

# CUPERTINO ATHLETICS COACHES HANDBOOK

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## **PROGRAM EXPECTATIONS**

Professionalism – As a leader, it is imperative that you set a positive, professional example for all of the athletes in your program.

When working with teenagers, sometimes it is hard to draw the line between coach and friend. It is important to maintain a professional relationship with student-athletes at all times. While we encourage coaches to get to know athletes on a personal level, there is a line between coach and friend that should not be crossed. Be sure to take precautions when talking to athletes – a coach should not be talking to an athlete behind closed doors with no one else around, talking to students personally through text messaging or any social networking sites. Although many times these things can be totally harmless, they may also be misconstrued by others or the athletes themselves.

Additionally, how you behave with other adults has a large impact on the athletes. Treat other coaches, parents and officials as professionals and never lose your cool. The athletes are looking to you as to how to respond in times of stress, and if you model professionalism and self-control, the athletes are likely to follow that lead.

Accountability – As a coach, you are responsible not only for yourself, but also for your players and their actions. Athletes look to you as the coach as the primary role model when things go wrong. If someone breaks the norms or expectations of the team or the game, you should be the person to immediately and responsibly hold that person accountable. CHS coaches report directly to the Athletic Directors and to the Administration. If you have a problem or need help with something, contact an Athletic Director. If further steps are needed, then contact an Administrator.

Communication – It is important to keep lines of communication open between coaches, players and parents. Be sure to start your season off with a parent meeting to inform parents of your expectations of their children and inform them of how to contact you if they need to. Equally important is to inform your athletes what you expect of them in terms of communication. Establish some method of communication with players and parents to notify them of any last-minute changes throughout the season.

## CONTACT INFO

### Athletic Director

Scott Stevens 366-7310

[scott\\_stevens@fuhsd.org](mailto:scott_stevens@fuhsd.org)

*Call or email with any questions.*

### Human Resources

Tanya Robertson 522-2229

[tanya\\_robertson@fuhsd.org](mailto:tanya_robertson@fuhsd.org)

*Handles all coaching certification issues*

### Attendance

Tina Orozco 366-7372

[christina\\_orozco@fuhsd.org](mailto:christina_orozco@fuhsd.org)

*Email for early release for games*

### Announcements & Keys

Cori Walker 366-7378

[cori\\_walker@fuhsd.org](mailto:cori_walker@fuhsd.org)

*Puts announcements in the daily bulletins that are read every day to students*

### ASB

Mary Nguyen 366-7366

[mary\\_nguyen@fuhsd.org](mailto:mary_nguyen@fuhsd.org)

*Handles all sports accounts, fundraiser requests and facilities requests*

### Facilities

Josh Kiernan 366-7301

[josh\\_kiernan@fuhsd.org](mailto:josh_kiernan@fuhsd.org)

*Facilities Manager. Handles all facilities needs*

Leonard Morris

[leonard\\_morris@fuhsd.org](mailto:leonard_morris@fuhsd.org)

*Pool and Grounds. Maintains all pool and fields.*

### Athletic Trainer

Ajay Kurani 366-7331

[ajay\\_kurani@fuhsd.org](mailto:ajay_kurani@fuhsd.org)

*Provides care for injured athletes, manages clearances*

### Assistant Principal - Athletics

Steven Puccinelli 366-7374

[steven\\_puccinelli@fuhsd.org](mailto:steven_puccinelli@fuhsd.org)

*Handles distribution of campus security codes*

### Principal

Kami Tomberlain 366-7370

[kami\\_tomberlain@fuhsd.org](mailto:kami_tomberlain@fuhsd.org)

# **Preseason**

## **Coach Expectations**

### **Coaching Certification**

To be hired as a coach in the Fremont Union High School District, all coaches must meet our certifications. The Athletic Director will reach out to you prior to starting with all of the details.

