOLUNTEERS**

There are two classifications under this heading: parent volunteer coaches and parent volunteer liaisons. You will find the differences listed below.

### **PARENT VOLUNTEER COACHES**

- ✓ All coaches require San Dieguito Union High School District approval and must go through all of the applicable paperwork as all coaches employed by the district.
- ✓ You, the coach, will need to establish guidelines for communication with your staff and other parents in regards to student confidentiality.
- ✓ Additionally the parent should be cleared by the Athletic Director and or Assistant Principal in charge of athletics.

## **PARENT LIAISONS**

These may be team parents for each level who assist with team communication, snack bar coordination and the actual team liaison who attends the monthly Athletic Council meetings.

Team Liaison is responsible for the following:

- ✓ Coordinate communication between coaches, parents and administration.
- ✓ Responsible for collecting depositing and maintaining accurate records of all monies received from donations and fundraising events for San Dieguito Union High School athletic programs.
- ✓ Establish budgets for the following year with the coach based on projected expenses and recap of the season just completed.
- ✓ Under no circumstances should parent liaisons decide on team awards, change game or practice schedules or bus schedules or have any say on team selection.
- ✓ Assist Boosters in planning Senior Day / Night and also the end-of-the-season awards banquet.
- ✓ Assist in filling out booster check requests and make sure that invoices or receipts are attached to the request.
- ✓ Assist with uniform inventory, distribution and collection at the conclusion of the season, if asked by coaching staff.
- ✓ All Snack Bars must get approval from the Athletic Director, Site Administration and the SDUHSD Food Service Office.

## **SUPERVISION: GAMES, PRACTICES, LOCKER ROOMS, TRAVEL**

### **SUPERVISION**

- ✓ Coach must be present from beginning (supervise locker room) to end.
- ✓ Coach can't leave until all student-athletes are picked up.
- ✓ Coach must secure (lock-up) all facilities used by the team.
- ✓ Coach must supervise general trash clean-up of fields and facilities.
- ✓ Coach must supervise student-athletes at all appropriate times.

### **GAMES**

- ✓ Coach must maintain CIF HOME with accurate game scores.
- ✓ Coach must maintain accurate statistics on MAX PREPS.
- ✓ Coach must maintain official team statistics and not delegate this to parents or student-athletes.
- ✓ Coach must lock-up facilities.
- ✓ Coach must lock-up any equipment.

### **PRACTICE**

- ✓ Coach must supervise student-athletes at all times.
- ✓ Coach must develop and communicate practice schedules.
- ✓ Coach must adhere to all CIF regulations regarding practice time limits.

### **LOCKER ROOMS / FACILITIES**

- ✓ A coach needs to open, supervise and lock-up the locker room when his or her team is utilizing the locker room. Coaches are responsible for locker room supervision.
- ✓ A coach must secure and lock all facilities or make arrangements for those facilities to be locked



and secure. This includes gates and alarms.

- ✓ A coach is responsible to assign lockers (if applicable) and locks at the start of the season. A coach must also collect the locks at the end of each season.
- ✓ The head coach is responsible for filling out and submitting facility requests for any and all facilities used by his or her athletic team during the season of sport, and also during the off-season, including summer camps. This includes the use of the press box, bathrooms, scoreboard, etc.
- ✓ No coach, head or assistant, at any time, has the authority to give permission to —outside agencies
- ✓ or persons regarding the use of any SDUHSD facility.
- ✓ Communicate facility issues to the Athletic Director or Assistant Principal in charge of athletics.
- ✓ Coaches must maintain reasonable cleanliness and upkeep of all facilities.

## **TRAVEL**

- ✓ Complete Travel Request form.
- ✓ Submit Travel Request form for Principal/Superintendent/Board approval.
- ✓ Student-Athletes must ride school van/bus to and from event.
- ✓ If staying overnight in hotel, give contact information and hotel location to Athletic Director, Administration and the Athletic Secretary.
- ✓ A coach must always be present to supervise student-athletes. Establish curfew times/lights-out.
- ✓ Turn off all incidental charges to each room at the front desk.
- ✓ Have bus and van request done by your schedule submittal due date.
- ✓ Carry Emergency Cards at all times.
- ✓ Carry Emergency Medical Kit at all times.
- ✓ Student-Athletes should always stay with the group when traveling.
- ✓ A coach or approved adult must ride and supervise all buses and vans used for travel.
- ✓ All out-of-county travel is the financial responsibility of the team, unless for STATE CIF purposes.
- ✓ Coaches are required to submit detailed receipts for all team-related travel expenses in order to be reimbursed. Coaches will not be reimbursed for expenses that are inappropriate or not team-related.

## **GAME MANAGEMENT SAFETY**

- ✓ Administration is responsible for checking the field to be sure it is in safe condition, organizing an appropriate number of security agents, organizing ticket sellers, securing an ambulance (if necessary), and distributing credentials for those spectators who are allowed on to the field.
- ✓ Coaches should report any unsafe conditions to the Athletic Director or the Assistant Principal in charge of athletics immediately.

## **NON-PERSONNEL CONTRACTS**

- ✓ Coaches should not enter into any non-personnel contracts with any individual or business seeking to gain a profit. Examples of non-personnel contracts include but are not limited to videographers, food vendors or any off-campus entity who seeks to gain profit from any program.
- ✓ Refer vendor requests to the Athletic Director or the Assistant Principal in charge of athletics.

## **RELATIONSHIP WITH FOUNDATION**

The relationship between the school site Foundation and our athletic programs is critical to the success of our student-athletes. In order to run a successful program it is important that the coaches understand the role that the Foundation plays in the process, and how to best use the support of the Foundation to benefit students. Under the guidelines of SDUHSD, and in keeping with the generally accepted rules of non-profit

management, the Athletic Booster Board (ABB) for each school site is designed to support all of the athletic programs through fundraising, services and expertise.

The Foundation at each school site is a nonprofit 501(c)3 organization for the benefit of all student programs. As a branch of the Foundation, the ABB is responsible for raising the funds needed to operate and administer individual sports programs. To accomplish this, each sport must have a Booster Group Liaison who serves as facilitator between the school advisors, coaches, students, parents, school and Foundation. For details on the specific role of the Liaison, he/she should consult the Foundation's ABB handbook or speak directly with the ABB.

As a coach you will need to work closely with your Liaison to help raise funds and to support your team in a myriad of ways. The following are some considerations when working with the Booster Liaisons:

- ✓ Establish how you, the coach, want to handle communication. Only the primary liaison should be communicating with the coach.
- ✓ Determine how communication will take place.
- ✓ Establish that the coaches are responsible for determining the equipment and/or clothing needed, but that the liaison is responsible for approving the purchases in accordance with the established budget.
- ✓ Understand your responsibilities and those of your liaison. Be aware that the Liaison and/or other parent boosters **MAY NOT** interfere with the coach's program.
- ✓ A liaison or other parent volunteer **SHOULD NOT** expect special privileges for student-athletes.
- ✓ The coach may have access to the ***Profit and Loss*** statement of the booster group but **not the *Activity Report*** that may contain donor names. Parent donors are not to be discussed with the coach for any reason.
- ✓ Coaches are **not** to accept or collect monies of any kind from students or parents. This is the policy of the San Dieguito Union High School District.
- ✓ Understand that any and all uniforms, equipment, etc. purchased through Foundations will be donated to the school and owned by the school.
- ✓ If your group conducts an approved camp, clinic or tournament, the Liaison or a designated booster group parent must be on site to collect monies.

In the event that a new Liaison is needed for a team, coaches should work with the outgoing Booster Liaison to recruit a new parent to fill this important role. The new Liaison must be a parent of a current student-athlete for the team you are coaching and they should be in good standing with the school and District.

## **ROLE OF SITE AND DISTRICT ADMINISTRATORS**

During the season of sport, coaches should work closely with site administration to ensure that their program runs smoothly, legally, ethically and successfully. The goal of site and district administration is to support coaches throughout the season by meeting their needs in several areas including conflict resolution, facilities and equipment, and working with the Athletic Booster Board. While coaches are encouraged to rely on their expertise and professionalism when faced with a challenge, they should know that both site and district administrators are available to answer questions and provide support. In the event that a coach is unsure of a policy or how to handle a particular situation, they should consult the Athletic Director and/or Assistant Principal in charge of athletics immediately.

District and site administrators are responsible for:

- ✓ ensuring that all fields and facilities are safe and well maintained for CIF competition.
- ✓ facilitating pre-season meetings for parents and student-athletes.
- ✓ providing clarification regarding CIF/NCC/SDUHSD policies and procedures.
- ✓ providing adequate supervision and/or security for sporting events.
- ✓ ensuring proper medical response is provided during sporting events.
- ✓ evaluating certificated coaches and providing support for coaches to evaluate their assistant coaches.
- ✓ disciplining student-athletes in the event of misconduct at a school-sponsored event.
- ✓ providing support regarding the distribution of the athletic budget.
- ✓ providing informational updates regarding changes in CIF policy, NCC policy, and District policy.
- ✓ providing support and guidance in the event of a student/parent/coach conflict.

