

Shasta Union High School District's



Athletic Handbook

Prepared for the
Athletic Administrators
Directors and Coaches
by Shasta Union High School District
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*Committed to the development of good character through
Pursuing Victory with Honor/Character Counts Sports*

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Shasta Union High School District

Athletic Handbook

Introduction

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

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

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

**Pursuing Victory with Honor
Character Counts!!!**

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ATHLETIC DIRECTOR'S RESPONSIBILITIES

1. The Athletic Director will work in close cooperation with the Principal and Athletic Administrator in the following:
 - a. Ensuring adequacy of athletic equipment and uniforms.
 - b. Accountability for athletic inventories
 - c. Assisting the Athletic Administrator and Principal in developing each sports athletic budget.
 - d. Attending district athletic meetings with district personnel.
 - e. Assisting coaches in development of purchasing specifications.
 - f. Facilitating parent and public meetings related to site athletic and individual sports programs.
 - g. Assisting with preliminary physicals.
 - h. Arranging for game sites and equipment for contests.
 - i. Facilitating the scheduling of transportation to and from athletic contests.
 - j. Assisting the Athletic Administrator in developing sports schedules.
 - k. Approving purchase requisitions as department chairperson.
 - l. Notifying coaches who are involved in preliminary physicals.
 - m. Coordinating post-season award presentations.
 - n. Assisting the Athletic Administrator in administering and enforcing the district's athletic policies, the district's Athletic Code, interpreting CIF regulations, League By-Laws and N.S.CIF By-Laws.
 - o. Meeting with Boosters Clubs as required.
 - p. Ensuring site Title 9 compliance.
 - q. Performing other duties as determined by the Athletic Administrator.

POLICIES PERTAINING TO COACHES

1. Annual evaluations of coaches shall be the responsibility of the Athletic Administrator and Principal. A post-season conference shall be scheduled in which the Principal discusses matters of reassignment or continuation of contracts for the following year. The Athletic Administrator and Principal will hold periodic meetings with the Athletic Director and coaches to discuss problems in athletics and relationships.
2. The Athletic Administrator, acting through the Principal, may do an annual evaluation of extra-duty assignments for each sport. Future coaching assignments and coaching vacancies will be made based on this evaluation. Each sport has a designated number of paid coaches defined in the SSEA bargaining agreement. All other coaches are to be on a non-paid (volunteer) basis only. Extra-duty pay shall be fixed by the official wage scale approved by the Board of Trustees for coaching responsibilities as delineated in the current certificated contract. (Appendix – Compensated Extra Duty)
3. Athletic coaching contracts, as covered by the certificated contract, are for one year in duration. They will be signed at least two weeks prior to the beginning of the sport. It is the Principal's responsibility to evaluate and recommend continuation of a contract from year to year. In the event a suitable coach cannot be found, after a search as specified in the certificated contract, a Principal may make an emergency assignment of a qualified employee. (SSEA CBA 7.9)
4. Gifts (including cash, tickets, clothing, etc.) from vendors and/or other community groups are limited by board policy to a total value of \$50.00, from a single source, and no more than \$360.00, from all sources, in any school year, and any single item over \$40.00 is only to be accepted by school personnel if it is officially received and accepted by the Board of Trustees. No gifts are to be accepted that might influence the decisions of employees regarding the procurement of materials or services for District use.

5. Exceptions to the above shall apply in the case of advertising gadgets or items which are offered by a business free to all parties as part of a public relations program. Examples include: calendars, pencils, desk pads, notebooks, rulers and other office and classroom gadgets, etc. This exception does not include any item specifically purchased for an employee which is not generally offered to other parties.
6. Who May Coach: All public school teams must be coached by a person who meets the following requirements: Title V 5590 and Title V 5593 under temporary athletic team coach, and effective December 31, 2008, the CIF Bylaw 22.B.(9). (BP 4127, BP 6145.2) The Athletic Administrator shall be responsible for making sure these requirements are met. No person shall coach or supervise in a contractual capacity who has not met the above stated requirements. In the event that no certified coaches can be found, the school/district may hire a coach that is not certified, but for only one season (S.B. No. 39, 05-06).
7. A coach may not be reimbursed for his/her services from any source other than school funds nor be subject to any bonus arrangement depending on the success of teams.
8. Certification shall be the responsibility of the Board of Trustees for walk-on temporary athletic team coaches. This certification shall be only awarded when the coach has satisfied the following requirements: Title V 5590 and Title V 5593 under temporary athletic team coach, and effective December 31, 2008, the CIF Bylaw 22.B.(9). (BP 4127, BP 6145.2) Volunteer athletic team coaches shall meet all the qualification criteria required of temporary athletic team coaches employed by the district. (BP 4127) The Athletic Administrator shall be responsible for making sure these requirements are met. No person shall coach or supervise in a contractual capacity who has not met the above stated requirements.
9. The use of undue influence by any person or persons to secure or retain a student or retain one or both parents or guardians of a student as residents will be subject to CIF eligibility requirements and sanctions. If a student changes schools and the parent(s) or legal guardian(s) do not move to the attendance area of the new school, eligibility could be restricted for one year unless qualifying for a hardship. A hardship is defined as an unforeseeable, unavoidable, or uncorrectable act, condition, or event, which causes the imposition of a severe and non-athletic burden upon the student or his/her family.

Any student who transfers to a school to play for a program whose coaches had contact with the player in an outside organized sports affiliation, i.e. AAU, American Legion, ASA, shall be ineligible for one calendar year from the date of enrollment.
10. All coaches shall be responsible for following C.I.F rules, regulations and mandates.
11. The CIF and Pursuing Victory with Honor Code of Conduct for Interscholastic coaches shall be the standard for coaching behavior.
12. The Coach shall refrain from imposing his/her personal religious beliefs through any activity. Religious ceremonies of any kind, including prayer before contests, are a matter of individual conscience. The coach, as an agent of the school, should refrain from any leadership in a specific religious activity or prayer. In all cases, the individual moral rights of each individual student will be respected.
13. District policy requires all coaches to be certified in CPR and First Aid.

ADDITIONAL COACHES' RESPONSIBILITIES

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

- a. The Head Varsity Coach will be responsible for:
1. Checking that all clearance forms are in order including: physical exam forms, insurance forms, parent consent to treat forms, and grade point checks.
 2. Supervision of all team members.
 3. Proper care of locker room and facilities.
 4. Specifying equipment for his/her sport.
 5. Proper care and disposal of equipment; checking with Athletic Director and Athletic Administrator when inventorying equipment and filling out proper forms when disposing of used equipment.
 6. Proper storage of all equipment.
 7. Scheduling of transportation for trips.
 8. Checking on rain-outs and communicating through Athletic Administrator and cancellations.
 9. Pre-game preparation.
 10. Submitting advance vouchers for meals, scouting, and or lodging; submitting expense vouchers within prescribed time lines upon return.
 11. Checking on transportation requests and communicating with athletes and parents.
 12. Submitting rosters of traveling teams for daily bulletins and placing appropriate bulletins for faculty notification if school is to be missed.
 13. Reporting game results to media in a timely manner.
 14. Arranging pre-season orientations for parents. Included should be a consistent method of communicating game schedules, bus schedules and practice schedules.
 15. Other duties as assigned by the Principal or Athletic Administrator.
- b. The Assistant Varsity Coach, J.V. Head Coach and Assistants, Freshman Head Coach and Assistants will be responsible for:
1. Assist Head Coach in inventory of all equipment.
 2. Assist Head Coach in budgeting.
 3. Assist Head Coach in verifying all clearance forms.
 4. Assist Head Coach in repairing and maintaining all equipment.
 5. Assist Head Coach in issuing equipment to players.
 6. Assist Head Coach in making travel arrangements.
 7. Assist Head Coach in supervising team.
 8. Assist Head Coach in reporting game results to media.
 9. Assist Head Coach in checking bus schedule.
 10. Assist Head Coach in determining letter and award winners for post season honors.
 11. Assist Head Coach in training and supervising team managers.
 12. Assist Head Coach in encouraging injury prevention, safety and health practices.
 13. Assist Head Coach in submitting appropriate accident and insurance forms in a timely manner.
 14. Assist Head Coach in collecting equipment issued to athletes and initiate proper billing procedures for lost or damaged equipment.
 15. Assist Head Coach in specification and budget process.
 16. Assist Head Coach in communicating on athletic matters with fellow coaches, principals, students, Athletic Directors and Athletic Administrators.
 17. Assist Head Coach in attending all-league meetings.
 18. Assist Head Coach in informing the district of unsafe facility conditions.
 19. Assist Head Coach in seeing that team conforms to standards and rules of the CIF, N.S.CIF and District Policy.

20. Other duties as assigned by the Head Coach.

OTHER DISTRICT POLICIES PERTAINING TO COACHES

Summer Camps & Coaches Pay

District coaches are paid a stipend to coach their sport. Per the bargaining agreement there are a designated number of paid coaches per sport. All other coaches are considered volunteer non-paid coaches. School athletic programs are allowed to host summer camps for each sport, utilize the proceeds for the ASB club account, and to pay coaches a camp-stipend with the following guidelines:

1. Summer camps and clinics are limited to 5 days.
2. ***Coaches' pay for summer camps and clinics is limited to \$100 per day, \$500 maximum per coach per year.*** The payment shall be made through the district payroll department. The Accounting office will invoice ASB for the full cost of the stipend, including statutory benefits. Under no circumstances are salaries, stipends, honorariums or other forms of compensation to be paid from ASB. Coaches must request approval from site Principal or Athletic Administrator for the number and names of coaches to be paid.
3. Direct costs will be paid for facilities use.

Fund Raising for Athletic Programs

The District provides a budget for coaches' salaries, transportation, protective gear, and uniforms. Gate receipts are kept within each school's ASB athletic budget and allocated for additional transportation, officials, dues and entry fees.

Booster organizations are the **primary fundraising entity** for athletics in the district. These booster organizations hold fundraisers and provide additional subsidy for the athletic programs at each high school. Coaches and parents are encouraged to develop a strong working relationship with the school site athletic boosters. Additional fundraising by coaches is limited to the following guidelines:

1. Coaches may have two (2) fundraisers per year per sport. Frosh, J.V. and Varsity levels are considered one sport. Boys and Girls are considered separate sports.
2. All fundraisers must be approved by ASB and site Athletic Administrator, using proper forms, and have an ending date not longer than two weeks from the beginning fundraiser date.
3. District cash control policies and procedures are to be followed for all fundraisers.
4. All fundraisers will follow district policies and procedures including the district Wellness Policy.
5. Other than two fundraisers, coaches may not organize or participate in any fundraising activities other than those sponsored by the recognized Athletic Booster organizations listed above.