All coaches must provide the following items before having ANY CONTACT with student athletes:

- Fingerprints on file with the district
- TB Test

Paid coaches must have:

- 1st Aid
- CPR
- ASEP
- Driver's License
- Concussion Awareness and Prevention Training
- Sudden Cardiac Arrest Training
- Mandatory Reporter Training

Other Sport-Specific Certifications:

- Aquatics Coaches – Water Safety
- Football Coaches – Tackling Techniques

Copies of the above must be turned in to Human Resources within two weeks of your hire date. Failure to complete these certifications will result in your payment being withheld and dropped to a volunteer status.

### **Pre-Season Meetings**

League meetings – The SCVAL has pre-season meetings for each sport where new rules are discussed and schedules are confirmed. Other important league information is discussed, and attendance is mandatory. Schools that fail to attend will be fined by the League.

CHS Coaches Meeting – Before each season, the Athletic Director will hold a meeting with all coaches to discuss the expectations for the season. Any new policies or changes will be shared at this meeting. Attendance is mandatory for all Varsity and Frosh/Soph or JV coaches. Assistant coaches are encouraged to attend.

### **Financials**

Budgets – Varsity coaches control his/her team's account. Money in your team account can be used to pay for any team expenses besides paying coaches. Keep in mind that tournament fees may be expensive and there is no additional money available for these fees. Anything more than \$300 should be paid for with a purchase order, except tournament fees. More information on these can be obtained through the school ASB office. Anything less than \$300 can be reimbursed with a receipt also through the ASB office. It is the coach's responsibility to know how much money is in their team account and to not overspend. ASB will not authorize purchases that bring an account balance below zero.

Athletic Donations – The Athletic Department asks each player to donate \$200 per player per season. \$75 of the donation will go to the General Athletic Fund, and \$125 will go to the team account. If an individual donates more than \$200, the excess will go to the team account.

Equipment/Uniforms – Coaches need to be prepared to pay for some necessities for their program. For larger purchases and uniforms, or necessary equipment needs that exceed your team budget, talk to the A.D. in advance.

Fundraising – Any fundraisers need to be approved through the school ASB by filling out and getting approved a fundraiser form. There are now strict rules regarding the sale of certain foods at school, so make sure you go through the channels of the ASB before starting a fundraiser. **There are also strict rules around direct-donation programs like SnapRaise, so please notify the Athletic Director before engaging with a company like this.**

- When working with a third-party company like SnapRaise, you must communicate with families what percentage the school is getting and what percentage the company is getting. It must also be clear that it is not a District fundraiser and the District will not be issuing receipts for tax purposes.

### **Schedule Development**

Schedules – Varsity coaches are responsible for creating the schedules for Varsity and JV or F/S. Coaches need to adhere to CCS rules on game limitations. Be sure to check out the CCS rules for your sport. Schedules must be submitted to the A.D.'s, the trainer, and others upon request. Changes to the schedule will happen for a variety of reasons, and you must notify the Athletic Director before finalizing any changes.

Tournaments – Our focus as a school is on the league competition first. Tournament entries are encouraged for the competitive experience and for CCS qualification purposes; however, the Athletic Department is not able to pay for any tournament entry fees. These must be accounted for in team budgeting.

If you would like to host a tournament, please be aware that there are additional costs associated with hosting, including extra custodial fees and official fees. Scheduling facilities, especially gym spaces needs to be done well in advance (the previous school year) to ensure availability. Administration does not provide supervision for tournaments, so volunteers for gates are a coach's responsibility, as is crowd management. Lastly, tournaments are not part of the Athletic Trainer's scheduled hours, so if you would like the trainer present, coaches will need to arrange to pay for overtime costs. If you are planning a tournament, please contact the Athletic Director to coordinate costs and facilities.

### **Player Expectations**

#### **Athletic Clearances**

Physical Eligibility – All CHS student-athletes must have the proper paperwork turned in to be physically eligible to PLAY OR PRACTICE. Athletes CANNOT practice until the following are completed:

- Athletic Clearance – including Doctor's physical and insurance information
- Concussion Baseline Test – see website for details.