*Note: Conflicts should follow a logical progression starting with the coach. If there is no resolution, the issue should be referred to the AD and then to the AP as necessary. The principal and District should not be involved in athletic matters until the AD and the AP have intervened. See the “Steps for Resolution” under “Expectations and Grievances” in this handbook.*

## **ATHLETIC COACH RECRUITMENT, SELECTION AND HIRING PROCEDURES**

- ✓ The District provides a number of designated coaching positions for specific sports and teams. The positions may be filled provided there is a team and a need for each designated position.
- ✓ When there is a vacancy, the Athletic Director will inform Human Resources, who will advertise the position and arrange for interviews.
- ✓ In addition to District-paid coaching positions, sites may assign floater coaching positions up to the maximum approved number. Floater coach positions are funded through Boosters, Foundation or other sources. All floater positions are hired and paid through the District, following the same procedures as with District-paid positions. The District will invoice the organization(s) for the full cost of the floater positions.
- ✓ Floater positions may not be split. Exceptions may be approved by the Associate Superintendent of Human Resources in unusual cases (e.g., limited scope and duration of a coaching need).
- ✓ Coaches, both paid and volunteer, must complete all hiring procedures and have a drug test and fingerprint clearance **prior to working in any capacity.**

## **SELECTION OF ATHLETIC COACHES**

The District’s selection process, in accordance with the CTA vs. Rialto California Supreme Court decision, is as follows:

1. The District will determine selection criteria prior to advertising each athletic coaching position.
2. After the coaching position closes, the District will determine whether in-district applicants meet the criteria.
3. If a certificated staff member meets the criteria, that member will be selected to fill the position.
4. If more than one current certificated staff member meets the criteria:
  - Those certificated staff will be interviewed by a panel composed of administrators, a teacher selected by the site representative and a parent (whose child is not involved

- with the team with the coaching vacancy).
  - No outside applicants will be interviewed.
  - All panel members will be briefed regarding the importance of confidentiality and impartiality in the interview process. All panel members will affirm their confidentiality and impartiality prior to the interview.
5. If the District determines that an applicant who is a certificated staff member does not meet the selection criteria, a District representative will meet with him/her to provide a written explanation of the criteria that were not met.
  6. If no certificated staff members apply, or if none meet the selection criteria, the interview panel (as described in #4) will convene to interview the screened outside applicants.
  7. When any coaching position includes a teaching position and outside applicants are interviewed:
    - Department chairs (of all subjects that could potentially be taught by the finalists) will be invited to participate in subject-related questions in the coaching interview.
    - Department chairs will be invited to give input to the principal's selection decision.

## **HIRING PROCEDURES**

The District's hiring procedure includes the following steps:

1. Fingerprinting
2. Drug Screen
3. Coaching Certificate
4. CPR / First Aid
5. TB Test
6. DMV Driving Report (if operating a district vehicle)
7. Concussion Awareness Certification
8. Cardiac Wise Certification

An applicant will not be able to participate until all steps are completed.

## **PERSONNEL CONTRACTS AND HIRING**

Coaching contracts need to be signed and cleared by Human Resources at SDUHSD before working.

## COACHING PROGRESS REPORT

Name: \_\_\_\_\_ School: \_\_\_\_\_

Sport and Position: \_\_\_\_\_ Date: \_\_\_\_\_

### **I. Professional and Personal Roles/Relationships**

#### AREAS OF CONCERN OR NEEDS IMPROVEMENT

##### **Rapport**

-Develops good rapport with team personnel, students, administration, community, officials, fellow coaches, media, and parents of players

##### **Cooperation**

-Cooperates with faculty members, administration and other district personnel (e.g., custodians, maintenance, transportation) regarding schedules and facility use  
-Keeps athletic director appropriately informed

##### **Leadership**

-Exhibits diligence, enthusiasm, and integrity  
-Builds positive attitudes  
-Follows practice schedules

##### **Discipline**

-Understands and follows CIF, school, conference and game rules and codes  
-Teaches and practices good sportsmanship  
-Maintains private, firm, fair, consistent team discipline

##### **Improvement**

-Strives to improve knowledge of this sport and coaching techniques  
-Attends related district meetings, rules clinics, workshops, and related in-service training programs  
-Maintains membership in professional organizations, coaches associations

Comments:

### **II. Coaching Duties**

#### AREAS OF CONCERN OR NEEDS IMPROVEMENT

-Completes pre-season planning well in advance of starting date (submits budget, develops schedule, orders supplies, requests transportation)

- Continues planning, maintains up-to-date budget, updates schedule, updates transportation requests, and notifies proper personnel of changes
- Develops a written system of player evaluation when selecting a team
- Runs well-organized practice sessions and constructs well-organized game plans
- Is knowledgeable and innovative, using proven methods of coaching
- Keeps players well-informed of expectations, including selection process, team rules, practice and games schedules, lettering and attendance policies
- Provides proper supervision with the safety and welfare of players foremost in the coach's mind
- Adheres to efficient and appropriate injury prevention program
- Follows district guidelines and communicates with athlete, trainer, doctor, athletic director and parents when an injury occurs
- Promotes and monitors academic excellence, tracking academic eligibility
- Builds respect by example: by appearance, behavior, language, and conduct during practices and games
- Promotes good sportsmanship
- Is fair, understanding and adheres to due process in discipline of team members
- Keeps assistants, student managers and statisticians fully informed
- Builds integrity within his/her coaching staff (if applicable) and works to improve their skills

Comments:

### III. Coaching Responsibilities

#### AREAS OF CONCERN OR NEEDS IMPROVEMENT

- Actions and statements reflect loyalty to and respect for the San Dieguito Union High School District
- Maintains ethical standards
- Strives for excellence
- Utilizes the principles of education in coaching
- Supports, promotes, and cooperates with all the other coaches and activity sponsors for the well-being of the athletic program
- Promotes courteous behavior to the opposing team
- Accomplishes all purchases within the allocated budget, according to District procedures
- Shows accountability for equipment used, including inventory, storage and replacement
- Keeps practice areas and locker rooms in order
- Keeps storage and facilities locked
- Is cooperative in sharing facilities

Comments:

#### SPECIFIC IMPROVEMENTS REQUIRED:

I have received a copy of this progress report: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Coach's signature does not indicate agreement – indicates receipt only)*

Athletic Director's/Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COACHING EVALUATION

Name: \_\_\_\_\_ School: \_\_\_\_\_

Sport and Position: \_\_\_\_\_ Date: \_\_\_\_\_

## I. Professional and Personal Roles/Relationships

Meets expectations \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Does Not Meet Expectations \_\_\_\_\_

### Rapport

-Develops good rapport with team personnel, students, administration, community, officials, fellow coaches, media, and parents of players

### Cooperation

-Cooperates with faculty members, administration and other district personnel (e.g., custodians, maintenance, transportation) regarding schedules and facility use  
-Keeps athletic director appropriately informed

### Leadership

-Exhibits diligence, enthusiasm, and integrity  
-Builds positive attitudes  
-Follows practice schedules

### Discipline

-Understands and follows CIF, school, conference and game rules and codes  
-Teaches and practices good sportsmanship  
-Maintains private, firm, fair, consistent team discipline

### Improvement

-Strives to improve knowledge of this sport and coaching techniques  
-Attends related district meetings, rules clinics, workshops, and related in-service training programs  
-Maintains membership in professional organizations, coaches associations

Comments:

## II. Coaching Duties

Meets expectations \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Does Not Meet Expectations \_\_\_\_\_

-Completes pre-season planning well in advance of starting date (submits budget, develops schedule, orders supplies, requests transportation)  
-Continues planning, maintains up-to-date budget, updates schedule, updates transportation requests, and notifies proper personnel of changes

- Develops a written system of player evaluation when selecting a team
- Runs well-organized practice sessions and constructs well-organized game plans
- Is knowledgeable and innovative, using proven methods of coaching
- Keeps players well-informed of expectations, including selection process, team rules, practice and games schedules, lettering and attendance policies
- Provides proper supervision with the safety and welfare of players foremost in the coach's mind
- Adheres to efficient and appropriate injury prevention program
- Follows district guidelines and communicates with athlete, trainer, doctor, athletic director and parents when an injury occurs
- Promotes and monitors academic excellence, tracking academic eligibility
- Builds respect by example: by appearance, behavior, language, and conduct during practices and games
- Promotes good sportsmanship
- Is fair, understanding and adheres to due process in discipline of team members
- Keeps assistants, student managers and statisticians fully informed
- Builds integrity within his/her coaching staff (if applicable) and works to improve their skills

Comments:

### III. Coaching Responsibilities

Meets expectations\_\_\_\_\_ Needs Improvement\_\_\_\_\_ Does Not Meet Expectations\_\_\_\_\_

- Actions and statements reflect loyalty to and respect for the San Dieguito Union High School District
- Maintains ethical standards
- Strives for excellence
- Utilizes the principles of education in coaching
- Supports, promotes, and cooperates with all the other coaches and activity sponsors for the well-being of the athletic program
- Promotes courteous behavior to the opposing team
- Accomplishes all purchases within the allocated budget, according to District procedures
- Shows accountability for equipment used, including inventory, storage and replacement
- Keeps practice areas and locker rooms in order
- Keeps storage and facilities locked
- Is cooperative in sharing facilities

Comments:

Meets expectations\_\_\_\_\_ Needs improvement\_\_\_\_\_ Does Not Meet Expectations\_\_\_\_\_

### OVERALL PERFORMANCE:

The coach **will** \_\_\_\_\_ **will not** \_\_\_\_\_ be rehired in this position next year

I have received a copy of this evaluation: \_\_\_\_\_ Date: \_\_\_\_\_

*(Coach's signature does not indicate agreement – indicates receipt only)*

Athletic Director's/Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPROPRIATE COMMUNICATION / JUDGEMENT**