BUDGET PROCEDURES AND FUNDING OF ATHLETICS

Athletic Funding Responsibilities

1. District budget
 - a. Coaches Salaries
 - b. Reconditioning and Protective Gear
 - c. Liability Insurance
 - d. Ambulance
 - e. District Uniform Subsidy
 - f. Field Rental
 - g. Transportation
 - h. Security
 - i. Drug Testing

2. ASB Athletic budgets
 - a. Awards, Letters, Pins
 - b. Coaches' Conferences
 - d. Dues & Entry Fees
 - e. First Aid Supplies
 - c. Officials
 - f. Physical Therapist
 - g. Transportation (Vans & Gas Cards)
 - h. Uniforms and Equipment

3. Athletic Boosters

Athletic Boosters are asked to provide an annual subsidy to be worked out mutually between the school's booster group and the Principal/Athletic Administrator. This subsidy will be used to augment the District budget for athletic equipment, supplies, and other expenses identified by the Principal, or designee, and Athletic Director. ***Coaches are not to make requests of the boosters without going through the site administration.*** Coaches are encouraged to support all booster fund raising activities and are to encourage the parents of their sport to participate in sports booster activities throughout the year.

The District recognizes the following booster organizations as the only organizations authorized to raise money for SUHSD athletic programs:

- a. Enterprise High School Athletic Boosters
- b. Foothill High School Sports Boosters
- c. Shasta High School Athletic Boosters Club Inc.

Coaches' Responsibilities for Purchasing

1. To obtain the maximum **VALUE** for each dollar expended.
2. To comply with all provisions of State Codes governing purchasing.
3. To adhere to the following ethics as adopted by the Code of Ethics of the National Association of Educational Buyers and the National Association of Purchasing Agents:
 - a. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
 - b. To decline personal gifts or gratuities which might in any way influence the purchase of materials.
 - c. To grant all competitive bidders equal consideration, to regard each transaction on its own merits, to further promote fair, ethical and legal trade practices.
 - d. To accord a prompt and courteous reception to all who call on legitimate business missions.

- e. The fundamental priorities guiding all purchasing shall be:
 - 1) safety of equipment
 - 2) proper product for the purpose required
 - 3) product availability when needed
 - 4) appropriate price for the product
 - 5) agreed price
 - 6) without favor or prejudice
 - f. Employees shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service a factor if all other considerations are equal.
4. Submit a budget for each sport they coach.
 5. No purchases are to be made without written approval of the Principal or Athletic Administrator. A purchase request must accompany approval. Any purchases or selections made without prior approval on designated forms will be the responsibility of the individual making the purchase and not the responsibility of the Boosters, ASB Athletics, or the District.
 6. ASB Student Body Purchases
 - a. All ASB Athletics purchases must be approved by the Athletic Administrator.
 - b. All student body fund purchases must be declared with a student body purchase requisition. The student council shall vote on all student body fund requests. Rules set forth by student councils shall regulate student body fund purchases. Again, purchases made without following proper purchase requisition procedures may be the responsibility of the person making the purchase.
 - c. Student body fund accounts that are placed in deficit shall be the responsibility of the student council and not the District. The Superintendent shall notify the Principal of deficit student body fund balances so that transfers may be made. Again, the student council is the legal group to make decisions regarding fund balance deficits in student body fund accounts.
 7. Athletic Funding of Protective Gear
 - a. The District shall provide a budget for purchase, reconditioning, and replacement of protective gear.
 - b. Athletic Administrators and Coaches are to work within the budget for protective gear and are encouraged to seek bids from various vendors. When possible a joint order from all the high schools should be made for these items in an attempt to save money.
 - c. Each Varsity Head Coach is responsible to submit exact and complete specifications for the protective equipment he/she is planning to order.
 1. The Head Varsity Coaches of each sport are expected to meet with the Athletic Director and Athletic Administrator to discuss upcoming purchases of equipment. An athletic budget request shall be developed with each sport listing by priority that sport's needs.
 2. Efforts are to be made, within the school's allotted athletic budget, to buy standard equipment. Special uniforms with excessive and expensive trim are to be avoided.
 3. Each Head Coach will specify equipment adequately and legibly. Specification forms should be completely filled out including: name of company, item or stock numbers, specification of the item including color, size, trim, numbers including size, etc. Special descriptive information should be included.
 4. Complete uniforms should be inspected when applicable.
 5. Any questions that arise concerning specifications should be directed through the Athletic Director or Athletic Administrator to the specific company. Each school needs to double check specifications as to accuracy and sign off the specification sheet before seeking bids.
 6. When specification sheets are completed, they will be submitted to the Athletic

Administrator for checking and to be sent out to vendors.

8. Athletic Fund Purchasing
 - a. Athletic Administrators are to review with coaches their requests for purchase orders. As much as possible, schools will seek multiple quotes from vendors.

9. Athletic Fund Budget (ASB Athletics)
 - a. Gates fees – There is to be a gate fee for the following sports: Basketball, Football, Volleyball, and Wrestling.
 - b. Gate receipts will be retained at the schools for their operational budget. This fund will be established as a student body fund, subject to the rules of student body fund accounting. Gate receipts will contribute to the operation of each school's individual athletic budget.
 - c. Budget: The athletic fund budget will be decentralized. Each school shall be allocated a certain amount of money, outside of coaching salaries and benefits, for protective gear, reconditioning and safety. Each school's Athletic Administrator working with the Athletic Director shall be responsible for responsible budgeting within the amount the district allocates in these specific areas. The school's student body will be responsible for other fund areas such as: transportation, equipment (excluding protective gear), entry fees, dues, travel and conference, etc.
 - d. Advance Voucher: This form is to be used when requesting coaches' travel expenses for overnight trips and tournaments. It should be submitted to the student body at least one week prior to the trip.
 - e. Athletes' Meals and Lodging: These expenses will not be the responsibility of the District, school, or boosters.
 - f. Expense Statement: An expense statement shall be submitted within three days after all trips for which an advance voucher was submitted. Reimbursement requests will be on this form. Receipts for lodging, gas tickets, and registration fees will be included on this expense statement. Receipts for meals will not be required. Mileage reimbursement shall be at the prevailing rate as determined by the District.
 - g. Coaches' travel expenses will be reimbursed by the ASB athletic fund.
 - h. Expenses for State Playoffs: These will be the responsibility of the school's athletic budget for activities through section playoffs. State playoff expenses not reimbursed from the CIF shall be considered on a case-by-case basis. Coaches are encouraged to seek Booster Club assistance and Student Body aid in state playoffs.
 - i. Credit Cards: Requests for credit cards will be made to the Athletic Administrator. On returning, the coach shall submit to the Athletic Administrator credit card receipts and the card. In the case of advance requests, the card and receipts shall be included with the expense statement form. Credit cards shall be returned within three days to the Athletic Administrator. Credit card purchases for transportation shall be the responsibility of each school's transportation budget.

10. Budget Timelines
 - a. Mid-March: Coaches submit budget requests to the Athletic Administrator for the next season. Prior to this date the Athletic Administrator and Athletic Director will meet with coaches to develop individual sports needs, usually part of the evaluation process.
 - b. End of March: Summary of needs for protective gear to Athletic Administrator for approval. Approved needs sent to District Athletic Administrator for purchase.
 - c. Mid-April: Athletic Administrator, with the help of the Athletic Director, develops tentative athletic budget priorities for schools. Tentative athletic budget submitted to Principal.
 - d. End of April: Principal and Athletic Administrator meet with Booster Club President to determine amount Booster Club will contribute.

- e. June 1st: Coaches notified of approved budget amounts for next year.

SCHEDULING OF ATHLETIC EVENTS

General Rules Concerning Head Coach Scheduling of Athletic Contests for High Schools

1. All athletic schedules are to be approved by the school's athletic administration (i.e., Principal, Athletic Administrator and Athletic Director). Principals have final say on athletic schedules.
2. All **out-of-state** requests shall be submitted to the Principal first for approval.
3. Contests shall be scheduled as close to the district as possible.
4. Meals and lodging for athletes shall not be provided by the District.
5. Coaches, Athletic Directors, and Administrators should consider income and expenses when scheduling.
6. Game cancellations due to inclement weather or other conditions will be the responsibility of the Athletic Director through the Athletic Administrator of each school. The Principal will be the final authority in rearranging cancelled contests within league and section by-laws. It will be the responsibility of the Athletic Director and Athletic Administrator to notify the press, bus supervisor, maintenance personnel, and main office as to schedule changes due to cancellations.
7. Musical Dates: In the case of unavoidable conflicts, ***the Principal will be the final authority as to which event the athlete attends***. No sanctions will pertain to an athlete who is forced into such a situation.

Special Rules Concerning Scheduling for High Schools by Sport

1. Baseball/Softball: Number of games shall be established by section by-laws. At least one-half of games should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.
2. Basketball: Number of games shall be established by section by-laws. At least eight games should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.
3. Cross Country: Number of contacts established by section. N.S.CIF By-Laws will apply to state qualifications.
4. Football: Number of games shall be established by section by-laws. At least four games must be scheduled at home. N.S.CIF By-Laws will apply to playoff team selection.
5. Golf: Number of matches shall be established by section by-laws. At least one half of matches should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.
6. Skiing/Snowboarding: Number of meets shall be established by California-Nevada Interscholastic Ski Federation and the Northern Division II Ski League.
7. Soccer: Number of games shall be established by section by-laws. At least eight games should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.
8. Swimming: Number of meets shall be established by section by-laws. At least four meets should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.

9. Track: Number of games shall be established by section by-laws.
10. Volleyball: Number of games shall be established by section by-laws. At least eight games should be scheduled at home. N.S.CIF By-Laws will apply to playoff selections.
11. Wrestling: Number of contacts shall be established by section by-laws. At least four matches shall be scheduled at home; tournaments count as two matches. CIF rules will govern qualifying for state championship rounds.
12. Non-school events: *The athlete owes first responsibility to school sports.* In the case of conflict, the Principal will make decisions whether an athlete can participate in outside sanctioned competition. Only outside competition is allowed; no repercussions will be allowed to the athlete's status on the school team.

