



Coach Meeting Athletic Handbook DSHS Athletics

July 1, 2018

Jeff Lorenson, Athletic Director



WELCOME TO DSHS ATHLETICS



We appreciate your service as an athletic coach or trainer with the Davis Joint Unified School District, providing training, guidance, support, and mentorship to our students as they develop important physical, social, and competitive skills.

While we hope this leadership role brings you personal fulfillment, it is an important position that requires oversight and compliance with essential laws and District policies.

➤ **Mission: Pursuing Victory with Honor**

- **Goal: Winning**

- **Objective: To enhance the educational experience for all students.**

DSHS PARTICIPATION



Participation Totals

Boys Totals 2017/2018 - 724

Girls Totals 2017-2018 - 744

Total Athletes: 1468

IT IS MORE THAN JUST US

COACH EDUCATION REQUIREMENTS



- CIF Fundamentals of Coaching
- Sudden Cardiac Arrest (SCA)
- Heat Illness Recognition
- Concussions Recognition
- Mandated Reporter
- CPR/First Aid
- TB Test
- Cleared Fingerprints
- Signed VSA
- Board Approval

JOB DESCRIPTION



- **Head Coach - Responsible to: Athletic Director**

- **Function:**

- Providing leadership for all aspects of the sport
- Work cooperatively with all personnel
- Maintaining a quality program within the policy framework of the school district.
- Responsible for the on-going development and improvement Responsible for helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

DUTIES



- Draft and submit a budget to the athletic director
- Responsible for the safety of the athletes and coaches;
- Collaborate with the athletic director, develop a system for equipment accountability including a complete inventory of all equipment prior to and the conclusion of the season to be submitted to the athletic director.
- Conform to athletic department policy for purchases.
- Collaborate with athletic director in the scheduling of games/events, transportation, facilities, and officials.

DUTIES



- Cooperate with maintenance staff, transportation staff, and others who are involved in supporting the athletic program.
- Arrange for contact with appropriate college recruiters for players.
- Attend scheduled league meetings as assigned.
- Perform other duties as related to assignments as designated by the athletic director.

DUTIES



Coaching and Supervision of Athletes

- Communicate personal and program expectations to team and individual players.
- Demonstrate sound and acceptable coaching techniques in all phases of the program.
- Develop a firm, fair, and consistent discipline system
- Plan, organize and supervise safe and effective practice sessions.
- Demonstrate ability to motivate the team and individual players.

DUTIES



- Develop and adhere to an efficient and technically sound conditioning and injury prevention and treatment program; maintain current CPR and First Aid Certification.
- Assume responsibility for conduct of contestants in sport involved.
- Assume responsibility for the team accompanying and supervising the team to and from all contests and at all practices until all athletes are dressed and have left the facilities.
- Secure all gates, dressing rooms, locker and gymnasium or field house facilities before leaving the area and enforce policies to assure that students are not given keys to enter buildings when the coach is not present.

DUTIES



Supervision of Assistant Coaches

- Collaborate with the athletic director in the recruitment, screening, hiring, training, assignment, evaluation and discipline of coaching staff.
- Directly supervise assistant coaches following district procedures.
- Plan and administer staff responsibilities, staff plans, seasonal plans, and scouting duties.
- Schedule meetings with assistant coaches to coordinate coaching methods at different levels and assign duties to all assistant coaches.

DUTIES



Professional Conduct and Development

- Demonstrate a positive attitude towards and enthusiasm for coaching assignment and for working with young players.
- Instill a positive attitude towards self, team, and sport on the part of the individual players.
- Strive to build good public relations in the school and community.
- Exercise good judgment, model good sportsmanship, display good character and ethical behavior, maintain poise and control, and enforce sportsmanlike behavior among the players, coaches and spectators at all times, losing or winning.
- Be a good host to visiting teams, coaches, officials and spectators.
- Promote teamwork and fairness among team members.
- **Respect the officials' judgment and interpretation of the rules.**
- Keep abreast of new developments, rule changes, innovative ideas and techniques by participation in clinics, workshops, and professional organizations as related to coaching area

INTRODUCTION



After you review of this Athletic Department Handbook and signing your VSA (variable service agreement) you are in agreement to

- (i)** abide by all current and future laws, District policies and procedures, and any rules or regulations governing any athletic league in which your team may participate (California Interscholastic deration(“CIF”), Intramural, etc.), and
- (ii)** (ii) attend and actively participate in training sessions that may be required by law, District policies, or CIF or other league participation obligations.

DISTRICT STANDARDS AND EXPECTATIONS



- Demonstrate and apply leadership, integrity, honesty, responsibility, sportsmanship, self-control, knowledge of rules and regulations of the sport, knowledge of District policies and procedures, both on or off the playing field.
- Maintain proper sideline professionalism, conduct, and communications before, during, and after a practice or event, demonstrating courtesy, respect, and control. Because the coach is one of the most visible and influential persons on the playing field, whose actions reflect on himself/herself, the District, and the team, these standards must always be maintained.
- Remember that training and competition is for the benefit of the students, whose interests come first. Athletic programs are expected to help build positive physical, emotional, and character values, and the coach's actions should reflect this emphasis.

DISTRICT STANDARDS AND EXPECTATIONS



- Ensure that the District's academic and other extra-curricular activities are treated with respect, ensuring that students are supported in meeting all of their challenges and obligations. Coaches and trainers shall work cooperatively with Site Administrators, teachers, counselors, and others as appropriate to best support the overall needs of the student athletes.
- Ensure that physical retribution (as distinguished from physical discipline, such as reasonable numbers of separate push-ups, laps, etc. as a consequence of misbehavior), or humiliating, embarrassing, or degrading statements or actions, are never used against students. Coaches and trainers should be aware that such actions, in addition to violating District Policy, may subject you to civil or even criminal claims.

DISTRICT STANDARDS AND EXPECTATIONS



- Implement positive and constructive coaching and teaching methods, accentuating a student's capabilities (as opposed to deficiencies) when possible. This does not mean that a student who is not providing appropriate effort or interest should not be held accountable, nor does this mean that deficiencies should not be identified in order to focus the student's attention on needed areas of improvement. Instead, this requirement simply means that coaching efforts should be directed in a manner intended to build up the students' confidence, ability to succeed, and interest in full, appropriate, and continued participation in the sport.
- Comply with all standards for coaching as established by CIF, any participating league or regional association, and District policies. Recognizing that such governing bodies may change or update their standards on a regular basis, at times without note, the coach has an independent duty to remain current on his/her knowledge of such standards.

DISTRICT STANDARDS AND EXPECTATIONS



- Hold each student, and each parent, accountable under District, CIF, or other league policies for behavior and actions, promptly reporting any issue of concern to the Athletic Director [Designated District Representative], and Site Administrator as may be appropriate under the circumstances.
- Attend and proactively participate in all District, CIF or legally required training or certification processes, doing so in a manner best ensuring that updated knowledge or information is understood and can be implemented on a daily basis in coaching and mentoring activities.

VSA'S



COACHES' CONTRACTS --VARIABLE SERVICE AGREEMENTS (VSA's)

These are District contracts which must be filled-out for all paid coaches (both District-paid and Booster-paid) prior to the start of the season. These contracts must be forwarded to the Board of Education for approvals before coaches can begin work, hence the importance of completing these ASAP.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS



All coaches are legally contracted for the sport they have been selected to coach. According to the contract, they serve for the duration of the season.

A season is defined as: the first day of legal practices and the last official game/contest which includes playoff games.

If the Athletic Director [Designated District Representative] and Principal, decide during a season that a coach is not meeting DJUSD coaching responsibilities, that coach can be suspended from their post pending approval of formal removal by the Board of Education.