Every coach will encounter difficult situations over the course of a season. Fortunately, there are procedures in place to help coaches make good decisions. It is of utmost importance that all coaches maintain open lines of communication with parents and student-athletes. Always act on the side of caution. When you are unclear on how to deal with a particular issue, seek out advice from a Head Coach, Athletic Director or Assistant Principal in charge of athletics. The following is a list of guidelines that all coaches should follow:

- ✓ Remember that student-athletes are impressionable young people who look up to you. For that reason, there is no excuse for coaches using vulgarities, sexual innuendos or abusive language of any kind. What may be intended as humor can be taken quite differently by a student-athlete. Blatantly abusive or inappropriate language can be cause for immediate dismissal.
- ✓ Limit the use of social media and electronic communication for schedule or team updates. Using social media and electronic communication should be for sharing general information with the team and families.
- ✓ Provide schedules for practices, tournaments and games.
- ✓ Communicate changes in your season's schedule in a timely manner.
- ✓ Be professional in all actions and words.
- ✓ Announce team rules at the beginning of the season and follow through on them consistently.
- ✓ Return parent phone calls/emails in a timely manner.
- ✓ Share your coaching philosophy with parents and student-athletes.
- ✓ If you ever feel that a parent or student-athlete is abusive toward you, do not engage him/her until you have discussed the matter with the Athletic Director or Assistant Principal in charge of athletics.
- ✓ Do not discuss playing time or team strategy with parents.
- ✓ Avoid discussions of other student-athletes when talking with parents.
- ✓ Save communication with parents for time outside of practice, games and the playing field.
- ✓ Interaction with student-athletes outside of practice and games should be limited.
- ✓ Regulate social media communication regarding the team, student-athletes and games. Educate your student-athletes on appropriate communication through social media.

## **MANDATED REPORTER**

A mandated reporter is someone who encounters children through their employment. As a coach, you are a mandated reporter. Mandated reporters are required by the state of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to local law enforcement agency (local police/sheriff's department). Mandated reporters must report to a county child welfare department or to local law enforcement (police or sheriff's department) immediately **by phone**. A written report must then be sent within 24 hours by fax or electronic submission. Reporting an issue to your supervisor does not meet the mandated reporting requirement. As long as a child abuse or neglect report is made in good faith, the mandated reporter is legally protected from civil or criminal lawsuits. Mandated reporters can be criminally liable for failing to report suspected abuse or neglect.

## **SOCIAL MEDIA**

In order to meet the growing needs of our 21st century learners, the San Dieguito Union High School District recognizes the need to incorporate Social Media into the curriculum. Social Media is a term that describes Internet-based technology communication tools with a focus on interactivity, user participation and information sharing in multiple ways. Social Media refers to venues such as Blogs, Video/Photo posting sites, social networks, forums and online customer support chat sites. Some typical Social Media sites include Facebook, Twitter, Instagram, LinkedIn, Blogs, YouTube and Flickr.

Staff and students are encouraged to participate in the use of Social Media. Except for the purposes of reviewing curricular and extra-curricular information shared on social media sites, District staff does not regularly monitor postings made by students. Parents and students are responsible for all content shared. The use of Social Media shall be governed by the district's Acceptable Use Policy as stated in 4112.7 and

4112.7/AR-1). To ensure proper use of the system, the Superintendent or designee may monitor the District's use of Social Media at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

### **Social Media Guidelines for Staff**

- **Be transparent.** You must identify yourself with your real name and state you are a member of the San Dieguito Union High School District on every site you create for use in your classroom, sports teams, extra-curricular activities or any other district business. Interaction with students is only permitted within district sites. If you have a personal Social Media site, you should ensure there is a clear distinction between your district site and your personal site. Having a conversation in a personal Social Media site (Facebook, MySpace etc.) with any SDUHSD student is not recommended.
- **Be judicious.** Make sure that you are not sharing confidential information concerning San Dieguito Union High School District, its staff, students or parents.
- **Perception is reality.** By identifying yourself as a SDUHSD staff member or student, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district's professional standards.
- **Your responsibility:** What you write is ultimately your responsibility. Participation in Social Media on behalf of the San Dieguito Union High School District is not a right but an opportunity. Ultimately, what you publish is yours and so is the responsibility. Please treat it seriously and with respect.

## **SDUHSD DRUG AND ALCOHOL POLICY FOR ATHLETICS**

Students suspended from school for 2 consecutive days or longer and those who choose our READI Drug and Alcohol Program in lieu of a suspension will be ineligible for all extra-curricular activities including athletics. The term of the suspension shall be 30 calendar days. The 30-calendar-day suspension will go into effect on the first day of the school suspension, or on the day of the signing of the READI agreement. During this period, students are prohibited from participating in all extra-curricular activities, athletics, team practices, team competition, athletic competition, school performances, rehearsals, etc. Try-outs will be permitted during this 30-day suspension. Violation of the San Dieguito Union High School District Discipline Guidelines may also result in the revoking of any awards for which the student might otherwise be eligible.

SDUHSD site administration may impose more restrictive guidelines regarding drug and/or alcohol use involving school team members. The rules and guidelines may include, but are not limited to, infractions

committed during non-school hours, infractions committed on non-school days or infractions that do not result in disciplinary action from the school.

## **PE CREDIT FOR ATHLETIC PARTICIPATION**

SDUHSD student-athletes in grades 10, 11 and 12 who successfully complete a full season of a school-sponsored CIF interscholastic athletic program would be eligible to earn up to 10 credits of high school P.E. in their high school career. However, only 5 credits may be earned per season. This would not affect Independent Study P.E. (I.S.P.E.) students or Team Sports students who have their sport as a regular day P.E. class, e.g., Football P.E.

If a student successfully completed one season of sport as a 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grader, they would receive 5 credits of P.E., and a second season would give them an additional 5 credits. Students would only be eligible for a total of 10 credits.

In order to be eligible for the 5 credits per season, the student must also meet the standards established in the Athletics / P.E. Credit Option Contract. The Contract must be signed by the student, parent, coach and Athletic Director, and would include criteria such as attendance, sportsmanship, etc. The contract must be turned in within the proper timeframe given per sport, per school site. Furthermore, in order to be eligible for the Athletics / P.E. Credit Option, students must have previously passed the 9<sup>th</sup> grade California High School Physical Fitness Test.

## **RESIDENCY VERIFICATION REQUIREMENTS**

The San Dieguito Union High School District requires that all information provided in regard to any aspect of the eligibility of a student-athlete must be true, correct, accurate and complete. Families must provide the district with proof of residency during the Spring semester of each school year.

If you know of someone who is providing false documentation regarding residency, please contact your site athletic administrator.

The following penalties are imposed on the school and/or teams when parents provide false residency information to the school:

- ✓ If it is discovered that a parent, guardian, caregiver, or student has provided false information with regard to any aspect of eligibility status on behalf of any student-athlete, that student-athlete is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 24 calendar months from the date it's determined that false information was provided.
- ✓ If it is discovered that persons associated with the student-athlete or the school (coach, teacher, parents, guardians, caregiver, friends, etc.) provided false information in order to fraudulently gain favorable eligibility status, that student is subject to immediate ineligibility from competition at any CIF Section member school at any level in any sport for a period of 24 calendar months.
- ✓ Any contests in which a student-athlete participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines of the Section of the State CIF. This may also preclude the team from entering the CIF playoffs due to the percentage of games forfeited that season.

If you have any questions with regard to your athletic eligibility, please contact your Athletic Director.

## SUMMER AND PRE-ENROLLMENT CONTACTS

Any and all pre-enrollment contact of any kind with a student-athlete must be disclosed by the student, parent(s), legal guardian(s), and or caregiver(s).

- ✓ Pre-enrollment contacts must be disclosed to include dates and times contact was made.
- ✓ Private lessons must be disclosed if they are with one of the athletic coaching staff members or student-athlete on the current or former team.
- ✓ Coaches may not attend outside athletic events before the student-athlete is officially enrolled in the school.
- ✓ Persons associated with the school include, but are not limited to, current or former coaches, current or former student-athletes, parents of current or former student-athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees of the SDUHSD district.
- ✓ **No communication is allowed to prospective student-athletes until they become officially enrolled.**
- ✓ **All transfer students need to consult with the Athletic Director once they become officially enrolled at a school in SDUHSD.**

### **SUMMER PROGRAMS NEED TO HAVE THIS WORDING ON ALL CAMP FLYERS OR OTHER OUT OF SEASON ACTIVITIES:**

State CIF bylaws require that all information provided in regard to any aspect of student eligibility to participate in high school athletics must be true, correct, accurate, and complete. State CIF Bylaws also require that parents, students, coaches and schools must disclose any pre-enrollment contact of any kind whatsoever with parent or student during 24 months prior to enrollment in the school.