Coaches must monitor athlete clearance on Home Campus (phone app available) and not allow students who are not cleared to participate.

### **Logistics**

#### **Practice Scheduling**

Athletic Director will work with coaches to schedule facilities for practices and games before the season starts. Facilities are heavily used by athletics and other school groups, so please stick to the scheduled times. If times need to change for school breaks, please coordinate with the Athletic Director.

Practice/Games – While there are a few sports with exceptions, all sports should be practicing or playing games a minimum of five days per week. If you wish to practice or play at an unusual time or in a place that is different than usual, you may need to make a facilities request through the Athletic Director. Be sure to check the CCS rules for your specific sport for start dates, end dates, game limitations, etc. NO SPORTS are allowed to practice or play on SUNDAYS.

Facility use – The main use of our facilities is for our high school teams. Use of the facilities for any other purpose requires notification of use to A.D.'s, ASB office and a facilities permit (via Facilitron). Be aware that all of our athletic space are shared spaces with other school programs and may be used and reserved by other groups outside of the season of competition.

Weight Room – We have a weight room accessible to all sports programs. To schedule time in the weight room, please contact \_\_\_\_\_.

Mail – All sports teams have a mailbox in the front office. Please check the mailbox regularly. Additionally, please have all equipment ordered shipped to the school and pick up your items in the main office.

### **Facilities, Access and Keys**

Facility Check – Before each season, coaches should survey all of the facilities for any safety or equipment needs. Coaches can request to survey the facilities with the AD and/or Facilities Department Manager.

Keys & Security – Keys can be obtained from the Senior Clerical, Cori Walker. Different keys are needed for different doors, gates, etc., so be sure to get the keys you need. All coaches should get a P.E. master key (should give you access to the gym, field house, weight room, & locker rooms), gate key, and some coaches may need basket keys (gym & field house).

To access the school during times when the Sonitrol security system is active, you will need a Sonitrol code and lock-box key. These can be obtained from Asst. Principal Steven Puccinelli – [steven\\_puccinelli@fuhsd.org](mailto:steven_puccinelli@fuhsd.org). Be sure to re-secure the building after use.

# In Season

## Coach Expectations

### **Tryouts and Developing Rosters**

Tryouts – All athletes are entitled to three days of tryouts to a team. It is recommended that those be at the start of your scheduled practice days, and if an athlete has an unexcused absence on those days, they are not owed extra days of tryouts. However, during winter or spring season, if an athlete is playing a sport in the preceding season, they are eligible for the tryouts to begin after the conclusion of their previous sport. Tryout dates and policies should be communicated clearly with players, parents and the AD.

Official rosters – After one week of tryouts (practice), coaches must submit an official CCS roster to the A.D.'s electronically on HomeCampus. Coaches must assign players to their respective teams, and that list will be the official roster to determine participation, grade checks and credits. The A.D. will email coaches confirmation of rosters after roster formation, for each grade check and at the conclusion of the season. Having an inaccurate roster can incur sanctions including forfeiting of games.

### **Practices**

Duration and Frequency – Per CCS Rules, practices can be no longer than three hours in a given day, 18 hours in a week. Additionally, double-day practices cannot happen on consecutive days. Practices are defined as any mandatory team activity, including weight training, film and meetings. **See CCS Article V, Section 3.F for full details.** As a district, we have a commitment to healthy sleep habits and don't start practices before 8:30am. If you have a need for morning practices, please contact the AD.

Practices must officially start after all athletes on a team have completed classes for the day. Only if all athletes do not have a 6<sup>th</sup> or 7<sup>th</sup> period may practices begin before the end of the school day. Optional conditioning or activities may begin before the end of the school day, as coaches and facilities are available, but this would be included in the three-hour daily maximum.