This type of action is rare and is applicable because coaches are employees who work at “the will” of the Board of Education.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS

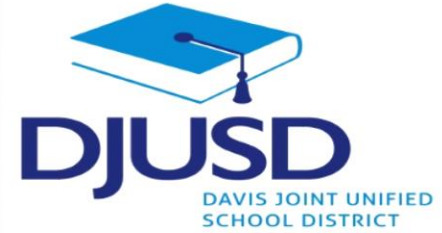


Each contract has a specified starting and ending date during which the coach is responsible for student participation as well as school appropriate behavior.

At the end of the season or school year, the Athletic Director [Designated District Representative] may decide to renew the contract with a coach for the next year or post the coaching position as "open."

All DJUSD policies regarding personnel can be found in DJUSD Board Policy Section 4000..

EVALUATIONS AND NON-RENEWAL/TERMINATION



- Each year the Athletic Director [Designated District Representative] shall conduct a review of each head coach. Assistant coaches will be evaluated by the head coach (with the Athletic Director [Designated District Representative] permitted to participate at his/her election). Should a coach receive a negative evaluation, the coach is not entitled to presumptive reappointment to his/her position, and may be subject to further review and discipline in keeping with standard District personnel policies.
- A coach or athletic trainer may be immediately terminated or removed from his/her position at any time the District determines that he/she has knowingly and/or repeatedly failed to comply with the standards of conduct contained in this Coaches' Handbook, is otherwise subject to discipline or termination for violating the District's Board Policies or Administrative Regulations, or has otherwise been convicted of a crime warranting suspension or termination under law.
- The District also reserves the right, for any reasonable and good faith reason, to suspend a coach or trainer from further activity in the sport, or any communication with student athletes while it conducts an investigation into situations that may involve discipline or termination.

EVALUATIONS AND NON-RENEWAL/TERMINATION



- Interim decisions regarding suspension or removal from active coaching assignments may be made by the Athletic Director District policies and procedures for challenging negative evaluations, discipline or termination equally apply to these determinations.
- Individuals serving as volunteer coaches or trainers may be removed from service, and prohibited from further contact with coaches or students.
- Standard District policies and procedures for challenging such a removal from volunteer service shall apply.

COMPENSATION AND REIMBURSEMENT



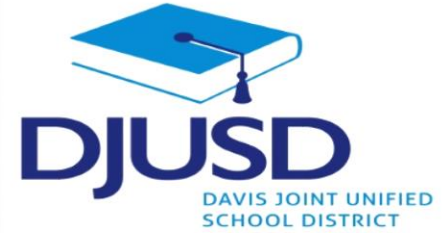
- All compensation for coaching and training positions will be paid by the District, which shall be net of appropriate taxes and withholdings as required by law.
- No compensation will be directly paid to any coach by booster groups or other external parties, although such groups may fund raise and donate sums to the District earmarked for such purposes.
- **Coaches and athletic trainers should not accept individual gifts or compensation from any source (booster club, parent, student, etc.).**

CONTRACTS AND CONTRACTUAL OBLIGATIONS



- No coach or athletic trainer is authorized to sign any contract, This includes web-based agreements.
- All contracts must be reviewed and approved by the Athletic Director [Designated District Representative] and the Chief Business [Financial] Officer, and must be signed by the Chief Business [Financial] Officer and submitted to the Board of Trustees for review and approval in keeping with Education Code Sections 17604 and 17605.
- Failure to comply with this requirement may result in the District being relieved from any financial obligation under the contract, making you personally liable for any such costs or expenses. The District will also review such actions to determine if discipline may be warranted.

STUDENT PARTICIPATION/FREE PARTICIPATION



- Coaches shall work with the Athletic Director to determine if/when/how to ask for donations.
- The district has approved language/letters
- The head coach may encourage students and their parents to participate in fundraising efforts for the approved budget for the sport.
- The head coach may also require team members to participate in reasonably scheduled fundraising activities if
 - (a) all members of the team are required to attend, and
 - (b) there is no requirement that the student raise any particular amount of money or undertake any particular activity other than general participation and assistance at the event to the same degree as other students

STUDENT PARTICIPATION/FREE PARTICIPATION – FUND RAISING



- Fundraiser Approval From – Finance Office
- All fundraising activities must be approved by the Athletic Director to ensure
 - (a) they do not interfere with students' academic obligations,
 - (b) the location and number of events is reasonable, and
 - (c) students are not being requested to engage in activities not in keeping with District standards and expectations.
 - When in doubt as to the appropriateness of fundraising activities by students, the Athletic Director [Designated District Representative] should contact the District's Chief Business Official.
- All fundraising must be conducted in conformity with Education Code Section 51520 and 51521, BP/AR 1321, and all other District Policies. It is each coach's obligation to ensure an understanding of these important policies and laws.

COMMUNICATIONS W/ PLAYERS AND PARENT/GUARDIANS



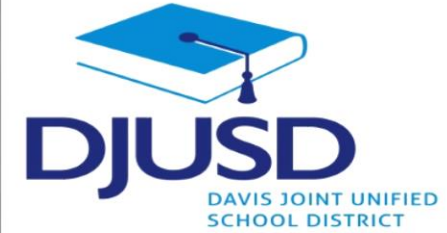
- Absent exigent circumstances, all coaches shall communicate with players and parents/guardians only through District email accounts, with all communications conducted (whether privately or in larger group settings) in a respectful and professional tone and manner.
- Email accounts can be used to send SMS texts, so this method of communication can even be used to give notice of last minutes changes or events, such as a cancelled practice, which can then go to both students and parents/guardians.
- Coaches Shall not use personal email or social media accounts (Facebook, Twitter, etc.), or texting, unless absolutely necessary under the circumstances.
- There are two important reasons for this requirement.
 - First, such communications may now fall within the scope of documents and information that can be subject to a Public Records Act request, so the information must be readily available.
 - Second, this general prohibition helps ensure the existence of an accurate, historic documentation of communications in case a student or parent/guardian asserts a claim of unprofessional statements or actions.

COMMUNICATIONS W/ PLAYERS AND PARENT/GUARDIANS



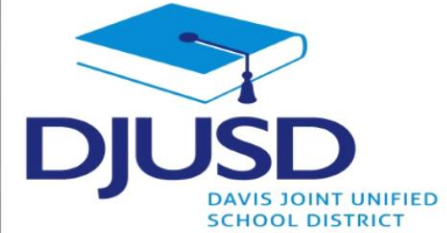
- There should almost never be a case in which a text or private form of communication is required with a student, and use of this form of communication can lead to important risks and consequences to you and the District.
- Coaches and trainers shall also avoid separate, off-site, personal meetings with students in private locations (i.e., a home, car, or remote site) that have not been pre-approved by the Athletic Director [Designated District Representative], or Site Administrator.
- This helps ensure that in the case of an allegation of inappropriate personal communications or actions, there is a record of the need for such an independent meeting by at least one District official who would not be involved in the conduct.

BOOSTER CLUBS AND EXTERNAL DONATIONS



- **Booster clubs and auxiliary organizations, even when they are formed as separate legal entities (public benefit companies under Section 501(c)(3)), remain still subject to important rules and regulations regarding their activities.**
- **For instance, absent express, advance approval of a fundraising event by the District's School Board, booster clubs cannot represent that they are acting as agents or representatives of the District or suggest that the District may in some manner be liable or responsible for their activities.**

BOOSTER CLUBS AND EXTERNAL DONATIONS



- While it is common for coaches and trainers to attend and participate in evening or weekend fundraising activities, if the event has not been approved by the District's School Board, you are not attending the event as an employee or agent of the District. You are considered a member or guest of the booster club or auxiliary organization. Nevertheless, you should not become involved in activities that would place you in situations that would be contrary to your important role as a public employee.
- Absent express approval from the Athletic Director [Designated District Representative], even in a personal capacity, you should not take an active leadership or supervisory role with respect to booster club events, nor should you handle or manage financial proceeds or records.