TRANSPORTATION GUIDELINES

General

1. Transportation requests will be the responsibility of the Head Coach of each sport; the Athletic Administrator will approve them. The Athletic Director will compile all transportation requests for each season and submit those requests to the Director of Transportation.
2. All transportation requests will be submitted prior to the previously determined deadline for each season. Deadlines are as follows:

Fall Sports	Winter Sports	Spring Sports
Second Wednesday of August	First Wednesday of November	Second Wednesday of February

3. Athletic directors should confirm their trip with the transportation department one week before the trip departs.
4. The Director of Transportation has the discretion to combine squads to cut costs. Teams or groups of 18 or less total athletes may use van transportation or POV. District policy requires that teams or groups of 19 or more athletes **MUST** take a bus to and from athletic contests. The Athletic Administrator is responsible to ensure that when determining means of transportation for athletes, student safety is of the utmost concern.
5. The Athletic Director will arrange authorized transportation for members of athletic teams for all events taking place outside of the District so designated. Parents may drive athletes to contests providing the parent receives written approval after completing an Application to Provide Student Transportation. These forms are available at the school's main office. Students may not drive other students on out-of-town trips as specified in number eleven of this section.
6. Spirit leaders may ride on athletic buses on a space available basis if no rooster's bus is available.
7. When district transportation is provided, *students must be transported to and from school events on aforementioned transportation.* The two exceptions to this rule will be:
 - a. If a parent or guardian contacts (by note or call) the principal or designee in advance of the activity. Upon direct authorization by the principal or designee, the student will be released by the coach, or person in charge, to the parent or guardian only for transportation following the school event;

- b. If the district transportation is for “drop off” purposes only, then the parent or guardian will not need to contact the principal or designee in advance of the activity. These rare situations will be well communicated to parents by the school, so that no students get stranded.
8. Students shall be under the supervision of the coach and bus driver. Bus rules will be followed on all bus trips and all student-athletes will read and sign bus rules each year.
9. While in the bus and at the destination, all rules and regulations as set up in the manual, in the California Education Code, those established by the Board of Trustees and the school administration, must be complied with.
10. Students may provide their own transportation for school events occurring 1/2 hour after the end of the school day, within the boundaries defined as “The Golden Triangle:” West Valley to Central Valley, Shasta/Foothill to Enterprise. When district transportation is provided, rule seven above will be followed.
11. All authorized transportation of pupils in private cars must be by drivers who have previously received written approval to transport students after submitting an Application to Provide Student Transportation. Only employees of the District may drive district vans or other district vehicles. This includes walk-on, paid coaches under contract. This does not include volunteers or parents.
12. The Director of Transportation and the Athletic Administrator/Director will make every effort to combine athletic trips to conserve resources.
13. ASB Athletic credit cards will be utilized as much as possible if private vehicles are utilized. Mileage payments may be made at the prevailing rate within the transportation budget set at each school.
14. The school will fund transportation for all pre-season competition and tournaments out of site athletic budgets. All league, post season and state playoffs are funded by the District. CIF State transportation travel reimbursements will be forwarded to the Director of Transportation. State level transportation decisions will be the responsibility of the Principal.
15. On bus trips the bus driver is in charge, but the coach or chaperon is responsible for direct supervision at all times. On all bus trips at least one faculty member or coach under district contract will ride and assist the driver. Roll call of riders is the responsibility of the coach. Prior to leaving, coaches must leave a list of all riders in a secure location.
16. Authorized district transportation includes the following:
 - a. A school bus, driven by a licensed school bus driver employed by the District.
 - b. A driver currently approved thru the District Private Driver Application process, driving a vehicle in accordance with District Policy. Passenger load limits must conform to the Vehicle Code. Seat belts shall be used by driver and all passengers when available.
 - c. A School Pupil Activity bus operated by a common carrier. A certificated employee acting as a chaperon will accompany students traveling by common carrier, unless the principal authorizes specific exception.
17. No student shall ride in the bed of a pickup truck.
18. All state laws relating to capacity of a vehicle shall be observed.

19. Coaches shall notify the Attendance Office and all teachers through the school bulletin before a scheduled trip which will mean any school time missed. If a home game means school time missed, the above will also apply. Teacher-coaches shall arrange their substitutes by calling the substitute coordinator if an all-day absence is needed, or working with the Principal to arrange period coverage.

CARE OF INJURIES

1. All personnel connected with district athletics will adhere to the following guidelines:
 - a. After all contests and practices coaches should check for individual injuries.
 - b. Athletes must be supervised by an adult when in the training room. Athletes must never be left unsupervised when in the whirlpool. The coach is responsible for the supervision of athletic training facilities.
 - c. ***The Head Coach should submit a copy of the Standard Student Accident Report Form no later than the next day following injury.***
 - d. The seven cardinal points of athletic emergency procedure should be followed:
 - 1) First Aid/CPR should be available at the scene and well-trained personnel should be present to administer it.
 - 2) A communication system should be in place at the field or facility so that a physician, EMT or ambulance may be called.
 - 3) Emergency care facilities should be known to the coach to suggest to parents for care.
 - 4) The facility to which the injured player is being transported should be notified so necessary care is made available upon arrival.
 - 5) Well-equipped emergency vehicles must be staffed by EMTs equipped to provide necessary life support at the scene and during transportation.
 - 6) A plan of emergency action should be worked out in advance with the responsibilities of the coaching staff and others precisely defined. A copy should be kept on file at the school and the district office so that when an emergency occurs, those involved can function as an informed and efficient team.
 - 7) Every effort will be made to care for and transport injured athletes as soon as possible to qualified medical attention.

EQUIPMENT

1. All invoices shall be submitted to the Athletic Director after being checked and approved by the Head Coach. Approval includes checking the equipment regarding number ordered, correct catalog number and description, meets specifications required and is fully satisfactory and acceptable.
2. When equipment is stored at the conclusion of the season it should be cleaned with the proper cleaning agent, re-marked if necessary and stored in the proper storage area.
3. Game and practice equipment should be checked out to each athlete and he/she is responsible for returning it in good condition. All athletes should be billed for equipment lost or damaged and a list shall be submitted to the Athletic Director.
4. Equipment that can be washed should be taken home weekly by the athlete and washed in cold water (no bleach should be used) and mended if need be. Game equipment can be washed at home. All athletes should receive a copy of laundry instructions and be told parents must follow this procedure.
5. Coaches of the sport in season should issue the equipment personally to insure proper fit of each athlete.
6. The coaches should notify all athletes regarding the care of equipment including washing instructions.

7. At the conclusion of the season of sport, the Head Varsity Coach is to fill out a separate itemized inventory sheet for each item of equipment that is numbered and check whether equipment accounted for and/or needs repair or needs discarding. Each total should be indicated at the top of each sheet.
8. The Head Varsity and Head J.V. Coach is responsible for submitting to the Athletic Director a copy of the inventory sheet for that sport listing number of each item on hand at the beginning of the season, number purchased, number discarded and total number on hand for the next season. Head coaches are also to submit to the Athletic Director a list of all equipment discarded and/or lost including numbers. The proper equipment discard form will be filed for major equipment items discarded; e.g., helmets, shoulder pads, etc.
9. Only the equipment manager should be allowed in the equipment rooms. No athletes should be allowed in these rooms.
10. Equipment needing repair should be repaired or replaced.
11. Equipment checked out for the summer or other use must be recorded.
12. A year-end inventory is to be kept by the site Athletic Director and reviewed with the Athletic Administrator annually.
13. Disposal of equipment: Athletic equipment should be used until it is worn out and then should be destroyed. Equipment at the schools is generally used until it is worn out or until it is not serviceable, or until it is not safe. No equipment is to be disposed of unless authorized by the school's Athletic Administrator working through the Athletic Director. No equipment may be given to students. Worn uniforms, like jerseys for example, may be sold to students with the proceeds going into the athletic fund of the District. In no cases should protective equipment be sold to anyone. Disposal of large-scale equipment should be done in writing on appropriate forms to be approved by Athletic Administrator and Athletic Director.

LOCKER ROOM RULES

1. Coaches are responsible for locker room supervision. A coach must be in the locker room for supervision whenever student athletes are present.
2. Football, baseball and track shoes shall not be worn in the locker room at any time.
3. Before leaving, coaches should check to make sure no equipment (including towels) is on the floor, all lights are turned off, all showers turned off, all exhaust fans are off, and ***all doors locked.***
4. The Head Coach or designated assistant is responsible for the supervision of team members from the time they enter the locker room until the last player leaves at the conclusion of practice or the game.

FACILITIES

1. The Field Technician is responsible for the following:
 - a. Gates, press box and concession booth, restrooms and ticket booths will be unlocked and locked, field preparation, field lights, sound system, scoreboard, benches on field, phone system.
 - b. Locking up and cleaning up after the contest.
 - c. Assisting all personnel in game preparation and game conduct.
2. Principals should use discretion in placement of police officers or security personnel. Specific directions

should be given security personnel prior to the event.

3. Facilities Use Permits shall be completed whenever any district facility is rented or used by an individual or entity.

For the following section, the definition of District Coach will include all of the following coaching scenarios:

District employee also paid coaching stipend for coaching services

District employee not paid (volunteering) for coaching services

Walk-on – not a district employee but paid a coaching stipend for coaching services

Volunteer – not a district employee and not paid for coaching services

Use of Facilities by District coaches

*There is **no charge** for use of facilities for the following:*

- a. District coach practicing **with his/her high school athletes**, during season of sport, pre or post season, **within CIF guidelines**.
- b. District coach having open gym **with his/her high school athletes, within CIF guidelines**.
- c. District coach having tryouts, practice or competition for a club team that includes a majority of **his/her high school athletes, within CIF guidelines**.
- d. District coach having a summer camp or clinic to raise money for the sport to benefit **his/her high school athletes**.
- e. District coach holding a fundraising activity for their high school sport.

*The following facilities uses **will be charged** direct costs:*

- a. District coach having tryouts, practice or games for a club team which includes a majority of athletes **other than his/her high schools' athletes**.
- b. Non-District coaches having tryouts, practice or club competition.
- c. Any coaching situation in which the coach receives pay or compensation for the coaching outside of the district stipend or is coaching for profit.

Any situation that arises not covered in this policy of the handbook will be charged /not charged at the discretion of the superintendent or his designee.

4. Field Press Boxes are for authorized personnel only. These include: Scorer, Timer, Visiting and Home spotter, radio or press personnel by prior arrangement only. Due to the limited seating, the Principal of the home school will have discretion as to who is allowed in the Press Box.