**Participation in this activity must be disclosed to the CIFSDS office when requesting eligibility to participate in high school athletics beginning in the ninth grade. Participation in this activity may affect student-athlete eligibility to participate in high school athletics.**

## ATHLETIC TRAINER

Schools that make up the SDUHSD are fortunate to have Athletic Trainers at each site. The Athletic Trainers are funded by SDUHSD. Each site works together with their Athletic Trainer to set up their schedule and then communicates this with the coaching staff. Athletic Trainers are responsible for taking care of all athletic teams on campus. Their role is vital to the success of an athletic program. Important things to remember in regards to communication and the role of the Athletic Trainer:

- ✓ Set up a meeting with the Athletic Trainer to review the rules of the training room, the Athletic Trainer's hours on campus, game management and sport-specific questions.
- ✓ Set up a time that the Athletic Trainer can meet with all levels of your sport to review the importance of the training room, the expectations, as well as other important information the Athletic Trainer finds relevant to your sport.
- ✓ Review the emergency cards with your Athletic Trainer to make sure you understand any prior medical history important to student-athletes and their health.
- ✓ Make sure to give a copy of your schedule to the Athletic Trainer and keep this updated with game changes, cancelations, postponements, or time changes.
- ✓ Keep in direct contact with the Athletic Trainer via e-mail or phone in regards to all injuries. Injured student-athletes often tend to come back too fast from an injury and only hear what they want to when

they visit the Athletic Trainer. The Athletic Trainer may tell them to work out lightly and the student-athlete will tell you that they can go back with no limitations. To prevent serious injury, always follow up with the Athletic Trainer after a student-athlete has seen the Athletic Trainer.

- ✓ Often the Athletic Trainer will cover multiple events at one time, depending on game/practice schedules during the day. Maintain open communication with the Athletic Trainer to find out their coverage during your game. Sometimes the Athletic Trainer may be covering an away game and it is important to have a game plan ready in case of injury. Your Athletic Trainer can help you with this.
- ✓ It is important to LISTEN to the Athletic Trainer in regards to their recommendations for injury prevention and injury healing. They are very much a part of the athletic program and take great pride in helping the student-athletes.
- ✓ A student-athlete returning to play after sustaining an injury must first be released by a doctor's authorization and the student-athlete should confirm this through the Athletic Trainer.

## **TRY-OUT PROCEDURES AND CUTS**

One of the most difficult parts of being a coach is the try-out process and the cuts that follow. High school sports are competitive and cuts are needed in many sports. SDUHSD has the following recommendations for the try-out phase in your sport:

- ✓ Make sure that ALL student-athletes are cleared to play by the Athletic Department. If a student-athlete is not cleared, they are INELIGIBLE to participate. They may watch, but they CAN'T take part in any physical activity until cleared.
- ✓ It is important that you run a smooth and organized try-out phase. Try-outs should run anywhere from 2 to 4 days in order to give the student-athlete enough time to demonstrate their abilities. More time may be needed, depending on sport and circumstance.
- ✓ Documentation is needed to validate a student-athlete's performance. Set up an evaluation tool to help measure what you are looking for in a student-athlete for your sport and use it to evaluate all student-athletes who try out. Having this evaluation tool will help in organizing cuts, as well as serve as recorded information and documentation on a student-athlete if a parent seeks a meeting about their son/daughter being cut from a team.

When making cuts, it is highly suggested that coaches do so in a manner that will not humiliate the student-athlete. Posting teams is discouraged in the SDUHSD district. It is recommended that coaches speak to a student-athlete face-to-face when making cuts. Points to remember:

- ✓ Sometimes it is easier to address a small group that is being cut, rather than an individual. Kids take safety in numbers and realize that they are not alone.
- ✓ Cuts should be made privately, not publicly.
- ✓ When speaking with a player(s) being cut, be honest. Show them their evaluation. Try to be encouraging and try to sympathize with what they are going through. Remember that being a cut from a team impacts each student-athlete differently. NEVER compare players when giving an evaluation. This is unfair. Focus on the individual(s) and why they are being cut.
- ✓ Be ready to hear from parents about cuts. This is the reasoning behind a formal student-athlete evaluation.

After cuts, some parents may request a meeting to review why their child was cut. Important things to remember:

- ✓ When a formal meeting is requested, check with your Athletic Director, as well as your Assistant Principal in charge of Athletics and ask them to be present, if you feel it is necessary.
- ✓ Review formal evaluation of the student-athlete and bring a copy to review at the meeting. Make sure to give a copy to the Athletic Director or Assistant Principal in charge of athletics before the

- meeting, if they are coming.
- ✓ When in a parent meeting, DO NOT engage in conversations with parents that compare their son/daughter to another student-athlete.
- ✓ Be prepared for your meeting and be confident in your decision.

## EVENT BEHAVIOR

- ✓ Losing as well as winning is part of the game. All student-athletes should be gracious in defeat and modest in victory. Good sportsmanship is expected by all persons at all times. Discipline from coaches and the school will result if unsportsmanlike behavior is shown by team members. Accept losing as something to learn from and move forward.
- ✓ Self-control and maturity are expected. Inappropriate behavior when things fail to go as the student-athlete desires or when team members are substituted out by the coach is not acceptable.
- ✓ Game officials ensure that participating teams will compete fairly and safely. **Officials do not lose a game for a participant or a team.**
- ✓ It is tradition and a rule that no one except the appointed team captain talk to the designated officials. The players' bench should be enthusiastic, but appropriate, at all times during a contest. No derogatory remarks should be made to or about the officials or to the opposing team.

## CIF ETHICS IN SPORTS POLICY

- ✓ Be courteous at all times (with school officials, opponents, game officials and fans).
- ✓ Exercise self-control.
- ✓ Be familiar with all rules of the contest.
- ✓ Show respect to student-athletes, officials, and other coaches.
- ✓ Refrain from the use of foul or abusive language.
- ✓ Respect the integrity and judgment of the game officials.
- ✓ Do not use illegal and nonprescription drugs, anabolic steroids or any substance to increase physical development of performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or the American Medical Association.
- ✓ Win with character, lose with dignity.

## CIF AND THE SAN DIEGO SECTION

California Interscholastic Federation (CIF) governs high school athletics. The rules are compiled in **The Green Book** (available on line at [www.cifsd.org](http://www.cifsd.org)). The State rule will appear first in regular type. If the San Diego Section has a more restrictive rule, it will appear after the State rule in green type. Since failure to follow rules may result in forfeited eligibility or contests, the coach needs to work closely with the Athletic Director. Being familiar with CIF rules and discussing them with the team is an important part of the coach's job.

Following are some of the major rules:

Eligibility (Section 200-217)

- Age
- Scholastic Eligibility
- Semester Of Enrollment
- Residential Eligibility
- Transfer Eligibility
- Foreign Student
- Discipline

## Other

- Physical Exam (308)
- Sunday Restrictions (310)
- Undue Influence/ Recruiting (510)
- Outside Competition/ Practice During Season Of Sport (600-600.1)
- Outside Season Of Sport During School Day (600.2)
- Outside Season Of Sport After School Hours
- No Contact Period (600.3)
- Sports/ Badminton-Wrestling (1400-3100)

These rules are in place to help insure the student-athlete's health and safety and to level the playing field. In addition to these rules, CIF has implemented the Principles of the Pursuing Victory with Honors to teach and foster good sportsmanship. Coaches, student-athletes, and parents are required to sign the CIF Ethics In Sports form prior to the start of the season. The coach should review this form with the team prior to competition. Coaches should incorporate the Six Pillars Of Character (**TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING and GOOD CITIZENSHIP**) and incorporate them in their programs. Developing good sportsmanship is as important as developing good playing skills.

At the beginning of each season of sport the CIF-SDS sends a bulletin to the head coach outlining the season. Meeting dates, playoff dates, coaches contact information, and special rules are among the items included. This information can also be accessed on the CIF website.

It is the Athletic Director's responsibility to verify that all student-athletes and programs are compliant with CIF. In order to do this, accurate schedules and rosters are necessary. It is the head coach's responsibility to submit rosters and schedules on time and to update them when changes occur.

## **A MESSAGE TO STUDENT ATHLETES**

Your school is one of more than 1,400 public, parochial, private and charter high schools that have agreed to follow the rules and regulations it helped enact through the California Interscholastic Federation.

Your high school years will provide some of the most memorable and enjoyable moments you will ever experience. The privilege of competing in interscholastic athletics is a once-in-a-lifetime experience which will influence you forever, but participation is dependent on your eligibility.

The essential eligibility requirements in this brochure are only a summary of some of the regulations affecting student eligibility. Most requirements are found in the *CIF Constitution and Bylaws*, which can be found in your school administrative office or on the State CIF web site, [www.cifstate.org](http://www.cifstate.org). In addition, your school/district has the authority to establish more stringent standards and enact codes of athletic conduct that are in the best interest of individual students, the team and community.

Review the rules with your parents/guardians and ask questions of your principal and athletic director.

Your role in following the rules will assure eligibility to participate in interscholastic sports or prevent your participation as an ineligible student-athlete, which could result in forfeiture of contests for your school.

## **CIF Approved Interscholastic Sports**

Baseball

Basketball

Cross Country

Field Hockey

Football

Golf

Gymnastics

Lacrosse

Soccer

Softball

Swimming & Diving

Tennis

Track & Field

Volleyball

Water Polo

Wrestling



# A Summary of the Rules

1. **AGE** - High school students become ineligible if they reach their 19th birthday before June 15 of the current school year. (Bylaw 202)
  2. **PHYSICAL EXAMINATION** - Schools require that a student receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. This statement must be on a school board-approved form and be for the current school year. (Bylaw 307)
  3. **SCHOLASTIC ELIGIBILITY** - Students must have a 2.0 GPA, on a 4.0 scale in all enrolled classes. Students must have passed at least the equivalent of 20 semester periods of work at the completion of the most recent grading period and currently be enrolled in at least 20 semester periods of work. (Bylaw 205)
  4. **RESIDENTIAL ELIGIBILITY** – A student generally has residential eligibility upon initial enrollment in the 9<sup>th</sup> grade of any CIF member high school. Any student entering from the 8<sup>th</sup> grade must have achieved a 2.0 GPA on a 4.0 scale in all the enrolled courses at the conclusion of the previous grading period. (Bylaw 204)
  5. **SEMESTERS OF ENROLLMENT** - A student may be eligible for athletic competition during a maximum amount of time that is not to exceed eight consecutive semesters following initial enrollment in the 9<sup>th</sup> grade of any school. (Bylaw 204)
  6. **TRANSFER STUDENTS** - A student in grades 9 through 12 who participates in an interscholastic athletic contest or is enrolled in and/or attends a school for 15 school days or more shall be considered to have been enrolled in that school and be classified as a transfer student if the student changes/enrolls in another school. There are several classifications of transfer students. (Bylaw 207)
- Valid change of residence** - When a student and the entire family changes residence, the student may be granted unlimited eligibility allowing him/her to play all sports at any level at the new school. Other rules do apply; consult your administrator.