Responsibility – Whether teams win or lose, it is important that CHS athletes learn responsibility. Athletes are expected to be at all practices and games unless they have cleared an absence first with a coach. Coaches have the final say over what absences are excused or not, but athletes should rarely be missing practice or games. Students **SHOULD VERY RARELY** be missing practice due to academic reasons. Students are expected to practice time management by working on projects, making up tests, etc., on their own time and are expected to fulfill their athletic commitments.

Coaches should take attendance each practice. If there are issues with game participation, playing time or earning credits, documentation is very important.

### **Games/Matches**

Game Management – Coaches are responsible for managing their home games including facilities set-up, game management personnel, clean-up and other incidentals. Depending on the nature of the sport, the coach may work with the Athletic Director for game management needs. The Athletic Director will facilitate all needed officials for all games. For events where there is a gate fee charged, or for larger events such as CCS competitions, there will be Administration supervision. The administrator(s) will be in charge of the gate and crowd management.



Game excusals – School is out at 3:50 Monday/Tuesday/Thursday and 3:05 Wednesday/Friday and many times athletes need to be released early from class to get time change into their uniforms and get to their games. To excuse players for a game, send an email to the A.D. with the excusal time. This will then be forwarded to the staff. For all home games, athletes may be excused up to 1 hour and 15 minutes before start time. For away games athletes may be excused up to 1 hour and 30 minutes before start time, unless location necessitates an earlier dismissal.

### **Parent Meeting**

Parent meetings – All teams should have a pre-season meeting with parents to discuss team expectations and policies. This meeting should happen around the time rosters are formed and before the first competition. It is recommended that this happen in conjunction with the Department Webinar.

Department Webinar – The Athletic Director will have an all-sports parent webinar at the beginning of each season. Topics discussed will be expectations, credits, donations, and much more. All coaches are expected to help communicate this event to their families.

### **Athletic Trainer and Injuries**

Health and Injuries – All coaches should be prepared to deal with player injuries. First Aid, CPR and other sports-specific safety classes (i.e. Water Safety, Tackling Safety) are required and provided through the District. Whether home or away, be prepared to take care of your athletes' health and safety. A first aid kit may be provided to you by the Trainer. The Athletic Trainer will provide you with any specific health protocols for students on your team. If you are unsure what to do, please contact the Athletic Trainer.

Athletic Trainer – An athletic trainer is on campus to help athletes with injuries. The training room is located behind the girl's locker room, next to the pool. Our trainer is there regularly M-F, usually by 2:00. The trainer is in charge of keeping the athletes' physical paperwork. All paperwork must be collected by the coach, organized, and then given to the trainer. The trainer will then go through all the paperwork and informs the coaches if everything is complete. In addition, coaches should email the trainer your practice and game schedules. Each coach needs to visit the trainer to get a first aid kit to take to games.

Injuries – Student injuries that require medical attention need to be reported to the district. The Athletic Trainer will complete a report if the trainer responds out. If the trainer is not present, the coach needs to complete the form. The form can be found at: [https://app.informedk12.com/link\\_campaigns/student-injury-report-electronic-form?token=7d3875e3-26b9-4876-859d-440a8a70a352](https://app.informedk12.com/link_campaigns/student-injury-report-electronic-form?token=7d3875e3-26b9-4876-859d-440a8a70a352)

Emergencies – In the event of an emergency, all coaches should have the ability to call 911 and know how to direct emergency personnel to your location. See Appendix \_\_ with emergency protocols for each location.

AEDs. There are nine AEDs located throughout campus for medical emergencies. The Athletic Trainer has a mobile AED, and there are many others located around campus. See Appendix \_\_\_ for a map with the location of the closest AED.

### **Player Expectations**

#### **Eligibility**

Academic Eligibility – All CHS student-athletes are students first and athletes second. There are strict rules for our school district on academic eligibility for athletes that must be followed and kept track of and enforced by coaches and A.D. so that games do not have to be forfeited. Below are the requirements.