BOOSTER CLUBS AND EXTERNAL DONATIONS



- **Booster club events, unlike District-sponsored fundraising events, cannot require attendance by team members. No team member may face discipline or retribution of any kind for not attending a booster club event.**
- **Booster club funds are donations, and must be handled under the District’s policies and procedures for accepting donations.**
- **No coach or trainer should state or suggest that these policies and procedures will not be followed or otherwise comment upon the District’s acceptance or use of such funds.**
 - **Education Code Section 44932 notes that a certificated employee may be dismissed for immoral or unprofessional conduct, dishonesty, or “unfitness for service,” whether such actions or statements occur at school or during off-duty personal activities.**
 - **Section 45113, applicable to classified employees, notes that these employees are subject to potentially broader standards of regulated conduct than certificated employees based on standards of conduct adopted included in district policies and governing union agreements.**

EQUIPMENT, SAFETY, AND TRAINING



- Only District-purchased safety-related equipment (helmets, pads, etc.) may be used in practices and games. Students cannot use personal safety devices or equipment, even if new or newer than District equipment, when it is not equally available for use by all other team members.
 - This ensures that no student is denied access to equipment, and ensures that the District has direct knowledge of the history, maintenance, and use of such devices.

EQUIPMENT, SAFETY, AND TRAINING



- Coaches must be adequately trained to ensure they can safely provide instruction and direction to students, with full and active participation by all coaches in the training set forth in Education Code Sections 33479, 35179.1 and 49032 (this requirement is not limited to only high school coaches, or only to CIF sport coaches; it applies to all coaches), and, if participation in a CIF-sanctioned sport, all requirements for training and education as required by that governing entity (including training in concussions and sudden cardiac arrest symptoms and conditions).

TRANSPORTATION



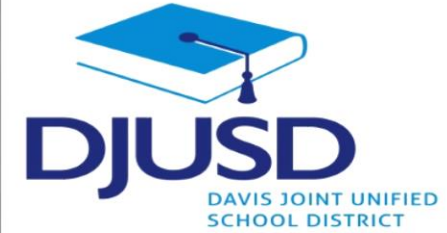
- Students are expected to provide for their personal transportation to regularly scheduled practices and games at their home school site.
- For off-campus events for which there is no bus transportation, the Head Coach, or his/her designee, will circulate in advance a list of
 - (1) District-approved student drivers who may transport themselves to and from the event; but they may not transport other students, and
 - (2) District approved adult volunteer drivers and assigned students who will ride with them from the school site, to the event, and back to the school site.
- The Head Coach or designee should seek to have all parties jointly travel (caravan style) to and from the event, ensuring that if there is a vehicle malfunction or a designated driver fails to appear, that alternate transportation accommodations can be more timely and appropriately made.

TRANSPORTATION



- Parents are often willing to have their student be transported to the event, but they then wish to take their student directly home from the event. This can lead to strained conversations at the time of an event if parents have not been adequately apprized at the outset of the season of the District's transportation policies.
- Unless a parent has been approved as a volunteer driver by the District, and has advance authorization by the Athletic Director to transport their student back home from an event, the student must return to the school site on the bus or with the designated adult volunteer driver.
- This is a significant issue of liability to the District and must not be circumvented. Therefore, coaches, preferably in person and in a separate written communication to each parent, should communicate these standards and expectations.

SPORTS CAMPS/SKILL BUILDING SESSIONS



- It is not uncommon for certain sports to begin training during the “off-season,” including weight training, skill building, or “sports camp” activities. For both CIF sports, and other sports pursuant to Education Code 35179.5, there are limitations on pre-season and off-season activities.
- **No student be penalized** for being unable to pay or contribute to the cost of training camps or off-season activities, the participation in events for which there is a financial costs to the student cannot serve as a basis or factor in determining whether a student is entitled to participate on a team (i.e., if a student does not go to a Summer football camp, or attend training sessions at a particular gym, the student will not be placed on a team or it will be more difficult for the student to be selected).

FORMS



- Each head coach is responsible for ensuring that all student forms are completed and returned before the student tries out for, practices with, participates in pre-season or seasonal strength or training sessions or training camps, or actually participates in Team events.
- All student participation forms are electronically submitted to the athletic department through athleticclearance.com

CIF FORMS/TRANSFERS



- Eligibility Transfer of Student CIF requires that student eligibility be verified on a Certificate of Eligibility.
- Students transferring from one high school to another
- Athletic Director will submit forms to the section office.

STUDENT INCIDENT REPORT



- This report, which is confidential and must not be disclosed to any Non-District employee (except for legal counsel and the District's liability coverage provider) must be promptly completed and returned to the Athletic Director [Designated District Representative] and Site Administrator following any injury or incident that would constitute a violation of District policy or law.
- Incident reports are filed electronically at the following website.

- www.nbsia.org
- Log onto www.nbsia.org
- Click on "Property Liability"
- Click on "Student Accident Report Submission"
- Click on "submit report electronically"
- Click on "submit a new incident"
- Follow the series of drop down menus and fill in the blanks
- Principal: Jeff Lorensen
- Add Andrew's email under optional email: asuperak@djud.net
-
- Also, make sure to email our trainer Andrew Superak about the incident so that he can be made aware of injured athletes.
-
- Andrew Superak asuperak@djud.net

STUDENT ELIGIBILITY



- It is the responsibility of each Coach, as well as the Athletic Director [Designated District Representative], to ensure that Students are qualified to participate in sports.

STUDENT ELIGIBILITY



Academics –

The District requires that all students participating in athletics have a current average grade point average of 2.0.

- The Site Administrator or Athletic Director [Designated District Representative], upon the request of a parent, may grant a 1 time limited term exception of this requirement, for a student to improve his/her grades.
- Requests must be due to a valid extenuating circumstance.
- This exception can only extend until the next official grading period. A student granted such an exemption is not eligible for any further extensions or exceptions to the District's standards for the remainder of the students high school tenure.

DISABLED STUDENTS



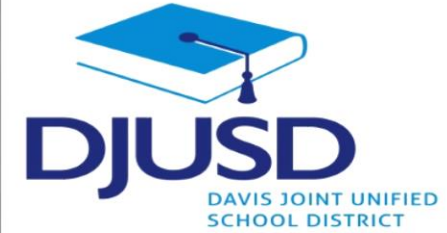
- No student shall be denied participation based on a disability, perceived disability, or assumption of disability.

SEXUAL PARITY IN PROGRAMS AND OPPORTUNITIES



- Taking into account the many challenges that face the District in forming and operating athletic programs, the District expects the Athletic Department to conduct operations in a fair and consistent manner as between boys' and girls' programs, taking into account:
 - (1) the timely selection of qualified coaches who can recruit and maintain the interest of participants in their sports;
 - (2) available locker room, conditioning, training, and practice sites, and competition facilities;
 - (3) equipment, uniforms and storage facilities;
 - (4) scheduling of practices and competitions in a fair and balanced manner; and
 - (5) publicity and promotional support, including fundraising support when conducted by District as opposed to external booster groups.