## **Transfer without a valid change of residence –**

### **Limited Eligibility**

Students who only wish to only have limited or below varsity eligibility may apply. Once a transfer student choosing this option competes, he/she may not compete at the varsity level for the entire season of sport.

### **Non-Participation in the Previous 12 months**

Students who have not participated in a sport in the previous 12 months may apply for unlimited eligibility in that sport.

### **Sit-Out Period**

Transfer students who wish to have varsity eligibility in a sport may choose the sit-out period, which means the student must sit-out from competition during the CIF designated period. Below are designated sit-out periods by season. Each period may be adjusted by the CIF-SDS depending on when the student transferred. For the 2016-17 school year, the eligibility dates for the Sit-Out Period for each of the three seasons are:

Fall Sports, 2016:	October 3, 2016
Winter Sports, 2016:	January 2, 2017
Spring Sports, 2017:	April 3, 2017

Transfer students may practice with the team during the sit-out period but may not compete in any scrimmage or game. Students choosing the sit-out period may not compete at the junior varsity or freshman levels during the sit-out period.

### **Hardship Exception**

Students who qualify for an exception to ineligibility may apply based on a hardship. Following are the only criteria that may qualify for a hardship and the submission of documented evidence is required to support the hardship condition that exists:

- a. Documented Parental Custody Change
- b. Court Order
- c. Foster Child
- d. Discontinued Program
- e. Board of Education Ruling
- f. Married Status
- g. Individual Safety Incident
- h. Military Service

**Note:** Students who have made a valid change of residence must also apply for eligibility with evidence of the valid change of residence. *See valid change of residence In CIF bylaw 206*

All eligibility is granted based on information provided to the CIFSDS. If false or fraudulent information is at any time found to have been provided, or violations of bylaw 510 are found to have occurred, the student may be subsequently declared ineligible,

teams will forfeit contests in which the student participated and records and performances may be stricken from the record.

**Students and parents anticipating a change of schools should first seek advice from their high school administration.**

**7. UNDUE INFLUENCE/RECRUITING**—The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one year and subject the school to severe sanctions. Also, students may be prohibited from participation when they participated on a non-school team (i.e., AAU, Club, Travel Ball, Camps) and then transfer to the school that is associated with that non-school team. (Bylaw 510)

**8. PARTICIPATION ON AN OUTSIDE TEAM** — A student on a high school team becomes ineligible if the student competes in a contest on an outside team in the same sport during the student's high school season of sport. The student's school team may also be forced to forfeit contests. Some CIF Sections may have restrictions that include a prohibition of practice with an outside team. Please consult with your school administrator prior to participating with a non-school team. (Bylaw 600)

**9. PROFESSIONAL TRYOUTS** – A student shall become ineligible for CIF competition if he/she participates in a tryout for a professional team in any CIF-approved sport from September 15 to June 15.

**CAUTION:** Compliance with this bylaw does NOT ensure your eligibility with other athletic organizations, i.e., NCAA, NAIA or other governing bodies.

**How do I request a transfer?**

First, you must be enrolled in your new school in accordance with its policies. You cannot use false or fraudulent information to get enrolled; if you do, you may be ineligible for up to 24 months.

Once you are enrolled, the school will help you fill out the State CIF Transfer Form and the State CIF Undue Influence Statement to be sent to the Section Office.

**Can I transfer to/from a private school?**

There is no difference between transferring to or from a private or public school.

**If I have questions, who should I contact?**

You should always talk with an administrator at your current school first. If you need to talk with the new school, you should only talk with an administrator. Talking with a coach at the new school may be considered undue influence or recruiting and prevent you from having eligibility.

**CIF Philosophy on Student Eligibility For Interscholastic Athletic Competition**

The California Interscholastic Federation (CIF), as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council. CIF bylaws governing student eligibility are a necessary prerequisite to participation in interscholastic athletics because they:

- A. Keep the focus on athletic participation as a privilege, not a right;
- B. Reinforce the principle that students attend school to receive an education first; athletic participation is secondary;
- C. Protect the opportunities to participate for students who meet the established standards;
- D. Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place;
- E. Provide uniform standards for all schools to follow in maintaining athletic competition;
- F. Serve as a deterrent to students who transfer schools for athletic reasons and to individuals who recruit student-athletes;
- G. Serve as a deterrent to students who transfer schools to avoid disciplinary action;
- H. Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes;
- I. Support the Principles of Pursuing Victory with Honor.

**CALIFORNIA INTERSCHOLASTIC FEDERATION**

**4658 Duckhorn Drive, Sacramento, CA 95834**

**Phone: 916-239-4477**

[www.cifstate.org](http://www.cifstate.org)

## **ATHLETIC TRIP BUS REQUESTS**

- Submit all transportation requests for the entire school year as soon as you get your team schedule. This includes pre-season, season and post-season games. There is a shortage of available buses and/or drivers in San Diego County. Delayed requests may result in non-availability of bus service or increased costs.
- Reminder: When submitting your departure times please allow for normal traffic delays.
- An Adult Coach must accompany the team on all buses.
- In order to maximize communication during the trip, it is recommended that the Coach and the Bus Driver exchange phone numbers.
- Every Tuesday, the Transportation Department will provide the Athletic Secretary with a list of scheduled buses for the up-coming week. Please confirm your trip(s) for accuracy.
- TBA/TBD information should be provided to the Athletic Secretary as soon as possible. Tournament game schedules that are determined after the current day's games need to be immediately provided to the Transportation Field Trip Coordinator, **Debbie Windle @ 760.215.8390**. Also call and leave a message with your site's Athletic Secretary.
- Bus services that are cancelled less than 24 hours prior to your scheduled trip departure time will be charged a cancellation fee.

# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT TRANSPORTATION REQUEST

Date of Request \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

School & Group \_\_\_\_\_

Requested by \_\_\_\_\_

Date of Trip \_\_\_\_\_  
Day of Week                          Month                          Date

Destination \_\_\_\_\_

Address \_\_\_\_\_

Depart from \_\_\_\_\_

Departure Time \_\_\_\_\_      Return to School by \_\_\_\_\_

Leave Destination at \_\_\_\_\_

Number of Passengers \_\_\_\_\_       Check if refreshment stop is requested

**TRANSPORTATION DEPARTMENT USE:**

Bus Evac Drill \_\_\_\_\_

BUS # \_\_\_\_\_                          DRIVER \_\_\_\_\_

TIME

MILEAGE

Arrive Yard \_\_\_\_\_

Leave Yard \_\_\_\_\_

Arrive P/U \_\_\_\_\_

Leave P/U \_\_\_\_\_

Arrive Destination \_\_\_\_\_

Leave Destination \_\_\_\_\_

Return P/U \_\_\_\_\_

Arrive Yard \_\_\_\_\_

TOTAL TIME \_\_\_\_\_                          TOTAL MILES \_\_\_\_\_

Approved \_\_\_\_\_  
School Official    Date

Approved \_\_\_\_\_  
Field Trip Coordinator    Date

CHARGE TO:

BUDGET ACCOUNT NO.: \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

NOTES:

# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VAN REQUEST

VAN # ASSIGNED: \_\_\_\_\_

School Site \_\_\_\_\_ Date of Trip \_\_\_\_\_

Date of Van Pickup \_\_\_\_\_ Time of Van Pickup \_\_\_\_\_ Total Passengers \_\_\_\_\_

Date of Return \_\_\_\_\_ Time of Return \_\_\_\_\_

Vehicle to be picked up at \_\_\_\_\_ Driven by \_\_\_\_\_

H-6, CDL, Application on File \_\_\_\_\_

Depart From \_\_\_\_\_ Destination \_\_\_\_\_

Vehicle Requested By \_\_\_\_\_ Phone # \_\_\_\_\_

Beginning Mileage \_\_\_\_\_ Fax # \_\_\_\_\_

Ending Mileage \_\_\_\_\_ Total Mileage \_\_\_\_\_

Budget #

Approved \_\_\_\_\_ Approved \_\_\_\_\_

Site Official/Date

Transportation Dept./Date

Note: All vans are equipped with fire extinguishers and first aid kits..  
NO STUDENT may ride in the passenger seat.  
Please remove all trash and personal items from the van upon return.

San Dieguito Union High School District  
Out-of-State Field Trip  
Adult Waiver

The following waiver must be signed by all adult non-employees supervising or participating in out-of-state field trips.