- Athletes must be enrolled in and pass 25 units (5 classes) and maintain a 2.0 GPA to stay eligible for competition
  - Ineligible athletes may continue to practice and participate with the team during practices, at the coach's discretion
  - Ineligible athletes may not be released early from class or participate in any games
- The Athletic Director will determine the eligibility of athletes on your roster at the beginning of each season and whenever new grade reports are released.
  - Eligibility status changes the Monday after progress report grades are released.
- Each season has 2-3 grading periods of six weeks. If a player becomes ineligible, they are ineligible for the entire grading period
- An athlete is put on probation when passing 5 classes but not maintaining a 2.0 GPA, or when they have a 2.0 GPA but are not passing 5 classes
  - Athletes on academic probation CAN PLAY, but athletes CANNOT play in games if they are on probation for 2 consecutive grading periods because they then become ineligible
- Incoming freshman enter school on academic probation
- Seniors have an exception – seniors may pass 4 classes and get a 2.0 to be eligible
- Athletes must remain Academically Eligible for the entire season in order to be eligible to earn credit.

Attendance Eligibility – FUHSD expectations state that for any student to participate in an extra-curricular activity, they must attend 50% of their scheduled day. Excused absences like doctor's appointments or field trips would not apply. However, if a student misses class due to illness, they should not be participating in an extra-curricular activity due to illness. Coaches will be notified of students who have excessive absences so that they may have conversations or monitor attendance. If coaches need help monitoring attendance for a specific student, contact the AD.

### **Attendance**

Athletes are expected to be at all practices and games unless they have cleared an absence first with a coach. Coaches have the final say over what absences are excused or not, but athletes should rarely be missing practice or games. Students SHOULD VERY RARELY be missing practice due to academic reasons. Students are expected to practice time management by working on projects, making up tests, etc., on their own time and are expected to fulfill their athletic commitments.

Athletes are expected to manage commitments for other school or extra curricular activity, communicating with the coach in advance if any school-related conflicts occur. In some instances, conflicts may make it impossible for an athlete to earn credits or remain on a sports team.

### **Game Days**

Athletes schedules –Talk to your athletes about arranging their schedules so that they either do not have a 6<sup>th</sup> or 7<sup>th</sup> period or so they do not have an academic class during 6<sup>th</sup> or 7<sup>th</sup> period. This will hopefully help them with academic eligibility.

Transportation – The School/District does not provide transportation to matches. Students are expected to arrange their own transportation to away games.

### **Logistics**

### **Posting Results**

Coaches are expected to post the results of their games in a timely manner. There are numerous places to post results:

- CIF/CCS Home – This is the official record for CCS and determining post-season qualification.
- League Rep – Each league representative should have some sort of reporting so that other teams can see results and determine standings for league play.
- MaxPreps and Other Online Reports – Unless specifically dictated by your sport bylaws online reporting programs like MaxPreps are optional.
- School Reporting – Report scores to the Athletic Director, who will disseminate scores for advertising on campus (weekly emails to staff, announcements, etc.)

### **School-Wide Announcements**

If you wish to make a school-wide announcement for a specific achievement or for an informational session about your team, contact Cori Walker. The form can be found on the CHS web page Staff Portal -> TNT Announcement Form ([https://app.informedk12.com/link\\_campaigns/tino-news-today?token=s1N1eFNU6sbp5keLNWcDaFDQ](https://app.informedk12.com/link_campaigns/tino-news-today?token=s1N1eFNU6sbp5keLNWcDaFDQ))

### **Team Pictures**

Team pictures – These will be scheduled by the A.D.'s. Please respond promptly if there is a problem with your date or time slot.

# **Post-Season**

## **Coach Expectations**

### **Coach Evaluations**

CHS coaches may be subject to a performance evaluation. Evaluations will be done as needed. The Athletic Director will be using an evaluation form and possibly information from a player survey, and observations to help standardize the process. Hopefully the evaluation will prove useful for both the coaches and athletic directors. We want to give both parties a chance to reflect on the past season. Coaches will be asked where they need more support, more information, and what was not communicated clearly.