ACCIDENTS AND INJURIES

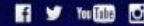


- Emergency Cards
- Even with safe and appropriate coaching and training, accidents can occur resulting in injuries to student athletes, which therefore make it necessary for the Head Coach to, at all times, have immediate access to emergency contact and emergency medical information.
- It is important that the following processes and procedures be used whenever a student sustains an injury involving the potential for medical care.

EMERGENCY ACTION PLAN



COMMITTED TO DEVELOPING STUDENT-ATHLETES OF CHARACTER



CALIFORNIA INTERSCHOLASTIC FEDERATION

[SPORTS MEDICINE](#) / [SPORTS](#) / [INCLUSIVE SPORTS](#) / [PARENTS & STUDENTS](#) / [COACHES & ADMIN](#) / [GOVERNANCE](#)

[MEDIA CENTER](#) / [OFFICIALS](#) / [SPONSORS](#) / [MERCHANDISE](#) / [CIF SECTIONS](#) / [FAQ'S](#) / [ABOUT](#)

Emergency Action Plan Information

A graphic for the Emergency Action Planning Program. At the top, it says "EMERGENCY ACTION PLAN SAVE A LIFE" in a blue box. Below that, it says "Emergency Action Planning Program" and "for after-school practices and events". There is a photo of a group of diverse students. Below the photo, it says "Plan. Learn. Save." and "3 Easy Steps to Implement the Program". The steps are: 1. Assign Roles and Responsibilities, 2. Train Coaches and Administrators, 3. Host an Event. There are also links for "Learn About the Program" and "Download the Program".

This national program is a first-of-its kind Emergency Action Plan (EAP) for after-school practices and events. It is designed to provide a coordinated response to every emergency, including sudden cardiac arrest (SCA) regardless of location on campus or off campus. By implementing **Anyone Can Save A Life** – establishing response teams is empowering your school and student body to be part of a coordinated response necessary to ensure the best possible outcome and you are preparing your school community to respond immediately to get the help that is needed.

This guide will walk you through the steps necessary to implement **Anyone Can Save A Life** in your school. It provides resources to put an EAP in place, train staff and educate students and parents. Hard copies of this Resource Guide are on CD and were sent to all CIF member high schools and is available to download for free by clicking on the picture above.

[CIF Event Emergency Guidelines](#)

[Athletic Department Emergency Action Plan](#)

[CIF Game and Crowd Management Guidelines](#)

EAP



- Emergency Response
 - Have a plan and know who will carry it out
 - Regular inspection; Proper fit and usage; Clean and repair

Emergency Action Plan Worksheet – Student Response Team

| | | | | | |
|--|-----------------|--|---------------------|--|-----------------|
| Coach/Adviser Name: | | Activity: | | Level: | |
| 1 | 911 TEAM | 2 | CPR/AED TEAM | 3 | AED TEAM |
| CALL 911 | | START CPR | | GET THE AED | |
| CALL 911. Explain emergency. Provide location. | | 1. Position person on back. | | PRACTICE | |
| CLASSROOM PHONE | | 2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression. | | EVENTS | |
| EMS ACCESS POINT | | 3. Take turns with other responders as needed. | | Coach | |
| STREET INTERSECTION | | WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS | | Student 1 | |
| Student 1 | | 1. Remove clothing from chest. | | Student 2 | |
| Student 2 | | 2. Attach electrode pads as directed by voice prompts. | | GET THE ATHLETIC TRAINER | |
| MEET AMBULANCE at EMS Access Point. Take to victim. | | 3. Stand clear while AED analyzes heart rhythm. | | Typical location | |
| ENTRY DOOR/GATE | | 4. Keep area clear if AED advises a shock. | | Student 1 | |
| Student 1 | | 5. Follow device prompts for further action. | | Student 2 | |
| Student 2 | | 6. After EMS takes over, give AED to Athletic Administrator for data download. | | CALL 911 for all medical emergencies. | |
| CALL CONTACTS. Provide location and victor's name. | | 4 HEAT STROKE TEAM | | If unresponsive and not breathing normally, begin CPR and get the AED. | |
| NAME | | PREPARE TUB DAILY | | PRACTICE | |
| CELL | | Tub Location | | EVENTS | |
| Athletic Trainer | | Water Source Location | | Student 1 | |
| Athletic AID | | Ice Source Location | | Student 2 | |
| Student 1 | | Ice Towel Location | | 1. Remove equipment/wet clothing. Move to shade. | |
| Student 2 | | Student 1 | | 2. Immerse athlete into cold ice water tub, stir water. | |
| | | Student 2 | | 3. If no tub, cold shower or rotating cold, wet towel over the entire body. | |
| | | | | 4. Monitor vital signs. | |
| | | | | 5. Cool First, Transport Second. | |
| | | | | 6. Cool until rectal temperature reaches 102°F if AED or IED is available. | |
| | | | | 7. If no medical staff, cool until EMS arrives. | |

EMERGENCY ACTION PLANNING



EAP

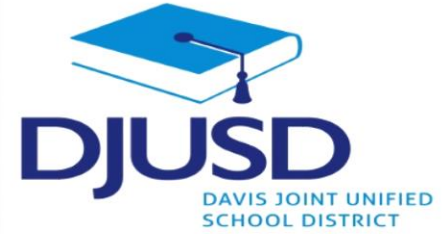


EVALUATING AN ATHLETE



- Only a MD or DO can diagnose or release a student for participation after an injury.
- DJUSD only accepts physicals given by an MD or DO
- Only an MD or DO can provide release to an athlete after a head injury.
- Certified Athletic Trainer will make the final decision for an athlete to return to play.

FACILITIES



- Never leave students unattended.
- Never give out keys to a student.
- Always be the last person in a facility.
- Check your facility weekly to ensure safety. If you see it report it to the Athletic Director.

MATCHING



- Coaches have the obligation to match appropriately.
 - Strength
 - Size
 - Experience
 - Age

PROTECTIVE EQUIPMENT



- No student shall use their personal equipment
 - All students must have equal access
 - Baseball/Softball – Bats and Helmets
- Regular inspection – By Coach
- Proper fit and usage – By Coach
- Clean and Repair

HAZING



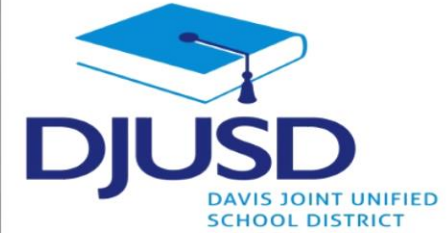
- Definition: the practice of various rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.
- A student may be suspended from school, removed from a team or recommended for expulsion if that student at any time commits an act of hazing, engages in hazing, or attempts to engage in hazing:
 - While on school grounds,
 - While going to or coming from school,
 - During the lunch period whether on or off the campus, and/or
 - During, or while going to or coming from, a school sponsored activity

BULLYING



- **Definition:**
- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
- In order to be considered bullying, the behavior must be aggressive and include:
- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying includes repeated actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

BULLYING



- DJUSD BP 5131.2
- The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.
- No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.
- Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

BULLYING



- Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.
- In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.
- School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))
- As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

INTERVENTION PROCEDURES



The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, athletes, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the athletic handbook as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

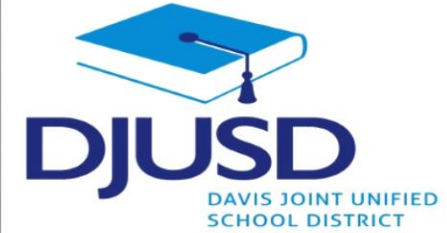
HOW TO REPORT



- **How to Report Bullying and Harassment:** Anyone that witnesses or experiences bullying or harassment is are encouraged to report this to the appropriate contacts. Communicate immediately verbally or in written form to the Head Coach, Athletic Director, Principal, or Director of Student Support Services.
- **Contacts:**

| Name | Title | Phone | Email |
|---------------|-------------------|--------------------------|--|
| Jeff Lorenson | Athletic Director | 530.757.5400 Ext. 111 | jlorenson@djud.net |
| Tom McHale | Principal | 530.757.5400 Ext. 103 | tmchale@djud.net |

DISCIPLINE



- **Discipline**
- Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.
- See suspended athlete policy. Student athletes that engage in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption to the team, team activities or the attendance at team functions, shall be subject to discipline, which may include denial of athletic eligibility.