Name of Adult: \_\_\_\_\_

Activity: \_\_\_\_\_

Activity \_\_\_\_\_  
Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

**California Education Code §35330:** *All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims.*

In accordance with Education Code §35330, I hereby RELEASE, DISCHARGE and HOLD HARMLESS the San Dieguito Union High School District, the Board of Trustees, its officers, employees and agents from all liability, including injury, death, or other damages, occurring during or while traveling to or from the above named activity which I may suffer or cause another person to suffer arising out of, or in connection with, or resulting from my participation in the above named out-of-state activity.

\_\_\_\_\_

Adult Signature

\_\_\_\_\_

Date

# San Dieguito Union High School District Field Trip Permission Form

3541.1 / AR-2 Attachment  
6153.1 / AR-2 Attachment

**Name of Student:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Activity Date(s) :** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Departs/Returns:**  AM  AM  
 PM  PM **Teacher:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Transportation:**  School Bus/Van  Private Car **Driver:**  School District Employee  Parent/Adult  
 Charter Service  Walk  Charter Service Employee  Student

I understand and agree that my participation in the activity or trip is not to be used as an excuse for absence other than for the period indicated above. I know that I am responsible for all class work missed. I understand and agree that I remain under the jurisdiction of the school district while participating in this off-campus activity and I will abide by all rules set forth by the faculty, principal, superintendent, or Board of Trustees.

\_\_\_\_\_ **Student Signature**

**ALL TEACHERS MUST GRANT APPROVAL FOR STUDENT TO PARTICIPATE IN TRIP OR ACTIVITY**

Per.	Class	Approve	Disapprove	Teacher Signature
1				
2				
3				
4				
5				
6				
7				

**To Be Completed by Parent/Guardian:**

I, the undersigned, hereby grant permission for my child to participate in the above named activity.

In accordance with Education Code §35330, I, the undersigned, hereby RELEASE, DISCHARGE and HOLD HARMLESS the San Dieguito Union High School District, the Board of Trustees, its officers, employees and agents from all liability, including injury, death, or other damages, occurring in the course of or while traveling to or from the above named activity which my child may suffer or cause another person to suffer arising out of, or in connection with, or resulting from my child's participation in the above named activity.

**EMERGENCY:** In an emergency, I give my consent: For family physician, EMT and/or hospital to provide emergency treatment to my son/daughter:  No  Yes

Student has medical insurance?  No  Yes      Medical insurance in: Father's name  Mother's name

Medical Insurance Carrier: \_\_\_\_\_ Policy/Group #: \_\_\_\_\_

Insurance Contact Number(s): \_\_\_\_\_

\_\_\_\_\_ **Parent/Guardian Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Telephone Number**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
FIELD TRIP REQUEST FORM

3541.1 / AR-1 Attachment  
6153.1 / AR-1 Attachment

Note: All fields must be completed or indicated if not applicable.

Today's Date \_\_\_\_\_

ACTIVITY DATE(s) \_\_\_\_\_

SCHOOL \_\_\_\_\_

ACTIVITY \_\_\_\_\_

COST \_\_\_\_\_

<b>TEACHER/COACH</b> _____ (Full name)
Phone # _____ (_____)
E-mail _____

FUNDING SOURCE \_\_\_\_\_

PURPOSE of Field Trip / Educational Objectives \_\_\_\_\_

# of Students \_\_\_\_\_ # of Chaperones \_\_\_\_\_  In-County  CA, Out of County  Out of State  Overnight

LOCATION OF ACTIVITY \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

If Overnight, Hotel Name and Location \_\_\_\_\_

GRADE LEVEL(s) \_\_\_\_\_ CLASS / SUBJECT \_\_\_\_\_

# of SCHOOL DAYS MISSED \_\_\_\_\_ PERIOD(s) MISSED \_\_\_\_\_

**SUBSTITUTE REQUIRED**  YES  NO

TRANSPORTATION  School Bus/Van  Charter Service  Private Car  Walk

DRIVER  District Employee  Charter Employee  Parent  Student

TIME OF DEPARTURE \_\_\_\_\_  AM  PM TIME OF RETURN \_\_\_\_\_  AM  PM

**Equal access or an equivalent educational experience must be available to all students participating in the trip, regardless of disability.**

WILL ANY STUDENTS WITH DISABILITIES BE PARTICIPATING?  YES  NO

If YES, what accommodations will be made to provide equal access or equivalent educational experience?

\_\_\_\_\_

**PRINCIPAL APPROVAL** – Required for all field trips and off-campus activities.

- Approved
- Not Approved

\_\_\_\_\_  
Signature Date

**SUPERINTENDENT (OR DESIGNEE) APPROVAL** – Required for all out-of-county field trips.

- Approved
- Not Approved

\_\_\_\_\_  
Signature Date

**BOARD APPROVAL** – Required for all out-of-state and/or overnight field trips.

- Approved
- Not Approved

\_\_\_\_\_  
Signature Date



## San Dieguito Union High School District Use of Private Automobile for School Activity Form

### Driver Information

Parent/Adult/Volunteer   
  Student/Under 18   
  Student/Over 18

Driver Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ State: \_\_\_\_\_

Provisional License?  Yes  No      Driver will transport other students?  Yes  No

Teacher must verify provisional license status of any driver under 18

### Vehicle Information

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ Model Year: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Number of Seatbelts: \_\_\_\_\_

### Insurance Information

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

<b>Policy Limits:</b>	<b>Minimum Limits</b>
Bodily Injury-Per Person/Accident: \$ _____	\$100,000 / \$300,000

Property Damage: \$ _____	\$100,000
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Medical Payments -Per Person: \$ _____	\$2,000
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### Purpose

Activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

### Driver Agreement

I, the undersigned, certify that all information provided herein is correct. I understand that I must have a valid driver's license and automobile liability insurance coverage in force at all times while using my vehicle on District business or transporting students and agree to advise the District, in writing, of any changes in the above information. I further certify that my vehicle is mechanically safe. I understand that if I drive my personal automobile while on school business and I am involved in an accident, by law my own insurance coverage will be primary and not contributory to any insurance the District may carry. In accordance with Education Code §35330, I hereby RELEASE, DISCHARGE and HOLD HARMLESS the San Dieguito Union High School District, the Board of Trustees, its officers, employees and agents from all liability, including injury, death, or other damages, occurring during or while traveling to or from the above named activity which I may suffer or cause another person to suffer arising out of, or in connection with, or resulting from my participation in the above named activity.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

### Parent/Guardian Permission

I, the undersigned, hereby grant my permission for my child, \_\_\_\_\_, a minor, to drive the above stated vehicle and to transport other students, if so indicated, to and from the above stated activity. I have read understand, and agree to the foregoing Driver Agreement and certify that all information provided herein is correct. In accordance with Education Code §35330, I hereby RELEASE, DISCHARGE and HOLD HARMLESS the San Dieguito Union High School District, the Board of Trustees, its officers, employees and agents from all liability, including injury, death, or other damages, occurring during or while traveling to or from the above named activity which my child may suffer or cause another person to suffer arising out of, or in connection with, or resulting from my child's participation in the above named activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# STUDENT ACCIDENT REPORT

Confidential: Pursuant to Education Code, Privacy of Pupils, Section 49073.5 et seq.

DISTRICT:	SCHOOL:
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STUDENT:	AGE:	GRADE:	HOME ADDRESS:	PHONE:
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DATE OF INJURY:	TIME OF INJURY:	DID INJURY RESULT FROM VIOLENCE OR AGGRESSION? <input type="radio"/> YES <input type="radio"/> NO	WAS FIRST AID GIVEN <input type="radio"/> YES <input type="radio"/> NO
-----------------	-----------------	---	--

DESCRIBE FIRST AID PROVIDED:

IS STUDENT COVERED BY INSURANCE?  YES  NO BY WHOM:

WAS THERE A VIOLATION OF A SCHOOL RULE BY THIS STUDENT OR ANYONE ELSE?  YES  NO EXPLAIN:

\_\_\_\_\_

WHO ELSE WAS INVOLVED BESIDES STUDENT?  ANOTHER STUDENT  OUTSIDE PERSON  UNKNOWN  NO ONE

WITNESSES (ADDRESSES AND PHONE NUMBERS IF AVAILABLE):	EMPLOYEE IN CHARGE (ADDRESSES AND PHONE NUMBERS IF AVAILABLE):
---	--

**INJURY LOCATION**

<input type="checkbox"/> ATHLETIC FIELD/COURTS <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> BATHROOM <input type="checkbox"/> CLASSROOM <input type="checkbox"/> CORRIDOR <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> LIBRARY <input type="checkbox"/> LOCKER ROOM <input type="checkbox"/> LUNCH AREA <input type="checkbox"/> OFF CAMPUS <input type="checkbox"/> OTHER (SPECIFY):	<input type="checkbox"/> PARKING LOT <input type="checkbox"/> PLAYGROUND <input type="checkbox"/> POOL <input type="checkbox"/> QUAD <input type="checkbox"/> SCIENCE LAB <input type="checkbox"/> SHOP LAB <input type="checkbox"/> SIDEWALK <input type="checkbox"/> STAIRS <input type="checkbox"/> WEIGHT ROOM
--	--