DISTRICT TOURNAMENT RULES

1. The following rules will apply to district sponsored tournaments:
 - a. All tournament information shall be sent to the Head Coach with copies to the Principal, Assistant Principal, Student Activity Director, Athletic Director and Athletic Administrator.
 - b. A Tournament Director shall be selected from qualified certificated personnel at each school.
 - c. The Tournament Director shall be responsible for organizing the tournament, inviting teams, notifying officials, preparing tournament directors, arranging brackets, etc.
 - d. All district tournaments will have financial statements forwarded to the Associate Superintendent of Instruction.
 - e. All tournament income and expenses shall be processed through district funds except locally sponsored student body tournaments.

ADMISSION TO ATHLETIC EVENTS

1. The following guidelines will apply:
 - a. Athletic passes may be issued to each employee of the District. These are good at district games only.
 - b. Athletic passes will be sent to individuals who have performed special service to the District or who assist the District in its athletic program. The Principal/Athletic Administrator will determine who gets these passes.
 - c. Ticket prices shall be set in accordance with Board policy and E.A.L. commitments. Senior, adult, and student rates will apply.
 - d. Athletes participating in preliminary games will be admitted free of charge. If no preliminary game is scheduled, athletes will be expected to pay the appropriate admission charge.
 - e. The operation of ticket taking will be the responsibility of the school's athletic director. Rates for ticket takers, etc. will be set by student councils.

OFFICIALS

Payment for officials will be made through the Official Assignor. The Athletic Administrator or Athletic Director will be responsible for ensuring that schedules are given to the Official Assignor.

DESCRIPTION OF ATHLETIC FORMS AND RESPONSIBILITIES

1. Request for Transportation: A form that is used to order bus or van transportation. Available in each main office. Coaches are responsible for filling out this form; Athletic Administrator is responsible for checking this and signing it off. Costs for using district transportation will be determined by using this request. Charges to each school's transportation fund will be communicated by the Director of Transportation to each school.
2. Squad Exchange List: A form developed at each school site; includes all eligible athletes on a team, with jersey numbers, etc. This form, as per CIF rules, must be sent to opponents in advance with principal's signature. Athletic Administrator is responsible for sending this form.
3. Athletic Health Screening Examination Record: Form used to question athletes as to pre-existing medical conditions. Also used by nurses and/or doctors for reporting physical examination. Athletic Administrator is responsible for setting up a system at each school to file these completed forms as part of the clearance procedure.

4. Code of Conduct for the interscholastic student-athletes, including anti-steroid policy, Pursuing Victory With Honor form. This form applies to all student athletes and must be signed and returned as part of the athletic participation packet.
5. Parents Certification Statement of Responsibility for Athletic Insurance: Forms used to certify by parent or guardian that adequate insurance coverage is available by parent for athlete. There are two forms, one for tackle football and one for other sports. Athletic Administrator is responsible for setting up a system at each school to check these forms as part of clearance procedure.
6. Emergency Medical Information/Parent Consent Card (Emergency/Consent Card – Blue): Card used to summarize all the forms necessary to declare an athlete eligible to play. This card needs to include: insurance verification, G.P.A. verification, physical examination verification, prior equipment from previous sport clearance, and parent consent to treat verification. Athletic Administrator is responsible for setting up a system at each school using a clearance card as a control. **NO ATHLETE WILL BE ALLOWED TO PRACTICE OR COMPETE WITHOUT FOLLOWING THIS CLEARANCE PROCEDURE.**
7. Specification Form: Forms sent by the District Office to include specifications for new equipment. These need to be completed by head coaches and verified by the Athletic Administrator or Athletic Director.
8. Athletic Fund Budget Request: Developed at each school to allow coaches to make budget requests for next year's school athletic budget. Athletic Administrator, working with Athletic Director, is responsible for signing off this form.
9. First Aid Supply Order Form: Sent to Athletic Director to summarize first aid order for next year. Athletic Director and Athletic Administrator are responsible for signing off this form.
10. Athletic Fund Advance: Student Body Form that school personnel need to fill out preceding a trip or event that cash in advance is required. Athletic Administrator is responsible for signing off this form and forwarding to the District.
11. Athletic Fund Expense: Form used to verify expenses according to advance form above. This must be filled out within five days after the event or trip. Athletic Administrator is responsible for signing off this form and forwarding to the District.
12. Standard Accident Form: Form used to report serious athletic injuries that require any medical attention. The coach is responsible for filling out this form **within 24 hours after the injury** and filing it with the Athletic Administrator who will forward it to the Principal. Copies will be sent to the District Office. The school should keep a copy on file.
13. Participation Agreement Form: Form used to indicate parent understanding of inherent risks of sport and consent to treat in parent absence. This form must be in the possession of the coach at all times the athlete is practicing or competing.
14. Out-of-State Request: Any time a team is contemplating an out-of-state trip this form must be filed in advance with the Superintendent. The Board will consider this request. In no case is a contest to be scheduled in advance without using this procedure.

15. Official Verification of Eligibility Form: Verifies: Grade Point Average, Enrollment in six or more classes (unless an administrative waiver is given as stated in the Student/Parent Handbook), Residence Eligibility, Fees Due.
16. Other Forms: District Policy Manual should be checked for other forms. This list contains basic forms. Schools may develop other forms to deal with athletic bills, equipment check-out; etc. **It is stressed that good administrative practice keeps a written record for at least three years of any activity that involves as much liability exposure as does athletics.**

PHYSICAL EXAMINATIONS

1. *An annual physical examination is required before a student may try out, practice or participate in interscholastic athletic competition.* A student will be excused from the physical examination only in compliance with Ed Code provisions concerning Parents' Refusal to Consent.
2. It is recommended that the physical be passed prior to purchasing insurance.
3. Prior to each physical, each athlete shall have the Athletic Health Screening Examination Record signed by parent or legal guardian. This signed form should be in the possession of each athlete at the physical examination.
4. The Athletic Health Screening Examination Record, when signed by parent or legal guardian and physician, shall be filed with appropriate clearance cards in the school's health center or main office.
5. *A physical examination is good for one calendar year.*

Other Related Guidelines

1. An ambulance will be in attendance at all home football contests. The parent, athlete, and coach or school person shall make decisions regarding appropriate action when an ambulance is concerned.
2. Insurance regulations shall apply when health insurance is first active. The Athletic Health Screening Examination Record and Insurance Form shall be completed **prior to** any participation in practice or games.
3. The Emergency/Consent Card shall be completed prior to any participation. It shall be in the possession of the coach at all practices, games, and trips.

INSURANCE REQUIREMENTS

1. All athletes who participate in or practice for any interscholastic athletic event must be covered by adequate insurance coverage, which will provide at least minimum coverage as required by the Education Code.
2. A statement shall be signed on the district form provided (Parents Certification Statement of Responsibility for Athletic Insurance), indicating that the athlete is covered by private insurance or has purchased school insurance of at least \$1500.00 for medical and hospital expenses resulting from accidental bodily injury.
3. In the case of tackle football, either the private insurance plan or plans offered through the school will provide coverage specifically for tackle football.

4. Before an athlete's insurance is considered valid, he/she must submit to the office a clearance card which lists the various steps necessary for participation. These include: Parents Certification Statement of Responsibility for Athletic Insurance, Athletic Health Screening Examination Record, Permit to Treat Form, and Grade Check. The office shall issue an Emergency/Consent Card to each coach which will double check and alert the coach that the athlete has complied with the above requirements.
5. It is the coach's responsibility to collect the athlete's Emergency/Consent Card and to make sure all appropriate forms are on file.
6. *Incoming ninth grade students (eighth graders) are not to be invited to practice or participate in any open gym, summer camp or clinic, until after the last day of school in June. Coaches can schedule informational meetings for incoming students and parents.*

Specific Regulations

1. If any injury requires going to a physician or other qualified medical personnel, a medical release note will be required before any further participation can take place. If a Standard Accident Form has been filed, this release note shall be attached to it at the conclusion of treatment.
2. If an insurance claim is involved for treatment, it shall be the parent or legal guardian's responsibility to file the appropriate forms as required by insurance requirements.
3. **The Head Coach shall submit a copy of a Standard Accident Form in cases of injury that require medical attention. This form shall be filed with school health personnel no later than 24 hours after the injury.**
4. The District shall carry the minimum liability coverage necessary per Ed Code relative to the liability of the governing board. In no case shall this be construed as substituting for insurance coverage of individuals.

GENERAL RULES REGARDING STUDENTS

1. The following General Rules regarding students will apply:
 - a. Students who are paid to assist in athletic events will be paid the prevailing minimum wage as established by the student council.
 - b. Junior Varsity and Freshmen athletes should stay in their own rooting section or on their own side of field during the Varsity game.
 - c. Vendors should not be present at athletic contests unless they have been expressly invited by a student organization, athletic boosters, or by the school's administration.
 - d. Car parades are limited to one activity per year. The parade should originate at the school and proceed directly to the contest avoiding downtown or shopping areas as much as possible. Communications with local law enforcement officials and the Highway Patrol are essential to gain any permits deemed necessary.
 - e. Bonfires and evening rallies shall not be permitted without the permission of the Superintendent.

CODE OF CONDUCT FOR INTERSCHOLASTIC TEACHER-COACHES

PURSUING VICTORY WITH HONOR

We believe that interscholastic athletic competition should be fun but that it should also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to ensure that their sports programs impart important life skills and promote the development of good character. We believe that the essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character_{sm}”). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time teacher-coaches involved in interscholastic sports.

TRUSTWORTHINESS

1. **Trustworthiness** – be worthy of trust in all you do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
 - ◆ **Integrity** – model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it’s unpopular or personally costly.
 - ◆ **Honesty** – don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
 - ◆ **Reliability** – fulfill commitments; do what you say you will do; be on time.
 - ◆ **Loyalty** – be loyal to your school and team; put the team above personal glory.
2. **Primacy of Educational Goals** – be faithful to the educational and character development missions of the institution and ensure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.
3. **Counseling** – be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. **College Recruiters** – be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. **Respect** – treat all people with respect all the time and require the same of student-athletes.
6. **Class** – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre-and post-game rituals.
7. **Taunting** – don’t engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. **Respect Officials** – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.
9. **Respect Parents** – treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. **Profanity** – don’t engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.