GENDER



- State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.
- School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression.

TEAM BEHAVIOR MANAGEMENT



- Be familiar with the DJUSD Standards for Student Behavior and the CIF Code of Conduct for student athletes. Refer all possible violations of behavioral standards to administration and the Athletic Director in a timely manner. If you suspect any use of substances or alcohol, report immediately to the administration, the Athletic Director and the parents. Such behaviors are particularly dangerous when combined with physical activities.
- The use of alcohol, drugs, and all tobacco products violates the training rules of any sport at any time besides breaking laws and school rules and will not be tolerated. In addition, the California Interscholastic Federation (CIF) and the Delta League prohibits the use of anabolic steroids.
- ***Make sure that your athletes know that Steroid use is extremely dangerous to the long term health and welfare of the student. Serious bodily function injuries as well as death are common results of use in teenagers. If any coach becomes suspicious of steroid use they will work with parents and the Athletic Director to resolve this issue.***

DRUG AND ALCOHOL POLICY



- The purpose of specifically addressing student-athletes in this policy is to align coaches' response to alcohol and other drugs and substance violations for greater consistency and fairness, to assure assistance to students who are using substances and to ensure greater safety for students.
- Student-athletes become representative of their team, school, district and community when they accept the invitation to be on a DJUSD team. Athletes are highly visible due to the public nature of the athletic program. Athletes are expected to maintain both acceptable grade point averages, and model school-appropriate behavior at all times. To do otherwise disrespects the privilege of representing the student body and community, particularly with regards to the use of alcohol and other illegal substances.

DRUG AND ALCOHOL POLICY



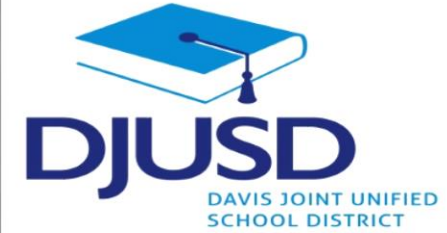
- **Disciplinary action under section 48900 of the Education Code for substance violations applies to the school day, going to, and coming from school and all school activities, regardless of the day, time and location of those activities.**
- **When students are chosen to participate on a Davis Joint Unified School District athletic team, or another DJUSD extracurricular, or co-curricular activity, the student agrees to abide by all school rules on and off campus, both in and out of school for the duration of their season, including not using alcohol or drugs. The *season* is defined as the time from the first day of practice/try-outs and shall last for 365 days. Consequences for all students must be consistent and fair and, whenever possible, assistance-based.**
- **For athletic teams, each coach is required to address the issue of illegal substance use with his/her student-athletes and to review this policy with them at the start of the season. At a minimum, the coach will describe the policy and corresponding regulations to athletes in at least one parent meeting and one team meeting and provide a copy of the policy and regulations, and to post it prominently on team websites, if they exist. The purpose of the presentation is to ensure parents and athletes are aware of the expectations and required response if a member of the team uses substances. This section of the regulations will be included in the Coaches and Student/Parent Handbook.**

DRUG AND ALCOHOL POLICY



- If the violation occurs during school time or school activities, the coach or staff member shall immediately report the violation to the Athletic Director and/or the Principal or his/her Designee.
- The following are required responses to student behavior with respect to alcohol and other substance violations during the school year as defined in this policy:
- For substance violations as defined by Ed Code 48900:

DRUG AND ALCOHOL POLICY



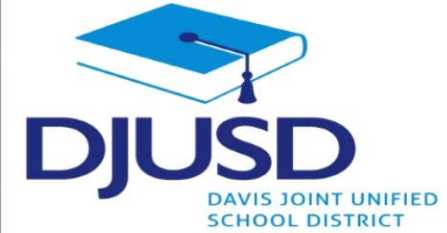
1st incident in grades 9-12:

Suspension per student discipline code and the loss of all contests, practices, and activities during the suspension. Referral to school counselor and/or prevention and crisis manager for voluntary participation in brief individual (3-4 sessions) or group (4-5 sessions) drug and alcohol counseling, to be determined by school counselor in collaboration with administration*.

Partial trade of school suspension time for participation in counseling and/or restorative practice conferences will be offered, with a recommendation of no more than one full day of school suspension removed for participation in counseling or restorative practice conference. Student athletes shall be subject to athletic consequences upon the return from suspension.

See athletes suspended from school.

DRUG AND ALCOHOL POLICY



2nd incident in grades 9-12:

Suspension per student discipline code, loss of all contests, practices, and activities during the suspension. Mandatory participation in individual (3-4 sessions) or group (4-5 sessions) drug and alcohol counseling provided by school counselors and/or prevention and crisis managers, or county services provided to the district*.

If the student has already completed school based individual or group counseling as outlined above, the student and his parents will meet with the prevention and crisis manager to determine an individualized plan of intervention. Student athletes shall be subject to athletic consequences upon the return from suspension. See athletes suspended from school.

- (*Parents may substitute a private counselor at no cost to the district who will verify the number of sessions)

DRUG AND ALCOHOL POLICY



3rd incident in grades 9-12:

Suspension per student discipline code, loss of the privilege of team or other extracurricular membership

- If the coach suspects or becomes aware of substance use by an athlete outside of school, the coach is strongly encouraged to speak with the Athletic Director who will report the concern to student support staff.

ATHLETES SUSPENDED FROM SCHOOL



- Athletes that are suspended from school will be ineligible for athletic participation in contests and/or practices while on suspension and will serve the following athletic eligibility suspensions upon return.
- Athletic eligibility suspensions will carry on from sport season to sport season (for multi-sport athletes) and may carry from the current school year to the following school year.
- It is the goal of high school athletics to educate students. Athletes suspended for substance abuse may choose to participate in the districts substance abuse program or counseling to gain athletic eligibility back.
- Participation must be met within one (1) week of the return from suspension.

ATHLETES SUSPENDED FROM SCHOOL



- **Level 1 Suspension:** Any Class suspension or In-school suspension

- 1st Suspension: Athlete shall be suspended for 10% of the seasons scheduled contests

- 2nd Suspension: Athlete shall be suspended for 25% of the seasons scheduled contests

- 3rd Suspension: Athlete shall be denied athletic eligibility for the remainder of the year

- **Level 2 Suspension:** Any Home suspension for 1-2 days:

- 1st Suspension: Athlete shall be suspended for 25% of the seasons scheduled contests

- 2nd Suspension: Athlete shall be suspended for 50% of the seasons scheduled contests

- 3rd Suspension: Athlete shall be denied athletic eligibility for the remainder of the school year

- **Level 3 Suspension:** Any Home suspension for 3-5 days

- 1st Suspension: Athlete shall be suspended for 50% of the season's scheduled contests

- 2nd Suspension: Athlete shall be denied athletic eligibility for the remainder of the school year.

CONCUSSION MANAGEMENT



- California state law AB 25 (effective January 1, 2012), now Education Code § 49475:
 1. *The law requires a student athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.*
 2. *Any athlete removed for this reason must receive a written note from a medical doctor trained in the management of concussion before returning to practice.*
 3. *Before an athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the athlete and the parent or guardian.*
- Every 2 years all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR).