**PART OF BODY**

SIDE OF BODY:  LEFT  RIGHT

<input type="checkbox"/> ANKLE <input type="checkbox"/> ARM <input type="checkbox"/> BACK <input type="checkbox"/> CHEST <input type="checkbox"/> EAR <input type="checkbox"/> ELBOW <input type="checkbox"/> EYE <input type="checkbox"/> FACE <input type="checkbox"/> FINGER <input type="checkbox"/> OTHER	<input type="checkbox"/> FOOT <input type="checkbox"/> GROIN <input type="checkbox"/> HAND <input type="checkbox"/> HEAD <input type="checkbox"/> HIP <input type="checkbox"/> INTERNAL <input type="checkbox"/> KNEE <input type="checkbox"/> LEG	<input type="checkbox"/> MOUTH <input type="checkbox"/> NECK <input type="checkbox"/> NOSE <input type="checkbox"/> RIBS <input type="checkbox"/> SHOULDER <input type="checkbox"/> STOMACH <input type="checkbox"/> THUMB <input type="checkbox"/> TOOTH <input type="checkbox"/> WRIST
---	---	--

**NATURE OF INJURY**

<input type="checkbox"/> ABRASION <input type="checkbox"/> BITE/STING <input type="checkbox"/> BLEEDING <input type="checkbox"/> BRUISE BURN <input type="checkbox"/> CHEMICAL EXP. <input type="checkbox"/> CHIP/DIODE TOOTH <input type="checkbox"/> CONCUSSION <input type="checkbox"/> CUT <input type="checkbox"/> DISLOCATION <input type="checkbox"/> DIZZINESS <input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> FOREIGN BODY <input type="checkbox"/> FRACTURE <input type="checkbox"/> INTERNAL <input type="checkbox"/> NAUSEA <input type="checkbox"/> NO VISIBLE INJURY <input type="checkbox"/> PAIN <input type="checkbox"/> PUNCTURE <input type="checkbox"/> REDNESS <input type="checkbox"/> SPRAIN/STRAIN <input type="checkbox"/> SWELLING
---	---

**CAUSE OF INJURY**

<input type="checkbox"/> ANIMAL/INSECT <input type="checkbox"/> ANOTHER STUDENT <input type="checkbox"/> BUILDING <input type="checkbox"/> CHEMICALS <input type="checkbox"/> CLASSRM MATERLS <input type="checkbox"/> FENCE/GATE <input type="checkbox"/> FOOD/DRINK <input type="checkbox"/> FURNITURE <input type="checkbox"/> HAND TOOL <input type="checkbox"/> OTHER (SPECIFY):	<input type="checkbox"/> PLAY EQUIPMENT <input type="checkbox"/> POLE <input type="checkbox"/> POWERED TOOL <input type="checkbox"/> SELF <input type="checkbox"/> SPRT. EQUIPMENT <input type="checkbox"/> SURFACE <input type="checkbox"/> THROWN OBJECT <input type="checkbox"/> VEHICLE <input type="checkbox"/> WEAPONS
--	--

**SPORTS/RECREATION ACTIVITY:**

<input type="radio"/> BASEBALL <input type="radio"/> BASKETBALL <input type="radio"/> CHEERLEADING <input type="radio"/> DANCE <input type="radio"/> DODGEBALL <input type="radio"/> FOOTBALL <input type="radio"/> GYMNASTICS <input type="radio"/> SOCCER <input type="checkbox"/> OTHER (SPECIFY):	<input type="radio"/> SOFTBALL <input type="radio"/> TENNIS <input type="radio"/> TETHERBALL <input type="radio"/> TRACK & FIELD <input type="radio"/> VOLLEYBALL <input type="radio"/> WATERSPORTS <input type="radio"/> WEIGHTS <input type="radio"/> WRESTLING
---	--

**BRIEFLY DESCRIBE HOW INJURY OCCURRED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLAYGROUND EQUIPMENT:**

<input type="checkbox"/> CLIMBING EQUIPMENTS <input type="checkbox"/> MERRY-GO-ROUND <input type="checkbox"/> MULTI-USE <input type="checkbox"/> OTHER (SPECIFY):	<input type="checkbox"/> SEE-SAW <input type="checkbox"/> SLIDE <input type="checkbox"/> SWING
--	--

WERE PARENTS CONTACTED?  YES  NO DESCRIBE THEIR REACTION: \_\_\_\_\_

STUDENT WAS:  RETURNED TO CLASS  SENT HOME  TAKEN TO HOSPITAL  OTHER (SPECIFY) \_\_\_\_\_

COMMENTS: ACHADDITIONALPAGESASNEEDED) \_\_\_\_\_

SEND WHITE COPY AND AACHMENTS TO: JPA Risk Management, 6401 Linda Vista Road, Suite 505, San Diego, CA 92111 (858) 569-5340

REPORT COMPLETED BY:	TITLE:	DATE:	PHONE:
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# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

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## ATHLETIC TRANSPORTATION GUIDELINES

In order to promote safety and team camaraderie, all student athletes are strongly encouraged to ride district provided transportation to and from all athletic competitions.

In the event the student athlete is unable to ride district provided transportation, the student athlete may ride with his/her parent/guardian, as long as the parent gives written permission to the coach in advance. Student athletes will not be permitted to ride to and from an athletic competition with any adult or student other than their own parent/guardian.

Student athletes who violate this policy may be suspended or removed from the team.

Providing school-sponsored transportation is very costly. These expenses are paid for out of the school's operating budget. In order to continue to provide this valuable service, we ask you to make a \$100 contribution (maximum \$200 per year for multi season athletes), payable to San Dieguito Union High School District, to ensure that your student will be provided safe and reliable transportation.

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Sport(s): \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature



## A Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)  
Para descargar la hoja informativa para los entrenadores en español, por favor visite:  
[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)

### THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

### WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a -ding, -getting your bell rung, or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

The potential for concussions is greatest in athletic environments where collisions are common.<sup>1</sup> Concussions can occur, however, in **any** organized or unorganized sport or

recreational activity. As many as 3.8 million sports- and recreation-related concussions occur in the United States each year.<sup>2</sup>

### RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.  
**-and•**
2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion listed on the next page.)

**It's better to miss one game than the whole season.**



## SIGNS AND SYMPTOMS

### SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### SYMPTOMS REPORTED BY ATHLETE

- Headache or —pressure in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not —feel right

Adapted from Lovell et al. 2004

Athletes who experience any of these signs or symptoms after a bump or blow to the head should be kept from play until given permission to return to play by a health care professional with experience in evaluating for concussion. Signs and symptoms of concussion can last from several minutes to days, weeks, months, or even longer in some cases.

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. If you have any suspicion that your athlete has a concussion, you should keep the athlete out of the game or practice.

### PREVENTION AND PREPARATION

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

- **Educate athletes and parents about concussion.** Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. For more information on long-term effects of concussion, view the following online video clip: [http://www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm#Video](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm#Video).

Explain your concerns about concussion your expectations of safe play to athletes, parents, and assistant coaches. Pass out the concussion fact sheets for athletes and for parents at the beginning of the season and again if a concussion occurs.

- **Insist that safety comes first.**
  - > Teach athletes safe playing techniques and encourage them to follow the rules of play.
  - > Encourage athletes to practice good sportsmanship at all times.
  - > Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
  - > Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.

Check with your youth sports league or administrator about concussion policies. Concussion policy statements can be developed to include the league's commitment to safety, a brief description of concussion, and information on when athletes can safely return to play following a concussion (i.e., an athlete with known or suspected concussion should be kept

from play until evaluated and given and permission to return by a health care professional). Parents and athletes should sign the concussion policy statement at the beginning of the sports season.

- **Teach athletes and parents that it's not smart to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're —just fine after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.
- **Prevent long-term problems.** A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called second impact syndrome.<sup>4,5</sup> Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: —It's better to miss one game than the whole season.

## ACTION PLAN

### WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

- 1. Remove the athlete from play.** Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
- 2. Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/ knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
- 3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
- 4. Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

### REFERENCES

1. Powell JW. Cerebral concussion: causes, effects, and risks in sports. *Journal of Athletic Training* 2001; 36(3):307-311.
2. Langlois JA, Rutland-Brown W, Wald M. The epidemiology and impact of traumatic brain injury: a brief overview. *Journal of Head Trauma Rehabilitation* 2006; 21(5):375-378.
3. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or -dingll concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
4. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academy Press; 2002.
5. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: [www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm).

**If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.**

# HEA <sup>x</sup>UP

## CONCUSSION HIGH SCHOOL SPORTS

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



### SIGNS AND SYMPTOMS

Athletes who experience **one or more** of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or –pressure in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Just not –feeling right” or is –feeling down”

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:  
[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

### ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's OK to return to play.

### IMPORTANT PHONE NUMBERS

#### Emergency Medical Services

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Health Care Professional

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### School Staff Available During Practices

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### School Staff Available During Games

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## San Dieguito Union High School District Head Injury/Concussion Return to Activity Protocol

**In the event of a head injury, follow the steps listed below:**

1. Perform sideline assessment performed & concussion symptoms checklist (CDC Clipboard Sticker or equivalent) used by Athletic Trainer (AT), Coach, or physician to determine severity of injury.
2. If concussion suspected or diagnosed, athlete will be removed from play/activity immediately\*.
3. AT/Coach/School recommends athlete be seen by doctor/concussion specialist.
4. AT/Coach/School to provide to athlete/parent head injury packet which includes Return to Activity Letter & Acute Concussion Evaluation Care Plan (ACE Care Plan).
5. Athlete to follow & complete physician's treatment plan.

\* Athlete will not be allowed to return to play/activity until the athlete has been evaluated by a currently licensed medical doctor trained in the evaluation and management of concussions and receives written clearance which includes the Return to Activity Letter & ACE form to return to play/activity from that licensed practitioner.