11. **Positive Coaching** – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. **Effort and Teamwork** – encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest.
13. **Professional Relationships** – maintain appropriate, professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. **Life Skills** – always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well rounded, successful and socially responsible.
15. **Advocate Education** – advocate the importance of education beyond athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve academic goals.
16. **Advocate Honor** – prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. **Good Character** – foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six of character.
18. **Role Modeling** – be a worthy role model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your student-athletes to be.
19. **Personal Conduct** – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model.
20. **Competence** – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety.
21. **Knowledge of Rules** – maintain a thorough knowledge of current game and competition rules and ensure that your student-athletes know and understand the rules.
22. **Positive Environment** – strive to provide challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. **Safety and Health** – be informed about basic first aid principles and the physical capacities and limitations of the age group coached.
24. **Unhealthy Substances** – educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. **Eating Disorders** – counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. **Physician's Advice** – seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. **Privilege to Compete** – ensure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require your student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. **Self-Control** – control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. **Integrity of the Game** – protect the integrity of the game; don't gamble or associate with professional gamblers.
30. **Enforcing Rule** – enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

31. ***Protect Athletes*** – put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. ***Access*** – help make a broad spectrum of sports experiences available to all diverse communities.
33. ***Improper Commercialism*** – be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of your name or the name of the school and undue financial dependence on corporate entities.

FAIRNESS

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

CARING

35. ***Safe Competition*** – put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. ***Caring Environment*** – consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

37. ***Honor the Spirit of Rules*** – observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. ***Improper Gamesmanship*** – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

CODE OF CONDUCT FOR INTERSCHOLASTIC STUDENT-ATHLETES

PURSuing VICTORY WITH HONOR

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character_{sm}”). This Code applies to all student-athletes involved in interscholastic sports.

TRUSTWORTHINESS

1. **Trustworthiness** – be worthy of trust in all you do.
 - ◆ **Integrity** – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.
 - ◆ **Honesty** – live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
 - ◆ **Reliability** – fulfills commitments; do what you say you will do; be on time to practices and games.
 - ◆ **Loyalty** – be loyal to your school and team; put the team above personal glory.

RESPECT

2. **Respect** – treat all people with respect all the time.
3. **Class** – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.
4. **Disrespectful Conduct** – don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. **Respect Officials** – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

6. **Importance of Education** – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. **Role-Modeling** – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
9. **Healthy Lifestyle** – safeguard your health; don’t use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
10. **Integrity of the Game** – protect the integrity of the game; don’t gamble or associate with or deal with professional gamblers.
11. **Sexual Conduct** – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

FAIRNESS

12. ***Be fair*** – live up to high standards of fair play; be open minded; always be willing to listen and learn.

CARING

13. ***Concern for Others*** – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
14. ***Teammates*** – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

15. ***Play by the Rules*** – maintain a thorough knowledge of and abide by all applicable game and competition rules.
16. ***Spirit of Rules*** – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

*Our athletic program subscribes to the *Pursuing Victory With Honor Sports Summit Accord* adopted by the California Interscholastic Federation.

“Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

APPENDIX

**Annual
Coaches Meeting
Schedule**

3rd Week in August
(Beginning of the Year)

1st Week in November
(Wrap-up Fall-Beg. Winter)

3rd Week in January
(Mid-Year, Tournaments, Winter)

3rd Week in March
(Beg. of Spring)

**Shasta Union High School District
Coaches Program Evaluation Form**

Name of Coach

Sport Program

Level

Please use the following scale to answer statements below based on your program's performance. Coaches: please place your score in the first blank provided, and use detail for further explanation when necessary.

Athletic Administrators: please place your score in the second blank provided.

Scale:	Unsatisfactory	Satisfactory	Outstanding		
	1	2	3	4	5

I. Principles of Coaching

- a. _____ The coaching philosophy is continually developing; incorporating newly learned beliefs, values and insights
- b. _____ Full understanding of rules and regulations set forth by all governing agencies
- c. _____ Professional development pertaining to your sport; if you attended any trainings, conferences, etc. please list:

- d. Are the three major objectives of sport emphasized?
- i. _____ Helping young people have fun
 - ii. _____ Helping young people develop physically, psychologically, and socially
 - iii. _____ Having a winning team
- e. What is your coaching style?
- i. Circle One: Command (dictator) / Submissive (babysitter) / Cooperative (teacher)
 - ii. Why?

- f. _____ Coaching for character (i.e. reviewing Character Counts/Pursuing Victory with Honor programs and demonstrating these program behaviors). If so, please list three specific examples:

- i. _____
- _____
- ii. _____
- _____

iii. _____

g. Did you have any student-athletes with disabilities in your program this year? If so, what did you do to accommodate their needs?

II. Principles of Behavior

a. _____ Communicating well (including listening) with your student-athletes

i. What are your methods for communication with the following:

1. Student-

Athletes _____

2. Parents

3. Officials

4. Other Coaches

5. Administrators

b. _____ Fairness, understanding, tolerance, empathy, and patience with your student-athletes

c. Do you involve your student-athletes in decision making? If so, please list three specific examples:

i. _____

ii. _____

iii. _____

d. _____ Knowledge of physical and mental characteristics of each individual you coach

- e. _____ Displaying interest in student-athletes off-season activities and classroom efforts
- f. _____ Motivating your student-athletes through positive feedback; please list three specific methods of positive feedback:
 - i. _____
 - ii. _____
 - iii. _____
- g. Give three specific examples of discipline techniques:
 - i. _____
 - ii. _____
 - iii. _____
- h. _____ Management of student-athletes behavior while representing the school (i.e. displaying Pursuing Victory with Honor Attributes)
- i. _____ Lead by example (i.e. Are you a role model for your student-athletes?)

III. Principles of Teaching

- a. Do student-athletes “burnout” at the end of the season? Describe how you keep them from burnout:

- b. _____ Emphasis on learning the sport through game like practice that creates realistic and enjoyable learning situations (Games Approach)
- c. _____ Preparation for daily practices with staff in order to maximize instruction
- d. _____ Incorporation of fun into practices; please describe:

-
-
- e. _____ Emphasize student-athlete development over winning
 - f. _____ Demonstrate a positive attitude toward your sport
 - g. _____ Possess the techniques for teaching technical skills – the specific procedures to move one’s body to perform the task that needs to be accomplished (i.e. passing, blocking, running, etc.)
 - h. _____ Teaching of tactical skills – decisions and actions of student-athletes to gain a better overall understanding of the game
 - i. _____ Preparation of student-athletes for competition

IV. Principles of Physical Training

- a. _____ Knowledge of the science of conditioning and training related to your sport
- b. _____ Knowledge of the cardiovascular demands of the sport
- c. _____ Knowledge of the muscular demands of the sport
- d. _____ Knowledge of sports nutrition and hydration; what do you do to influence healthy nutrition choices by your student-athletes?

-
-
-
-
- e. _____ Injury prevention measures for your student-athletes
 - f. Did your student-athletes have any issues with drugs and/or alcohol? What are you doing to actively prevent drug and alcohol use among student-athletes?

V. Principles of Management

- a. _____ Risk management (i.e. facility and equipment safety, parent permission and physical slips, driver clearance forms, etc.)
- b. _____ Cooperation and punctuality in turning in paperwork correct and on time (i.e.

submitting participant lists, year-end reports, program information relative to you sport, transportation info., budget requests, coaching contracts, etc.)

- c. _____ Informing Administrators about unusual events occurring in your program
- d. _____ Managing all relationships with parents and colleagues
- e. _____ Dressing appropriately at practices and games
- f. _____ Cooperation with media - newspapers, radio, television, etc.
- g. _____ Involvement with the Sports Booster Club
- h. _____ Managing equipment – including care, issue, inventory, and storage
- i. _____ Cooperative in sharing facilities
- j. _____ Management and supervision of locker and training rooms; please describe:

- k. _____ Understanding and rapport with the chain of command; Head Coach—Varsity Coach—Athletic Director—Athletic Administrator—Principal
- l. _____ Preparation of end-of-the-season banquet or event; please list date and place

- m. _____ Development of a season summary as well as an analysis of your coaching staff and their strengths and weaknesses; please submit.
- n. What do you do to develop integrity within your program’s coaching staff in order to help others become better coaches?

- o. Did you provide letters to colleges regarding student-athletes? If so, please list:

- p. _____ Overall motivation to be a coach
- q. When does your CPR/First Aid certification expire? _____

Additional Comments:

Coach Signature

Athletic Administrator Signature

Date

COACHES CHECKOUT

The following checkout must be completed before the school will issue extra-duty checks.

Coaches Name

Sport/Year

Head varsity coaches must complete this entire sheet, Season Summary sheet, and sign off items #1 and #2 on the checkout form of the frosh, junior varsity and assistant coaches.

Frosh and Junior Varsity Coaches must complete items #4 and #5

ASB Director must sign off item #6

_____ 1) **Inventory of equipment:** This is the responsibility of the head varsity coach. Assistant, frosh and junior varsity coaches should assist in the inventory of equipment. Inventory all pieces of equipment, and list every item. This is crucial for insurance reasons if all equipment needs to be replaced. The inventory should be given to the **Athletic Director**.

_____ 2) **Bills for outstanding equipment:** If an athlete does not return equipment, please submit a list with the student's name, name of inventory not returned, and replacement cost of equipment to the **Athletic Administrator**. Please make every attempt to get equipment returned from student prior to this action.

_____ 3) **First Aid Kit:** All first aid kits need to be turned into the **Athletic Director** for restocking. If you need to check out a kit in your off-season, please arrange for this through the Athletic Director.

_____ 4) **Keys:** All keys must be turned in unless O.K.'d to keep by the **Athletic Director**.

_____ 5) **Post Season Meeting:** Make an appointment to meet with the Athletic Administrator to discuss the season, any concerns you have, and your evaluation of the season. **Please have evaluation form completed prior to meeting with Athletic Administrator.**

_____ 6) **ASB Account:** Check with the **ASB Clerk** regarding your account. This is the responsibility of the head coach. All purchase orders and invoices must be accounted for.

_____ 7) **Athletic Awards:** Please indicate the date of your awards presentation: _____ Turn in a list of students who will receive letters and awards to the **ASB Director** for ordering at least one week before your awards meeting.

_____ 8) **Wish List:** Please indicate the needs of your program in a prioritized list and turn into the **Athletic Administrator**.