CONCUSSIONS



- Suspected Head Injury – Pull Athlete for remainder of that game or practice.
- NO participation under diagnosed with or without a concussion by a MD or DO.
- If diagnosed with a concussion student must follow RTP.
- If diagnosed not to have sustained a concussion the student may return to participation after evaluation by Athletic Trainer.

Athletic Trainer has the final determination regarding a student athlete returning to participation.

CONCUSSION FORMS



- All students suspected to have a concussion must received the suspected head injury form.
- Call the parent that day to let the parent know they should be expecting the form and using the form at their doctor appt.

1 of 1

Davis Senior High School Parent Notification Form

Dear Parent/Guardian,

You are receiving this form because:

- Your child has symptoms consistent with a concussion. At the time of evaluation, there was no sign of any serious complications.
- He/she will need monitoring for a further period by a responsible adult, and should not be left alone over the next 12-24 hours.

Call 911 and go to the nearest Hospital Emergency Department for the following:

- Headache that worsens or can't recognize people or places
- Seizure (uncontrolled jerking of arms/legs) or Looks very drowsy/Can't be awakened
- Weakness or numbness of arms/legs or increased confusion and/or irritability
- Repeated vomiting or unusual behavior
- Loss of consciousness or Slurred speech
- Lack of balance/unsteadiness on feet or Drainage of blood/fluid from ears or nose
- Changes in vision (double, blurry vision) or Loss of bowel and/or bladder control

Recommendations:

- Make an appointment to see a physician within 72 hours. Inform your child's teachers about the injury. Keep your child out of school if symptoms are severe or worsened by reading or studying. **Contact the school if you keep your child home.**
- AVOID medications like Ibuprofen (Motrin, Advil) or aspirin for the next 48 hours due to the potential of increased bleeding risk in the brain.
- Acetaminophen (Tylenol) can be tried but often won't take away a concussion headache. DO NOT give narcotic pain medication like codeine.
- Check for normal breathing every few hours while sleeping but DO NOT wake your child up unless you are concerned. If he/she can't be aroused, call 911 immediately.
- Track your child's symptoms using the **CIF Graded Concussion Symptom Checklist** (Find this on cifstate.org) or (<http://dshs.djUSD.net/athletics>). Bring these checklists to your physician.
- No activities like afterschool sports and PE, and no physical exertion until your child is evaluated and cleared by a physician (MD/DO) trained in the diagnosis and management of concussions. See list of local MD/DO trained in the diagnosis and management of concussions.
- Refer to the **CIF Return-to-Learn** and **CIF Return-to-Play** protocols on the **DSHS Athletic Webpage** or inquire with **DSHS Athletic Department**. jbrimson@djUSD.net

Davis Senior High School Physician Letter to School

To Whom It May Concern:

Patient Name: _____ DOB: _____

INJURY STATUS Exam Date: _____

____ Has been diagnosed by a MD/DO with a concussion and is under our care.
Medical follow-up evaluation is scheduled for, (see): _____

____ Was evaluated and did not have a concussion injury. There are no limitations on school and physical activity.

____ This student is not to return to school.

ACADEMIC ACTIVITY STATUS (Please mark all that apply)

This student may begin a return to school based on successful progression through the **CIF Concussion Return to Learn Protocol**.

____ This student requires the necessary school accommodations set forth on the **Physician (MD/DO) Recommended School Accommodations Following Concussion** form.

____ This student is no longer experiencing any signs or symptoms of concussion and may be released to full academic participation.

Comments: _____

PHYSICAL ACTIVITY STATUS (Please mark all that apply)

____ This student is not to participate in physical activity of any kind.

____ This student is not to participate in recess, PE class, or other physical activities except for unlimited, voluntary walking.

____ This student may begin a monitored, graduated return to play progression (per **CIF Concussion RTP Protocol**).

____ This student is cleared for full, unrestricted athletic participation (has completed the **CIF Concussion RTP Protocol**).

Comments: _____

Physician (MD/DO) (certify that I am trained in concussion diagnosis and management of concussions)

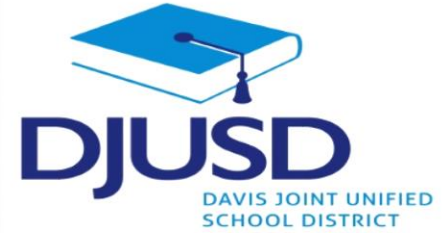
Signature: _____ Date: _____

Physician Stamp and Contact Info: _____

Parent/Guardian Acknowledgement Signature: _____ Date: _____

DSHS Athletics use only Date Received: _____ Received by: _____

RETURN TO PLAY



How is Return to Play (RTP) determined?

- Concussion symptoms should be completely gone before returning to competition.
- A RTP progression involves a gradual, step-wise increase in physical effort, sports-specific activities and the risk for contact. If symptoms occur with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.
- RTP after concussion should occur only with medical clearance from a medical doctor trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see cifstate.org for a graduated return to play plan. *[AB 2127, a California state law effective 1/1/15, states that return to play (i.e., full competition) must be no sooner than 7 days after the concussion diagnosis has been made by a physician.]*

IMPACT BASELINE TESTING



Impact Baseline Concussion Testing:

- The athletic department is committed to the safety of each and every athlete and feels strongly that the tool of baseline testing is very important to ensure the safest return to play protocols can be met.
- Davis Senior High School Athletics offer baseline testing to all athletes free of cost. Athletes are recommended to test every two (2) years.

HOME CAMPUS



Home campus is available to all head coaches and appropriate assistant coaches.

www.home-campus.com

Login info for coaches

Username: your email

Password: Bluedevils

(you will change this when you log in.)

Download the app for access to your team and emergency information.

HOME CAMPUS



Verizon LTE 10:52 AM 90%

Logout Home Campus

Sport
Badminton

Year
2017-18

VIEW

Verizon LTE 10:52 AM 90%

Back Home Campus

FILTER

- ✗ Arias, Charlie
- ✓ As-Salek, Ahnaf
- ✓ Asta, Joey
- ✓ Ault, Sam
- ✓ Bai, Andrew
- ✓ Barakat, Amin
- ✓ barnes, lamar
- ✓ Bitners, Nolan
- ✓ Bitners, Nathan
- ✓ Campbell-Holguin, Joaquin
- ✓ Campos, Carlos-Miguel

DETAILS EMERGENCY CARDS

Verizon LTE 10:53 AM 89%

Back Home Campus

Sport Basketball, Boys
Year 2017-18
Grade 9
Transfer
Physical Exp. Date 12/06/2017
F7AFCD27-
Physical Form CCF2-44B3-BF96-
A3FF68CD0B4A.jpeg
Student Info Completed
Parent/Guardian Info Completed
Signature Completed
Status PHYSICAL EXPIRED

EMERGENCY CARDS

EMERGENCY CARDS



- Each coach must continue to have all athletes emergency information.
- Home campus is great, but still need hard copies.

SPORTS CALENDAR



Each program can utilize the online athletic calendar.

Home Campus – Teams – Add Game/Practice

Has Maps and more...

FINANCES



LEGAL REQUIREMENTS FOR HANDLING STUDENT ATHLETIC FUNDS

- Prior to the start of a season the Head Varsity coach shall meet with the athletic director to discuss financial planning for the season. Topics of discussion shall include current balance, planned purchases, needs, and wants of the program. All purchases must be planned for.
- All fiscal transactions (deposits, purchase orders, and account information) will be handled by the varsity Head coach only. No other person is authorized to handle or hold funds belonging to students. No exceptions.
- All teams are required to have an account with DJUSD Athletics in order to purchase items.