***San Dieguito Union High School District insists that all decisions be made in the best interest of the athlete and that when any doubt exists as to the health of the athlete, they sit out.***

**Under which circumstances may the athlete return to play/activity?**

**Who is authorized to clear/approve return to play/activity?**

1. Athlete returns Return to Activity Letter & ACE form completed & signed by a currently licensed medical doctor trained in the evaluation and management of concussions, **and**
2. Athlete is free of signs & symptoms, as determined collectively by athlete's physician, the AT, and the Coach, **and**
3. Athlete has been asymptomatic for 24 hours prior to beginning gradual return to play plan.

For further information regarding head injury/concussion management, please refer to the Centers for Disease Control's website: [http://www.cdc.gov/concussion/headsup/high\\_school.html](http://www.cdc.gov/concussion/headsup/high_school.html)





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**Union High School District**

710 Encinitas Boulevard, Encinitas, CA 92024  
Telephone (760) 753-6491  
www.sduhsd.net

Date: \_\_\_\_\_

**RE: Recommendation for Return to Activity Following a Possible Concussion**

Dear MD or DO Trained in Concussion Evaluation & Management,

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT requires that all Athletes removed from practice or play for signs and/or symptoms of possible concussion undergo an evaluation by a licensed physician for concussion diagnosis and treatment recommendations. If a concussion is diagnosed, the Athlete will require the attached Acute Concussion Evaluation Care Plan (ACE Care Plan) completed by you indicating he/she is fully recovered before the resumption of activity will be permitted. (The form may also be found at: [http://www.cdc.gov/concussion/headsup/pdf/ACE\\_care\\_plan\\_school\\_version\\_a.pdf](http://www.cdc.gov/concussion/headsup/pdf/ACE_care_plan_school_version_a.pdf))

Once the Athlete has obtained a recommendation to return to activity from you, SAN DIEGUITO UNION HIGH SCHOOL DISTRICT requires a gradual return-to-activity protocol supervised by our coaching and athletic training staff before full contact activity is allowed.

In an effort to assist you, we have prepared this document with options for treatment and recommendation for return to activity as noted below.

Athlete's Name: \_\_\_\_\_

Please check one:

- In my medical opinion, this Athlete **did not** sustain a concussion and may return to full activity.
- In my medical opinion, this Athlete **was diagnosed** with a concussion and is **not** fully recovered.
  - This Athlete requires academic accommodations and should be referred to Guidance Counseling
  - Refer to the enclosed ACE Care Plan
- In my medical opinion, this Athlete **was diagnosed** with a concussion and has **fully recovered**. He/She is ready to begin gradual return to play activity as noted on the enclosed ACE Care Plan.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ MD \_\_\_ DO Phone : \_\_\_\_\_



# ACUTE CONCUSSION EVALUATION (ACE)

## CARE PLAN

Gerard Gioia, PhD<sup>1</sup> & Micky Collins, PhD<sup>2</sup>

<sup>1</sup>Children's National Medical Center  
<sup>2</sup>University of Pittsburgh Medical Center

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ ID/MR# \_\_\_\_\_

Date of Injury: \_\_\_\_\_

You have been diagnosed with a concussion (also known as a mild traumatic brain injury). This personal plan is based on your symptoms and is designed to help speed your recovery. Your careful attention to it can also prevent further injury.

You should not participate in any high risk activities (e.g., sports, physical education (PE), riding a bike, etc.) if you still have any of the symptoms below. It is important to limit activities that require a lot of thinking or concentration (homework, job-related activities), as this can also make your symptoms worse. If you no longer have any symptoms and believe that your concentration and thinking are back to normal, you can slowly and carefully return to your daily activities. Children and teenagers will need help from their parents, teachers, coaches, or athletic trainers to help monitor their recovery and return to activities.

Today the following symptoms are present (circle or check).

\_\_\_\_\_ No reported symptoms

Physical		Thinking	Emotional	Sleep
Headaches	Sensitivity to light	Feeling mentally foggy	Irritability	Drowsiness
Nausea	Sensitivity to noise	Problems concentrating	Sadness	Sleeping more than usual
Fatigue	Numbness/Tingling	Problems remembering	Feeling more emotional	Sleeping less than usual
Visual problems	Vomiting	Feeling more slowed down	Nervousness	Trouble falling asleep
Balance Problems	Dizziness			

**RED FLAGS: Call your doctor or go to your emergency department if you suddenly experience any of the following**

Headaches that <u>worsen</u>	Look <u>very</u> drowsy, can't be awakened	Can't <u>recognize</u> people or places	Unusual behavior change
Seizures	<u>Repeated</u> vomiting	Increasing confusion	Increasing irritability
Neck pain	Slurred speech	Weakness or numbness in arms or legs	Loss of consciousness

### Returning to Daily Activities

- Get lots of rest. Be sure to get enough sleep at night- no late nights. Keep the same bedtime weekdays and weekends.
- Take daytime naps or rest breaks when you feel tired or fatigued.
- Limit physical activity as well as activities that require a lot of thinking or concentration. These activities can make symptoms worse.**
  - Physical activity includes PE, sports practices, weight-training, running, exercising, heavy lifting, etc.
  - Thinking and concentration activities (e.g., homework, classwork load, job-related activity).
- Drink lots of fluids and eat carbohydrates or protein to main appropriate blood sugar levels.
- As symptoms decrease, you may begin to gradually return to your daily activities. If symptoms worsen or return, lessen your activities, then try again to increase your activities gradually.**
- During recovery, it is normal to feel frustrated and sad when you do not feel right and you can't be as active as usual.
- Repeated evaluation of your symptoms is recommended to help guide recovery.

### Returning to School

- If you (or your child) are still having symptoms of concussion you may need extra help to perform school-related activities. As your (or your child's) symptoms decrease during recovery, the extra help or supports can be removed gradually.
- Inform the teacher(s), school nurse, school psychologist or counselor, and administrator(s) about your (or your child's) injury and symptoms. School personnel should be instructed to watch for:
  - Increased problems paying attention or concentrating
  - Increased problems remembering or learning new information
  - Longer time needed to complete tasks or assignments
  - Greater irritability, less able to cope with stress
  - Symptoms worsen (e.g., headache, tiredness) when doing schoolwork

~Continued on back page~

### Returning to School (Continued)

**Until you (or your child) have fully recovered, the following supports are recommended:** *(check all that apply)*

- No return to school. Return on (date) \_\_\_\_\_
- Return to school with following supports. Review on (date) \_\_\_\_\_
- Shortened day. Recommend \_\_\_ hours per day until (date) \_\_\_\_\_
- Shortened classes (i.e., rest breaks during classes). Maximum class length: \_\_\_\_\_ minutes.
- Allow extra time to complete coursework/assignments and tests.
- Lessen homework load by \_\_\_\_\_%. Maximum length of nightly homework: \_\_\_\_\_ minutes.
- No significant classroom or standardized testing at this time.
- Check for the return of symptoms (use symptom table on front page of this form) when doing activities that require a lot of attention or concentration.
- Take rest breaks during the day as needed.
- Request meeting of 504 or School Management Team to discuss this plan and needed supports.

### Returning to Sports

1. **You should NEVER return to play if you still have ANY symptoms** – (Be sure that you do not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration.)
2. Be sure that the PE teacher, coach, and/or athletic trainer are aware of your injury and symptoms.
3. It is normal to feel frustrated, sad and even angry because you cannot return to sports right away. With any injury, a full recovery will reduce the chances of getting hurt again. It is better to miss one or two games than the whole season.

**The following are recommended at the present time:**

- Do not return to PE class at this time
- Return to PE class
- Do not return to sports practices/games at this time

**Gradual** return to sports practices under the supervision of an appropriate health care provider.

- Return to play should occur in gradual steps beginning with aerobic exercise only to increase your heart rate (e.g., stationary cycle); moving to increasing your heart rate with movement (e.g., running); then adding controlled contact if appropriate; and finally return to sports competition.
- Pay careful attention to your symptoms and your thinking and concentration skills at each stage of activity. Move to the next level of activity only if you do not experience any symptoms at the each level. If your symptoms return, stop these activities and let your health care professional know. Once you have not experienced symptoms for a minimum of 24 hours and you receive permission from your health care professional, you should start again at the previous step of the return to play plan.

### Gradual Return to Play Plan

1. No physical activity
2. Low levels of physical activity (i.e., ). This includes walking, light jogging, light stationary biking, light weightlifting (lower weight, higher reps, no bench, no squat).
3. Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).
4. Heavy non-contact physical activity. This includes sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).
5. Full contact in controlled practice.
6. Full contact in game play.

\*Neuropsychological testing can provide valuable information to assist physicians with treatment planning, such as return to play decisions.

**This referral plan is based on today's evaluation:**

- Return to this office. Date/Time \_\_\_\_\_
- Refer to: Neurosurgery \_\_\_\_\_ Neurology \_\_\_\_\_ Sports Medicine \_\_\_\_\_ Psychiatrist \_\_\_\_\_ Other \_\_\_\_\_
- Refer for neuropsychological testing
- Other \_\_\_\_\_

**ACE Care Plan Completed by:** \_\_\_\_\_ **MD RN NP PhD ATC**

**S.D.U.H.S.D. COACHES HANDBOOK GUIDELINES AGREEMENT**

I have received and read a copy of the *San Dieguito Union High School District Coaches Handbook*, and I agree to abide by the guidelines described therein.

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Name (printed)

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Sport / Site

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Signature

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Date