Head Varsity Coach

Frosh/J.V./Assistant Coach

Athletic Director

Athletic Administrator

Date Check Issued _____

Administrative Secretary

Season Summary

Sport

Varsity Coach

Varsity Win/Loss Record: _____

Junior Varsity Win/Loss Record: _____

Freshman Win/Loss Record: _____

Athletes to earn All League: _____

Athletes to earn All Section: _____

Did program meet goals for the year? _____

What are goals for next year? _____

Recommendations for coaching staff for next year:

Junior Varsity _____

Freshman _____

Assistants _____

GAME CHANGE FORM

TEAM: FR JV VAR

SPORT: BB BBK BS BT CC FB G GBK GS GT SB SW TR VB WR

SCHOOL: _____

DATE: _____

ADD

RESCHEDULED

CANCELLATION

NEW

DATE: _____

DAY: _____

TIME: _____

LOCATION: _____

CONTACT:

____ SCHOOL (S)

____ COACHES

____ TRANSPORTATION

____ OFFICIALS

____ MAINTENANCE

____ ATHLETIC DIRECTOR

____ MAIN OFFICE

GAME SUMMARY

TEAM: FR JV VAR

SPORT: BB BBK BS BT CC FB G GBK GS GT SB SW TR VB WR

_____ VS. _____ DAY/DATE: _____
(school name) (school name)

WON

TIE

LOST

SCORE

SCHOOL: _____

OPPONENT: _____

COMMENTS:

Discard Equipment (See INVENTORY)
OK to Discard _____
Athletic Director

SHASTA UNION HIGH SCHOOL DISTRICT
APPLICATION TO PROVIDE STUDENT TRANSPORTATION

This completed application will initiate a request for your DMV driving record that will be reviewed by District personnel to determine your eligibility to transport student(s) to/from District sanctioned events. You may not transport student(s) until approval is granted. Approval notices will be sent via U.S. mail. Drivers must be on the school's Approved Driver List at least two weeks prior to the date of the event to be eligible to transport students.

Please print legibly. One application per person, per vehicle. Application valid for current school year only.

School Site: _____ Student's Name: _____

<p><u>Parent/Guardian - Non-Employee Unpaid Coach - Other</u></p> <p>-May drive private vehicle. -May drive commercially rented van/car. -May not drive SUHSD vehicles.</p>	<p><u>SUHSD Employee-Paid Coach-Paid Assistant Coach</u></p> <p>-May drive private vehicle. -May drive commercially rented van/car. -May drive SUHSD Field Trip Vans.</p>
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APPLICANT INFORMATION

SECTION #1: Are you an employee of the Shasta Union High School District Yes No
 Employee's only _____ Initial here, if you will not be utilizing your personal vehicle to transport students.
 If you will only be driving District vehicles you do not need to complete Sections 2 & 3

Name as it appears on Driver's License: _____ D.O.B. _____
First Middle Last Must be 23 years of age or older.

Driver's License Number: _____ Class: _____ Issuing State: _____ Expiration Date: _____

Mailing Address: _____ Daytime Phone: _____
Street City Zip Code

SECTION #2: **PRIVATE VEHICLE INFORMATION** (you may only use the vehicle below to transport students)
(Vehicle may not be designed or maintained to transport more than 9 passengers)

Make: _____ Model: _____ Year: _____ License Plate #: _____ Registration Exp. _____

Seats: _____ # Seat Belts: _____ Owner Name: _____ Daytime Phone: _____
(If different from above)

(If a collision occurs, Applicant's insurance will bear responsibility for any losses or claims of damage.)

SECTION #3: **INSURANCE INFORMATION**

Minimum Liability Required: 100,000 Bodily Injury Per Person, 300,000 Bodily Injury Per Occurrence, 50,000 Property Damage, or 300,000 combined each occurrence.

Auto Insurance Company: _____ Policy #: _____ Expiration Date: _____

Limits of Liability:

Bodily Injury per Person: _____ Bodily Injury per Occurrence: _____ Property Damage: _____

I certify that I have read the "District's Guidelines Relating to Student Transportation" and that I am in compliance with them. The information that I have provided is true and correct. I understand that, if a collision occurs, my insurance coverage shall responsibility for any losses or claims of damage. If eligibility is granted, I agree to abide by the District Guidelines Relating to Student Transportation.

Applicant Signature: _____ Date: _____

APPLICANTS ARE REQUIRED TO COMPLETE AND SIGN THE FORM ON THE BACK OF THIS APPLICATION

Administrator Signature: _____ Date: _____

SCHOOL SITE: Ensure the applicant receives a copy of District Guidelines Relating to Student Transportation.

Forward this Application to the Transportation Department.

Date Application Received at Transportation: _____ Returned _____ Received _____



A Public Service Agency

VOLUNTEER & EMPLOYEE DRIVER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____
Hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record to Shasta Union High School District.

I understand that SUHSD may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to SUHSD to determine my eligibility as a licensed driver for my employment or transporting students.

EXECUTED AT: CITY	COUNTY	STATE
	Shasta	CA
DATE	SIGNATURE OF EMPLOYEE/PARENT X	

I, Tom Carroll, of Shasta Union High School District.
AUTHORIZED REPRESENTATIVE COMPANY NAME

Do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by SUHSD in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
Redding	Shasta	CA
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X Director of Transportation	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPLE PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.

INF 1101 SUHSD

APPLICANT: RETAIN THIS DOCUMENT FOR YOUR RECORDS

SHASTA UNION HIGH SCHOOL DISTRICT
Transportation Department, 2675 Eighth Street, Redding, CA 96001
Director of Transportation: Tom Carroll
Phone: (530) 241-0416 Email: tcarroll@suhsd.net

DISTRICT GUIDELINES RELATING TO STUDENT TRANSPORTATION

Each person that transports District student(s) to/from District sanctioned events agrees to comply with the District Guidelines contained herein and on the Application to Provide Student Transportation.

APPLICANT / DRIVER RESPONSIBILITIES:

- Complete, sign and return Application to Provide Student Transportation to school site personnel. (One application per person, one vehicle per application. New application required each school year.) **The application process requires 30 to 45 days for approved/denied status to be determined.**
- Applications must be submitted to the appropriate school site. Hand delivery of applications to the Transportation Department will not be accepted.
- Be at least 23 years of age and possess a valid California driver's license.
- Be in good physical condition, free of medications that may affect the safe operation of the vehicle.
- Provide a vehicle in excellent condition & repair, equipped with a seat belt for each passenger.
- Agree not to provide student transportation until eligibility has been granted.
- Notify Transportation Department if insurance, registration or other qualifying criteria change.
- At all times while transporting district students, carry a valid driver's license of the appropriate class and present it to an authorized district employee upon request.
- Wear a seat belt and ensure that each passenger wears a seat belt at all times while the vehicle is in motion.
- Comply with all state laws.
- Carry and maintain automobile liability insurance with the following minimum coverages:

Bodily Injury per Person:	\$100,000	<i>Umbrella policies are not accepted in-lieu of automobile liability insurance limits.</i>
Bodily Injury per Occurrence:	\$300,000	
Property Damage:	\$50,000	
- **OR**
Combined Single Limit: \$300,000 per occurrence
- Demonstrate good judgment and driving ability. Avoid distractions such as cell telephone use, loud radios or other situations that may distract from safe vehicle operation.
- Dress appropriately . . . wear shoes, shirt, etc.
- Transport students only in vehicle designated on application
- Report all collisions and citations to SUHSD Transportation Department. If involved in a collision, immediately notify local police and SUHSD personnel. Ensure that you obtain the agency phone number and incident number for the collision so an accident report may be obtained.

DO NOT:

- **Do not** transport any non-District personnel (except approved chaperones), non-students or other "guests" as passengers.
- **Do not** transport more than 9 passengers & the driver or transport students in a vehicle designed for transporting more than 9 passengers and the driver.
- **Do not** smoke or allow others to smoke while transporting students.
- **Do not** transport students while under the influence of any medication that would impair driving ability.
- **Do not** consume alcoholic beverages within 4 hours of transporting students.
- **Do not** transport alcoholic beverages at any time while transporting students.
- **Do not** allow others to drive.

SCHOOL PERSONNEL'S RESPONSIBILITIES:

- Inform potential drivers of their obligation to complete an Application to Provide Student Transportation.
- Provide applications to potential drivers.
- Provide District Guideline Relating to Student Transportation to the applicant.
- Receive applications and review them for completeness/legibility. (do not accept copies or faxed applications)
- Submit completed applications to school site principal for signature.
- Forward all applications via U.S. or intra-district mail to Transportation. Do not fax applications.

TRANSPORTATION PERSONNEL'S RESPONSIBILITIES:

- Maintain applications, DMV records and related documentation on each applicant.
- Review applicant's DMV records and application according to District Guidelines to determine eligibility
- Notify applicant of eligibility
- Notify principal of eligible drivers.

ELIGIBILITY GUIDELINES:

Eligibility to transport student(s) and/or use of district vehicles will be denied if the applicant's DMV record contains any of the following Point Counts:

- 2 points in a 12 month period
- 3 points in a 24 month period
- 4 points in a 36 month period

Eligibility may also be denied or revoked, if the applicant has received multiple citations for similar violations, citations for infractions that do not accrue points, participation in traffic collisions or violations which result in the suspension or cancelation of applicant's driver's license.

A driver convicted of a violation with a point count of 2 or more will be considered ineligible to provide student transportation. Eligibility may be reinstated after 5 years has elapsed from the date of conviction.

Certain driving convictions, due to their more serious nature, are assessed a Violation Point Count of 2. Examples include:

- Reckless driving.
- Hitting an unattended vehicle without notifying the owner.
- Causing property damage, injury or death by hit-and-run driving.
- Manslaughter involving a vehicle.
- Causing injury or death with a vehicle while evading a peace officer.
- Driving on the wrong side of a divided highway.
- Speed contest or exhibition of speed.
- Illegal transport of explosives.
- Driving under the influence of alcohol and or any drug.

When an Applicant's DMV Record includes Point Count Violations, which are assigned two (2) points or more, he/she shall not be eligible to provide student transportation or drive District vehicles for a period of five (5) years.

(Use of District vehicles is restricted to eligible District employees only.)



Transportation Request

(530) 241-0416 or Ext. 29500

Date of Request: _____

Request must be received at Transportation 12 business days in advance for local trips and 20 days in advance for out of town trips.

Date of Trip: _____ Date of Return: _____

School: _____ Group: _____

Departure time from School: _____ AM PM Destination: _____

Leave time from Destination: _____ AM PM Number of Students: _____ Number of Adults: _____

Return time to School: _____ AM PM Meal Stop: Yes No

If YES Location: _____

Name of Chaperone: _____

Charge to Account # (required): _____

Originator of Request: _____

Comments: (Include itinerary & any special instructions) _____

Approved by: _____ Title: _____ Approval Date: _____

CONFIRM YOUR TRIP WITH THE TRANSPORTATION OFFICE (241-0416) ONE (1) WEEK PRIOR TO DEPARTURE.
 THIS REQUEST COVERS THIS DESIGNATED AND PRE-AUTHORIZED TRIP **ONLY**.
ANY DEVIATION MUST BE APPROVED BY THE ABOVE SCHOOL ADMINISTRATOR. NO EXCEPTIONS.