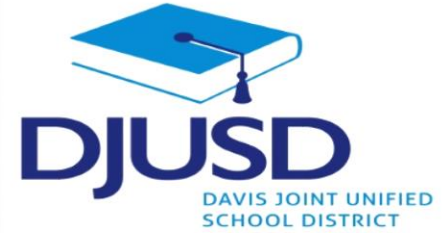
FINANCES



LEGAL REQUIREMENTS FOR HANDLING STUDENT ATHLETIC FUNDS

- All fundraisers must be approved by with proper fund raiser form turned in to the finance office.
- ALL expenses for uniforms, equipment, tournament/invitational fees, camps fees, and supplies need prior approval by the Athletic Director and the Site Administrator to purchase any of the above.
- All purchases must have a purchase order (PO). Check requests are no longer accepted and reimbursements will be given only for planned/anticipated expenses that cannot be paid with a purchase order. Please plan ahead to get the required approvals necessary.
- You must have money in your team account in order to submit a PO request for purchases or reimbursements. No deficit spending will be allowed.
- Original receipts will be needed for reimbursements.
- A PO must be authorized, submitted and printed before purchases can be reimbursed.

FUNDRAISING



- Fundraising is an important component of community support that helps enrich the Davis Joint Unified School District's educational athletic programs at every level. The Board of Education appreciates such contributions and encourages the participation of parents and community members in helping achieve the district's vision for student learning.
- An important goal of fundraising is to secure equitable opportunities for all DJUSD students, regardless of ability to pay. The district has worked closely with parent groups to develop fundraising guidelines consistent with the laws governing public education and with state-recognized best practices. Offering the highest standards of athletic programs comes at a cost that cannot be funded completely by the school district alone. Each program has essential costs associated with it, which are fund-raised for.

FUNDRAISING



- It is the goal of the DSHS Athletic Department to be as transparent for our parents and community regarding donations. It is our hope you will find this document useful understanding the totality of the program you have chosen.
- The following is an approved list of school-connected organizations for athletics. These groups are the only groups that are approved by DJUSD to solicit donations benefiting DSHS athletics/teams.
- Davis Blue Devil Athletic Boosters, Football Backers, Cheer Backers

FUNDRAISING



- In almost every case, money raised by a booster club should be donated to the school, to then have the school make the expenditures.
- Any item that are going to become DJUSD property, such as equipment, should be purchased by DJUSD. A booster club can fund raise money for a specific item, donate the funds to the school, so the school can purchase the item.
- Booster clubs shall clearly communicate that funds being raised or donated, are being done so for the specific booster club. Booster clubs shall communicate that the money will in turn be donated to DJUSD for specific athletic program needs.
- Program Costs – Invitational/tournament fees, transportation costs, stipends for additional coaches, uniforms, and other program costs are usual items funded by a booster club.

FUNDRAISING



- **Stipends for Additional Coaches - Booster clubs may not directly pay a coach. Fundraised money for additional coaches must be donated to the school from the booster club. Once donated, DJUSD will pay the employee through the proper payroll department. Coaches receiving a stipend from DJUSD may not receive additional stipends from booster clubs for the same coaching position or duties related to a coaching position.**
- **Employees/Coaches should not request family contributions on behalf of a booster club. A booster club representative shall represent the booster club when asking for the donations/contributions from families.**
- **Booster clubs (that are not approved school connected organizations) or Coaches, shall not request contributions be sent to or donated to any non-profit or for profit entity, that is not an approved school connected organization or Davis Senior High.**

SOLICITING FUNDS



- Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.
- Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.

NON-SCHOOL EMPLOYMENT



- In order to help maintain public trust in the integrity of district operations, the Board of Education expects all employees to give the responsibility of their positions precedence over any other outside employment.
- A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.
- An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity:
 - Requires time periods that interfere with the proper, efficient discharge of the employee's duties.
 - Entails compensation from an outside source for activities, which are part of the employee's regular duties.
 - Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain.
 - Involves services, which will be wholly or in part subject to the approval or control of another district employee or Board member.

NON-SCHOOL EMPLOYMENT



- An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.
- The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

HOLIDAYS



- **Holidays:** Davis Senior High School is proud of the diverse population of students and recognizes that there are varieties of celebrations that are important to our families. Coaches shall make every effort to be proactive when scheduling taking into consideration holidays. While coaches do not have control over the league schedules, coaches shall actively communicate that DSHS supports students and their families and there will not be consequences of any kind for missing practices or contests for these reasons.
- Athletes and families are encouraged to notify coaches in advance if there is a foreseen conflict.

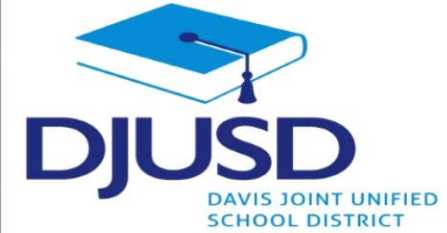
PARENT HELP



- Coaches are encouraged to work with parents that are willing to help with program needs. However, coaches must remain the leader and decision maker for the program.
- Carpool Logs
- Fund Raising
- Etc.

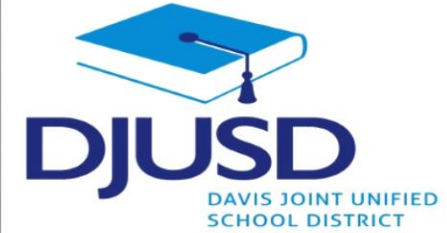
Team communications should come from a coaching staff member.

OVERNIGHT TRIPS



- **Overnight trips must be BOE approved 3 weeks prior to departure.**
- **Forms are available in the athletic office or in the coaches resource folder.**
- **If your program has a yearly overnight trip, please submit paperwork early even if you do not have all of the names and reservations made. Simply a date and expected budget is what is needed.**

PARENT MEETINGS



- All coaches will conduct a parent/player meeting to establish the foundation for positive communication and the management of the team. Coaches are expected to have open and frequent communication with parents and students participants. Specifically,
 - Provide a complete description of your program in hard copy to the parents
 - Provide schedules for practices and contests
 - Behavioral expectations including rewards, consequences and the causes for dismissal from the team (includes communication with parent with warning) including alcohol and substance abuse consequences
 - Explain procedure for voicing concerns and/or complaints
 - Reiterate that each athlete and parent must sign the CIF Code of Conduct pledge as a condition of participation
 - Provide an explanation of the fundraising policy and financial plan for the season with transparent budget
 - DSHS Athletics recommends using the athletic handbook as the program guide.

COLLEGE BOUND ATHLETES



- Coaches should support athletes that are interested in playing at the next level. Coaches should support players when communications and requests come from college coaches. Should the coach not be able to provide support the coach shall ask for assistance from the Athletic Director.

PLAYING TIME



- **Team Selection and Playing Time:**
- A competitive high school athletic program often *differs from* many younger age level scholastic or community recreational programs.
- **There shall be no written, verbal, or implied requirement to participate in private camps, non DJUSD teams, or other off season teams as a condition of selection for the team or used as a criteria to distribute playing time.**

TRY OUTS



- In efforts to create consistency within the entire athletic department the following try-out procedures must be followed.
- Criteria must be given in writing and explained to each athlete on the first day of try-outs.
- Coaches shall document their observations during the try-out.
- Coaches shall provide an opportunity to discuss an athletes tryout and decision with the student.
- Athletes will be given a minimum of 3 days to try out for a team in which they missed a tryout due to finishing a season of sport they were participating in prior to the tryout. This is applicable to DSHS sponsored teams only. Athletes will not be allowed to participate in tryouts until their current sports seasons are finished unless both coaches mutually agree.