The main focus of the evaluation is to help new coaches. It is not meant to be negative. However, the reality is that every once in a while a coach has to be asked to leave. A coach can be asked to leave with or without a formal evaluation.

The evaluation form and survey form will be available upon request. We want each coach to be aware of what the expectations are at CHS. A coach is welcome to ask questions concerning the evaluation. Again, the process is meant to be informative and helpful. Hopefully new coaches will find the evaluation useful as they seek to improve their coaching abilities.

## Coach Evaluation

This evaluation is for coaches in their first and second year coaching at Cupertino. Coaches will be evaluated based on observations of practices, games and player surveys. For all rankings, 1 = needs work, 2 = good, 3 = great.

### 1. Logistics & responsibilities

- Paperwork completed properly and on time (rosters, schedules, physicals, etc.)
- Players are not on the field without proper paperwork
- Equipment/uniforms properly monitored
- Donation collected from all athletes
- Dismissals for students timely and communicated to the proper people
- Overall team/program responsibility

1

2

3

### 2. Communication to A.D.'s, parents and players

- A.D.'s have been properly notified of schedules, game changes, issues that may arise
- A.D.'s emails and phone calls are responded to promptly
- Parents are notified of player expectations at pre-season meeting as well as throughout the season when issues/changes arise
- Players are clearly informed of expectations at the beginning of the season

1

2

3

### 3. Coaching performance

- Quality practices are organized
- Games/practices are a minimum of 5 days per week for approx. 2 hours per day
- Players appear ready and prepared to play/participate
- Working on getting team to the "next level" – pushing individuals and the team to improve

1

2

3

### 4. Player accountability

- Players understand clear team expectations and exhibit commitment to the team
- All players are treated fairly, with respect and are given a fair opportunity to compete for a position
- All players are held accountable to the team – should be at all games and practices (it is a rare occasion when a player misses practice)

1

2

3

### 5. Other observations

Sport: \_\_\_\_\_

Level: V JV F/S

Coach: \_\_\_\_\_

## **Post-Season Meetings**

SCVAL Meeting – Just like before the season, there will be a sport-specific post season meeting that coaches must attend. These meetings will determine any future bylaw changes, post season awards for teams and athletes, and determine league realignment for the coming season. Schools who do not attend may be fined by the league.

## **Extended Season Pay**

Payment – Coaches who make it to CCS competition will be eligible for Extended Season Pay from the district. The pay rate is: 5% of stipend per week, up to 4 weeks, and this applies to varsity coaches only.

NorCal/State Competition – If your team or athletes qualify for NorCal or State Competition that requires travel, contact the AD immediately. There are funds available from the school and from the State to pay for these expenses.

## **Athlete Recognition**

Awards – The Athletic Department provides two plaques for each team – MVP and Coach's Award. The Athletic Director will contact coaches at the conclusion of the season for names of athletes to receive the awards. It is the coach's responsibility to distribute the awards. Coaches may create any number of other team awards, but costs will be covered by the team budget.

Block C/Star. Athletes may earn a Block C for their first varsity season, and a star for each varsity season after that. If you're interested in Block Cs or Stars, contact the Athletic Director.

Banquet/Team Party – Each team should have some form of end-of-season celebration. Typically, this takes on the form of a banquet or team party, but each team may develop their own ideas. Coaches are ultimately responsible for this, but it is strongly recommended to have a team parent plan this event. Team awards should be given out at this time.

Signing Day – ASB will host an annual Signing Day to recognize all student-athletes who are continuing their athletic journey in college. The Athletic Director or Sports Commissioners will contact coaches in the spring to develop a list of students to recognize.

## **Assigning Credits**

Grades for Athletics – Athletes are eligible to earn academic credits for participating in sports. Athletes will receive a pass or no credit. Letter grades will not. Athletes will earn either PE credit or Elective credit. If a student is currently in a PE class (including all 9<sup>th</sup> graders) or has already earned 20 units of PE, they will receive Elective credit. Otherwise, they will earn PE credit.