_____ *This section to be completed by TRANSPORTATION DEPARTMENT* _____
 _____ *DO NOT WRITE BELOW THIS LINE.* _____

Date Received: _____ Approved by: _____ Title: _____

DRIVER: _____ BUS #: _____ *MODE OF TRANSPORTATION*
 DRIVER: _____ BUS #: _____ School Bus Charter Bus Van
 DRIVER: _____ BUS #: _____ Drop ONLY Return ONLY

DRIVER: _____ BUS #: _____ Trip Estimated Cost: _____
DRIVER: _____ BUS #: _____ Total Trip Price: _____

suhsd TR 2/07

SAMPLE

SHASTA UNION HIGH SCHOOL DISTRICT

Pursuing Victory With Honor

Code of Conduct for Interscholastic Teacher-Coaches

We believe that interscholastic athletic competition should be fun but that it should also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to ensure that their sports programs impart important life skills and promote the development of good character. We believe that the essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Charactersm”). We believe further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student athletes. This Code of Conduct applies to all full-time and part-time teacher-coaches involved in interscholastic sports.

TRUSTWORTHINESS

1. **Trustworthiness** – be worthy of trust in all you do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
Φ **Integrity** – model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it’s unpopular or personally costly.
Φ **Honesty** – don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
Φ **Reliability** – fulfill commitments; do what you say you will do; be on time.
Φ **Loyalty** – be loyal to your school and team; put the team above personal glory.
2. **Primacy of Educational Goals** – be faithful to the educational and character development missions of the institution and ensure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.
3. **Counseling** – be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. **College Recruiters** – be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. **Respect** – treat all people with respect all the time and require the same of student-athletes.
6. **Class** – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre-and post-game rituals.

7. **Taunting** – don’t engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. **Respect Officials** – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.
9. **Respect Parents** – treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. **Profanity** – don’t engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. **Positive Coaching** – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. **Effort and Teamwork** – encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest.
13. **Professional Relationships** – maintain appropriate, professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. **Life Skills** – always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well rounded, successful and socially responsible.
15. **Advocate Education** – advocate the importance of education beyond athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve academic goals.

*Our athletic program subscribes to the *Pursuing Victory With Honor Sports Summit Accord* adopted by the California Interscholastic Federation.

“Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

16. **Advocate Honor** – prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. **Good Character** – foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. **Role Modeling** – be a worthy role model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your student-athletes to be.
19. **Personal Conduct** – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model.
20. **Competence** – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety.
21. **Knowledge of Rules** – maintain a thorough knowledge of current game and competition rules and ensure that your student-athletes know and understand the rules.
22. **Positive Environment** – strive to provide challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. **Safety and Health** – be informed about basic first aid principles and the physical capacities and limitations of the age group coached.
24. **Unhealthy Substances** – educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. **Eating Disorders** – counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. **Physician’s Advice** – seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. **Privilege to Compete** – ensure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require your student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. **Self-Control** – control your ego and emotions; avoid displays of anger and frustration; don’t retaliate.
29. **Integrity of the Game** – protect the integrity of the game; don’t gamble or associate with professional gamblers.
30. **Enforcing Rule** – enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. **Protect Athletes** – put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. **Access** – help make a broad spectrum of sports experiences available to all diverse communities.
33. **Improper Commercialism** – be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of your name or the name of the school and undue financial dependence on corporate entities.

FAIRNESS

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

CARING

35. **Safe Competition** – put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. **Caring Environment** – consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

37. **Honor the Spirit of Rules** – observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. **Improper Gamemanship** – promote sportsmanship over gamesmanship; don’t cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Teacher-Coach Signature

Date

SHASTA UNION HIGH SCHOOL DISTRICT

Pursuing Victory With Honor Code of Conduct for Interscholastic Student-Athletes

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Charactersm”). This Code applies to all student-athlete involved in interscholastic sports.

TRUSTWORTHINESS

1. **Trustworthiness** – be worthy of trust in all you do.
Φ *Integrity* – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.
Φ *Honesty* – live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
Φ *Reliability* – fulfill commitments; do what you say you will do; be on time to practices and games.
Φ *Loyalty* – be loyal to your school and team; put the team above personal glory.

RESPECT

2. **Respect** – treat all people with respect all the time.
3. **Class** – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.
4. **Disrespectful Conduct** – don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. **Respect Officials** – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

6. **Importance of Education** – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. **Role-Modeling** – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

9. **Healthy Lifestyle** – safeguard your health; don’t use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
10. **Integrity of the Game** – protect the integrity of the game; don’t gamble or associate with or deal with professional gamblers.
11. **Sexual Conduct** – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

FAIRNESS

12. **Be Fair** – live up to high standards of fair play; be open minded; always be willing to listen and learn.

CARING

13. **Concern for Others** – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
14. **Teammates** – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

15. **Play by the Rules** – maintain a thorough knowledge of and abide by all applicable game and competition rules.
16. **Spirit of Rules** – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

Student-Athlete Signature

Date

*Our athletic program subscribes to the *Pursuing Victory With Honor Sports Summit Accord* adopted by the California Interscholastic Federation.

“Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

Summary of Gold Medal Standards for Youth Sports

1. **Child-Centered Developmental Objectives.** A Gold Medal Youth Sports Program is child-centered and directed at the social, emotional, intellectual, moral and physical development of each participating youngster in a positive and safe atmosphere.
 - 1.1 Promote Fun.
 - a. Fun Is an End in Itself and an Effective Teaching Strategy.
 - b. Provide Balanced Competition.
 - 1.2 Develop Good Character.
 - 1.3 Teach Positive Life Skills.
 - 1.4 Promote Physical Fitness and Healthy Lifestyles.

2. **State Mission and Objectives.** A Gold Medal Youth Sports Program is built on a clear and comprehensive statement of mission and objectives that guides program design, provides a foundation for the establishment of policies and informs all participants about the program's purposes and aspirations.
 - 2.1 Assure That All Activities Conform to Mission and Objectives.
 - 2.2 Select, Retain and Promote Only Those Who Will Pursue the Mission and Objectives.
 - 2.3 Encourage Collaboration With Parents.
 - 2.4 Uphold Program Standards.

3. **Provide a Safe Environment.** A Gold Medal Youth Sports Program places great emphasis on providing a safe environment that reduces risk of injury and is free of physical, emotional or verbal abuse.
 - 3.1 Require the Presence of an Adult Trained in First Aid and Safety.
 - 3.2 Establish an Emergency Action Plan.
 - 3.3 Require Safe Drills.
 - 3.4 Require Background Checks.
 - a. Require a Signed Application, Waiver and Fingerprints.
 - b. Require Clearance.
 - 3.5 Encourage the Presence of Two Adults.
 - 3.6 Provide Safety Guidance for Parents.
 - 3.7 Require Inspection of Facilities and Equipment.

4. **Consider Social, Emotional and Physical Developmental Stages.** A Gold Medal Youth Sports Program is child-centered and assures that coaches and parents understand and take into account the emotional, cognitive, moral and physical stages of development in youngsters, as well as the reasons why cause youngsters to participate in or drop out of sports. Adults should keep this information in mind when

forming expectations about and judging the appropriateness of sports opportunities, including the nature and level of competition and when selecting instructional methods.

5. **Educate Coaches to Achieve Program Objectives.** A Gold Medal Youth Sports Program recognizes the central role played by coaches in youth sports, provides coaches with a job description containing specific behaviors desired, and establishes procedures to assure that coaches have the knowledge and commitment to effectively advance the program's mission and objectives and understand that they are, first and foremost, teachers.

- 5.1 Require Basic Education.

- a. Character Building and Sportsmanship
- b. Safety
- c. Coaching Techniques

- * 5.2 Require Positive Coaching Techniques.

- a. Focus on Effort and Improvement
- b. Teach Youngsters to Win and Lose

- 5.3. Prohibit Negative Techniques

- 5.4 Consider the Special Issues for Parent Coaches

6. **Train Officials to Achieve Program Objectives.** A Gold Medal Youth Sports Program adopts procedures to assure that officials have the knowledge and commitment to effectively create and maintain a positive culture that advances the program's mission and objectives.

- 6.1 Require Officials to Promote Good Sportsmanship.

- 6.2 Require Basic Education.

- 6.3 Instruct Officials to Promote a Safe and Positive Environment.

7. **Educate Parents to Play a Constructive Role in the Pursuit of Program Objectives.** A Gold Medal Youth Sports Program develops means to educate parents on the program's philosophy, objectives, methods and priorities so that they can play a constructive role with their child, avoid inappropriate or unrealistic expectations and help administrators pursue the program's mission and objectives.

- 7.1 Provide Parents With Basic Information.

- 7.2 Encourage Positive Parenting.

- 7.3 Require Civil and Responsible Behavior.

- 7.4 Provide Guidance for Constructive Attitudes and Expectations.

- 7.5 Counsel Parents to Be Attentive to the Wants and Needs of Their Children.

8. **Evaluate Program Effectiveness Annually.** A Gold Medal Youth Sports Program provides for annual surveys of parents, players, coaches and officials to assess how well the program is achieving its mission and objectives. Feedback from the evaluations is used to improve the program.



SHASTA UNION HIGH SCHOOL DISTRICT

Competitive Representational Activities Code

Adopted 10-25-95

Revised 11/12/02

Revised 11/1/06

AMM's Suggested Revisions of 12/15/07

Revised 12/20/07

Revised 1/8/08

Adopted 1/16/08

Revised 6/23/08

Adopted 7/15/08

Competitive Representational Activities are an integral part of our school curriculum and contribute to the well-being of all who participate ("Participants"). Participants are reminded they represent the school and community, and their actions must be a credit to both. All school rules apply in all Competitive Representational Activities.

The District strongly opposes student or parent-sponsored activities that condone or promote the use of tobacco, alcohol or drugs. Parents are encouraged to make sure their students are not involved in the abuse of these substances.

1.0 SCHOLASTIC ELIGIBILITY (Athletics Only)

A student shall be eligible for all Competitive Representational Activities if he/she meets the following requirements:

1.1 In order to be eligible for participation in athletic Competitive Representational Activities, a student in grades 9 through 12 must be enrolled in 20 semester credits of course work, and have earned a 2.0 GPA during the most recently completed grading period, (See CIF Bylaws for further regulations.) A waiver of the 2.0 GPA requirements will be permitted for any one quarter during a student's four years of high school (BP 6145).