DJUSD SPORTS OVERLAP



- **Student Athletes Playing Multiple Sports:**
- From time to time “seasons” of two school sports may overlap. (See Eligibility Requirements #2.) In these cases it is best for the athlete to discuss any potential time conflicts with the coach, and the coaches are then expected to come to an agreement that maximizes the student’s participation in the sports.
- While coaches may have uniform policies for all athletes concerning missing practice or contests related to playing time, they may not deny or impede a student from playing one sport in order to maintain their good standing and full participation in the other. Students must fulfill their prior sport commitment first in order to move on to the following seasons sport.
- Athletes will be given a minimum of 3 days to try out for a team in which they missed a tryout due to finishing a season of sport they were participating in prior to the tryout. This is applicable to DSHS sponsored teams only. Athletes will not be allowed to participate in tryouts until their current sports seasons are finished.
- **There shall be no written or implied requirement to participate in private camps or teams as a condition of selection for the team or used as a criteria to distribute playing time.**

MOVING AN ATHLETE UP



- **Athletes Playing UP:**
- Prior to any athlete “moving up” (freshman to JV, JV to varsity or freshman to varsity), the following process must be followed: Football see CIF limitations.
- A coach will only be allowed to move a player up to a higher level if it is believed that the student-athlete will play regularly (at least 50%) throughout the entire season (non-league and league). However, the underclassmen must earn playing time in the same way as a junior or senior.
- Athletes moved up cannot move down in the same season once league play starts.

QUITTING



- **Quitting**
- Student athletes that quit a sport may not participate in the same season of sport on another athletic team until the season of sport of which the student quit has finished their last contest including playoff contests.

PRACTICES



- **Practices:**
- Time with athletes during your given season is limited.
- Coaches are allowed up to 18 total hours of student-athlete contact per week (Monday-Saturday).
- There is a 3 hour time limit each day that there is a single practice, excluding game days.
- On days in which there are two practices, there is a 4 hour total time limit (2 hour session's maximums with a 2 hour break minimum between practices).
- Student-athlete contact includes film sessions, meetings, weight lifting and conditioning.
- Out of season time guidelines are outlined by the Sac-Joaquin Section under "Limited/Dead Periods".

SUNDAYS



- **Sunday Practices or Team Functions:**
- All DSHS teams that are governed under the DSHS athletic handbook are not permitted any contact, contest, practice, or any sort of team function on Sundays

A.B 2127



- **Football Only: A.B. 2127**
- A high school or middle school football team shall not conduct more than two full-contact practices per week during the preseason and regular season.
- (B) The full contact portion of a practice shall not exceed 90 minutes in any single day.
- Further a high school or middle school shall not hold a full-contact practice during the off-season.
- Team camps shall be deemed practices.

FOOTBALL ACCLIMATIZATION CHART



CIF SAC JOAQUIN SECTION PRESEASON FOOTBALL ACCLIMATIZATION CHART

ALL FOOTBALL PLAYERS IN THE SAC-JOAQUIN SECTION MUST FOLLOW THIS ACCLIMIZATION PLAN

| AREA OF PRACTICE MODIFICATION | PRACTICES 1-6+ | | |
|---|---|---|---|
| | Days 1-2 <small>(no sooner than July 23, 2018)</small> | Days 3-5 <small>(no sooner than July 25, 2018)</small> | Practices 6 and beyond <small>(no sooner than July 28, 2018)</small> |
| # of Practices Permitted Per Day | 1 (See Bylaw 506) | | 2, only every other day (See Bylaw 506) |
| Equipment | Helmets only | Helmets & shoulder Pads | Full Equipment |
| Maximum Duration of Single Practice Session <u>Bylaw 506.A</u> <small>All teams will be allowed no more than 18 hours of practice time per week and no more than four hours in any single day.</small> | 4 Hours (See Bylaw 506) | 4 Hours (See Bylaw 506) | 4 Hours (See Bylaw 506) |
| Contact | Blocking sled/dummies (For technique, agility and conditioning only) | Contact only with blocking sleds/dummies | Full, 100% live contact drills |

DISMISSAL FROM TEAM



- **Dismissal from Team:**
- It is the coaches' prerogative to dismiss students from the team if/when they fail to participate, disrupt the practice or contest experience of others, break team rules, compromise safety or violate school rules. Coaches should communicate with parents when problems occur and need to give a verbal warning about dismissal if such action is foreseeable. Consistent and clear communication with the Athletic Director during such issues will help alleviate confusion in most situations. Coaches must inform the Athletic Director of the intent to dismiss a player from the team.

FIGHTING



- **Aggressive Altercations/Fights:**
- Each team shall adopt a procedure that will address aggressive altercations/fighting during practices/contests.
- Coaches will educate, inform, and practice this procedure.
- Athletes that engage in aggressive altercations or unsportsmanlike acts during contests or practices may be denied athletic eligibility and may be subject to DJUSD/Ed. Code discipline.

ATHLETIC/CO-CURRICULAR



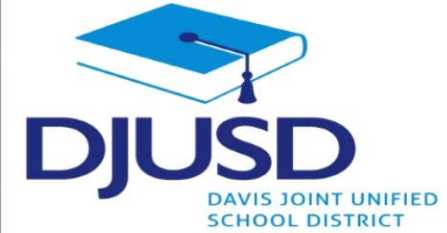
- **DSHS Athlete and Co-Curricular Policy:**
- When an athletic contest conflicts with a co-curricular rehearsal, the athletic contest the student shall participate in the athletic contest.
- When a co-curricular conflict with an athletic practice, the student shall participate in the co-curricular event. Example: Concert, play, performance.
- When an athletic contest and a co-curricular performance, concert, etc. conflict with one another, the decision is to be made by the adults involved. Students will not be asked to choose and make the decision on their own.

FINAL SCHEDULE



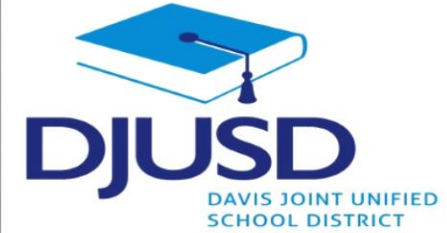
- **Final Schedule for Games:**
- Coaches should forward the final schedule for games to the Athletic Director Secretary, Laurie Williams, no later than two weeks before the season begins. Include *all dismissal times* with the schedule.
- Games shall not be added to the schedule after the final schedule is submitted without approval of the Athletic Director
- **DELTA LEAGUE BYLAW:** League games cannot be changed without league approval.

TEAM ROSTERS



- **Team Rosters:**
- Submit a roster of all players to the Athletic Director two weeks prior to the first game or contest or at the end of tryouts, whichever comes first. This should include the **player's legal** first and last name (no nicknames), grade level, school(s) attending, position and uniform number. Submit rosters of their team to the Athletic Director and Secretary one week prior to any contest and/or early school dismissal.

REPORTING SCORES



- **Reporting Scores:**
- Each High School coach is responsible for reporting scores and information after every home (and road outside of our area) contest to the Davis Enterprise 756-0800 and the Sacramento Bee (916) 441-4100 or (800) 950-1400. Statistics required by local media or league representatives will also be a responsibility of the coach. These duties may be given to an assistant or reliable helper. Each Junior High School coach is responsible for reporting scores in a timely fashion in a manner determined by the Athletic Director.

THANK YOU



Please make sure you signed in!