1.2 The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

1.2.1 The most recently completed grading period for entering 9th grade students will be the most recent GPA earned in the last school attended.

1.2.2 When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.

1.2.3 Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete

would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

- 1.3 When a student does not maintain 2.0 GPA, he/she is ineligible in the subsequent grading period to participate in athletic Competitive Representational Activities. To regain eligibility, a 2.0 GPA must be earned in a grading period. Eligibility will be based on quarter grades.
- 1.4 In the event that a student finds that he/she is academically ineligible to participate in athletic Competitive Representational Activities in the first semester of the upcoming year, he/she may request that current summer school grades be added to the grades received in the spring semester and that the total spring semester and summer school grades be used to determine eligibility for the first semester of the upcoming school year. Summer school grades officially placed on a student's transcript will be totaled with the grades from the previous grading period and divided by the total number of courses. If a course is repeated, only the higher of the two grades will be used for calculations.
- 1.5 Students with any "F" grades must also maintain minimum progress towards graduation in order to meet eligibility requirements.
- 1.6 Students are expected to maintain good citizenship and conduct themselves in an appropriate manner while in class and on campus, and while representing the school during any Competitive Representational Activity. Failure to do so may result in ineligibility.

2.0 DOCUMENTARY ELIGIBILITY (Athletics Only)

- 2.1 Athletic Health Screening Examination Record, parent permission forms, insurance forms, emergency consent forms, authorization for student drug/alcohol testing, bus rules and other forms as required shall be recorded, and on file in the School Office. Parent or legal guardian signature is required.
- 2.2 **An annual physical examination is required before a student may try out, practice or participate in interscholastic athletic competition.** A student will be excused from the physical examination only in compliance with Education Code 49451 provisions concerning Parents' Refusal to Consent. It is recommended that the physical be passed prior to purchasing insurance.
- 2.3 **A physical examination is good for one calendar year.**
- 2.4 A prospective athlete shall either secure student insurance or have his/her parent or legal guardian complete the Parent's Certification Statement of Responsibility for Athletic Insurance. Proof of payment for student insurance or the statement of responsibility shall be on file at the school.

- 2.5 The District expects that coaching staff will provide an orientation for parents at the start of each sport season.
- 3.0 DOCUMENTARY ELIGIBILITY (other than athletics)
- 3.1 Appropriate parent permission forms, including authorization for student to be included in the drug/alcohol random testing pool, and emergency forms shall be on file at the school. Parent or legal guardian signature is required.
- 3.2 Competitive Representational Activities advisors (i.e. coaches, band leader, FBLA advisor) shall determine rules concerning appropriate conduct for the specific Competitive Representational Activity.
- 4.0 ABSENCE FROM SCHOOL
- 4.1 Absence from school on the day of a scheduled Competitive Representational Activity shall result in denial of the privilege to participate. Students are required to attend a minimum of four (4) periods to be considered eligible for participation in the Competitive Representational Activity. Exceptions may be granted by the school administration on a case-by-case basis. Participation in Saturday or holiday events will be affected by attendance the last school day preceding the event.
- 5.0 USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL (during season of Competitive Representational Activity)
- 5.1 The Shasta Union High School District believes that Competitive Representational Activities are an integral part of the school curriculum and must contribute to the physical and mental health of the Participants. To accomplish this, the District has enacted policies related to drug and alcohol use, both at school and outside-of-school sponsored events.
- 5.2 In order to provide for the health and safety of the Participants, to provide a legitimate reason for students to say "no" to drug use, and to provide an opportunity for those taking drugs to receive help in locating a program of assistance, the District is conducting a mandatory random drug testing program for Participants. The program is designed to create a safe, drug-free environment for Participants
- 5.3 Participants who are under the influence, or in possession, of illegal drugs or alcohol are subject to this policy at all times (i.e. during school, at school sponsored events, and outside of school). Participants who are under the influence or in possession at school or school sponsored events are subject to school consequences as well as the consequences of BP and AR 5131.61, Random Drug Testing of Students Participating in Competitive Representational Activities.
- 5.4 Participants who attend an illegal event (where drugs or alcohol are being served to minors) are also subject to this policy even if they do not use drugs or alcohol.

5.5 Explanation of Terms

5.5.1 Awards: School letters, certificates, or other honors and/or special recognition.

5.5.2 Competitive Representational Activities: All activities sanctioned by and under the control and jurisdiction of the Shasta Union High School District that are competitive, extra-curricular or co-curricular. These activities do not occur during the regular course of the school day, and include Competitive Representational Activities which occur during summer vacation.

5.5.3 Consent: The parent or guardian and the Participant are required to sign a written consent for drug testing prior to participating in the Competitive Representational Activity.

5.5.4 Drug: Any substance considered illegal or controlled by the Food and Drug Administration. This includes tobacco products, alcohol, and performance enhancing supplements including steroids.

Drug panel to be tested:

Methamphetamine

Chlorochromate

Amphetamine

Phencyclidine

Cocaine

Marijuana

Methadone

Barbiturates

Benzodiazepines

Opiates

Oxycodone

Nicotine

Alcohol

5.5.5 Medication: The parent or guardian must provide verification (prescription information and number to the Medical Review Officer upon phone call) if the drug test is positive. Participants who test positive and refuse to provide verification will be subject to actions and the reinstatement process specified below.

5.5.6 Participant: Any student participating in Competitive Representational Activities sanctioned by and under the control and jurisdiction of the Shasta Union High School District.

5.5.7 Participant Selection for Testing: Random testing will be conducted during the Season. There will be a random selection of Participants to be tested by the drug testing company; collection of all specimens will be done by the drug testing company. Selection is truly random and SUHSD employees are not

involved in the process of selection.

5.5.8 Positive Test: The Participant's sample will first be tested using an Instant Technologies Icup to determine an initial positive or negative. Any initial positive will be sent to a Substance Abuse & Mental Health Services Administration (SAMHSA) certified lab for further analysis and confirmation. A Medical Review Officer (MRO) will contact the parent or guardian to discuss any prescription medication the Participant may be taking. Final results from the lab will be reported by the drug testing company to the Drug Testing Coordinator at the District Office. The Drug Testing Coordinator will then contact the Assistant Principal. The Assistant Principal will notify the parent or guardian and the Participant of the final lab results.

5.5.9 Season: Official seasons will be the same for all Competitive Representational Activities. The academic year is divided into four seasons: fall (August 1 – December 1), winter (November 1 – March 31), spring (February 1 – the last day of school), and summer (the day after the last day of school – July 31). If tryouts/meetings for competitive activities occur during a season of ineligibility, the student may attend tryouts/meetings at the discretion of the person in charge.

5.6 Action Taken & the Reinstatement Process

5.6.1 Missing a co-curricular Competitive Representational Activity due to a positive drug test will not result in reduction of a course grade. Students suspended from a co-curricular Competitive Representational Activity shall be provided with an alternative assignment in lieu of event missed.

5.6.2 First Offense:

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. For reinstatement of eligibility, the Participant must successfully finish a five-week assistance/counseling program at the Participant's expense (evidence must be submitted), or the S.U.H.S.D. drug diversion program.
4. Participant will be given the option of either A or B:
 - A. Taking a weekly drug test for six weeks (at the Participant's expense) with all negative results (any positive results are considered a second offense),

AND

missing two weeks of competitive representational activities beginning with the date of the confirmed positive and ending at midnight of the 14th day,

AND

must be actively enrolled in and attending a five-week assistance/counseling program (evidence must be submitted) or the S.U.H.S.D. drug diversion program.

The Participant may attend practice/meetings at the discretion of the person in charge.

- B.** Being suspended from participation for a period of nine consecutive academic weeks beginning with the date of the confirmed positive and ending at midnight of the 63rd day (the summer season will not count as part of the nine weeks). The Participant will be re-tested before beginning the next competitive representational activity for which he/she is eligible.

5.6.3 Second Offense

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant shall be suspended from participation for the remainder of the Season and for the next Season. Eligibility will be reinstated on the beginning date of the 3rd consecutive season following the 2nd offense (i.e. if the student's second offense occurs during the fall season, he/she will be eligible on February 1 for sports offered in the spring season only). The Participant will be re-tested before beginning the next competitive representational activity for which he/she is eligible.

5.6.4
Third
Offense

<u>Athletic Seasons</u>		
<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Baseball
Volleyball	Ski-Snowboarding	Softball
Boy's Soccer	Cheerleading	Track & Field
Cross Country	Wrestling	Girl's Soccer
Cheerleading		Boy's Golf
Swimming		Boy's Tennis
Girl's Golf		
Girl's Tennis		

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant shall be ineligible for all Competitive Representational Activities and participation. For reinstatement, the Participant must take a monthly drug test for twelve months (at the Participant's expense) with all negative results (any positive results are considered another offense).

5.6.5 Further violations shall result in a permanent ban from District Competitive Representational Activities. Participants who do not finish the season will not be eligible for awards, honors, or recognition.

6.0 QUITTING A COMPETITIVE REPRESENTATIONAL ACTIVITY

Any Participant dropping a Competitive Representational Activity before the Season ends shall not be eligible to practice or participate in another Competitive Representational Activity until the end of the Season during which the drop occurred. Exceptions to this rule can be made by the Principal.

7.0 EQUIPMENT

- 7.1 All equipment is issued to a student on a loan basis, subject to normal wear and tear. Equipment that is abused or lost must be paid for by the student to whom it was issued.
- 7.2 For a student to be eligible to participate in a subsequent Competitive Representational Activity, all equipment must be turned in at the end of a Season. Failure to do so shall result in school penalties.

8.0 TRANSPORTATION

- 8.1 When district transportation is provided, Participants **must be transported to and from school events on aforementioned transportation.** The two exceptions to this rule will

be: if a parent or guardian contacts (by note or call) the principal or designee in advance of the Competitive Representational Activity. Upon direct authorization by the principal or designee, the Participant will be released by the coach, or person in charge, to the parent or guardian only for transportation following the Competitive Representational Activity; the second exception will be if the district transportation is for “drop off” purposes only, then the parent or guardian will not need to contact the principal or designee in advance of the event as a prerequisite to picking up the Participant.

8.2 Participants may provide their own transportation for Competitive Representational Activities occurring 1/2 hour after the end of the school day, within the boundaries defined as “The Golden Triangle”: (West Valley to Central Valley, Shasta/Foothill to Enterprise). When district transportation is provided, the rule above will be followed.

9.0 INTERPRETATION OF COMPETITIVE REPRESENTATIONAL ACTIVITIES CODE

The judgment of the Principal is final regarding the application of this Code, and any needed interpretation of it.