The standard expectation to earn credit is the student participates in 90% of practices and 100% of games. Coaches must keep attendance and be able to provide documentation if a student is not meeting the standards and will not earn credits. Coaches are responsible for communicating with the player and parent if they are in danger of not earning credit.

Because the athletes are receiving academic credit for participating, it is crucial that the Athletic Directors be informed of any athletes who stop coming, miss many practices/games, are injured or have some other reason they should either not be getting credit at all, or not be getting full credit.

## **Player Expectations**

### **Delinquencies for Lost Uniforms**

All athletes are responsible for maintaining their uniforms throughout the season. Any student who doesn't return all or part of their uniform/sports equipment will incur a delinquency with ASB. This bill must be paid before buying a prom ticket or checking out for graduation. Coaches will determine the replacement cost of lost items.

## **Logistics**

### **Payday**

Coaches will receive one payment for the season at the end of the season. Pay dates for each season are:

- Fall: December 10
- Winter: March 10
- Spring: June 10

# Important Links

- FUHSD Coach Handbook (A few years out of date)  
<https://resources.finalsite.net/images/v1534442069/fuhsdorg/j1ynvhnarw11dxndf78q/AthleticCoachHandbook.pdf>
- SCVAL <http://www.scval.com/>
- CCS <http://www.cifccs.org/>
- CIF <http://www.cifstate.org/>



# Appendix A – AQI Guidelines



## FREMONT UNION HIGH SCHOOL DISTRICT HEAT RISK GUIDELINES

The Fremont Union High School District monitors heat risk closely and will take appropriate actions based on Heat Risk readings and forecasts from National Weather Service (NWS). Life threatening heat-related illness, also known as exertional heatstroke, can occur within the first 60 minutes of exertion and may be triggered without exposure to high ambient temperatures.<sup>3</sup> Numerous factors can contribute to this including lack of acclimatization, lack of physical fitness, being overweight, taking medications, and other factors.

The Fremont Union High School District utilizes forecasts made using the **NWS HeatRisk Prototype**: <https://www.wrh.noaa.gov/wrh/heatrisk/>. The NWS HeatRisk Prototype is a color-numeric-based index that provides a forecast risk of heat-related impacts to occur over a 24-hour period. HeatRisk takes into consideration:

- How unusual the heat is for the time of the year
- The duration of the heat including both daytime and nighttime temperatures
- If those temperatures pose an elevated risk of heat-related impacts based on data from the CDC

The HeatRisk is divided into five categories (0-4). The higher the value, the greater the level of heat concern would be for that location and the higher the risk of heat-related impacts.

Category	Risk of Heat-Related Impacts
Green 0	Little to no risk from expected heat.
Yellow 1	Minor - This level of heat affects primarily those individuals extremely sensitive to heat, especially when outdoors without effective cooling and/or adequate hydration.
Orange 2	Moderate - This level of heat affects most individuals sensitive to heat, especially those without effective cooling and/or adequate hydration. Impacts possible in some health systems and in heat-sensitive industries.
Red 3	Major - This level of heat affects anyone without effective cooling and/or adequate hydration. Impacts likely in some health systems, heat-sensitive industries and infrastructure.
Magenta 4	Extreme - This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration. Impacts likely in most health systems, heat-sensitive industries and infrastructure.

### FUHSD GUIDELINES FOR OUTSIDE ACTIVITIES AND ATHLETICS:

HeatRisk	MONITORING AND ACTIONS
Green 0	No monitoring or action required
Yellow 1	Monitor – continue to hydrate
Orange 2	Monitor Closely - exercise caution for sensitive groups – hydrate and use cooling strategies
Red 3	Begin cancellations, postponements and/or move activities indoors – Notify School Admin, Athletic Directors and Coaches
Magenta 4	All outdoor and indoor activities cancelled – this includes all PE, Sports and other Activities

Please keep in mind that Heat Risk changes throughout the day and spikes/drops can occur for one or more hours and variations occur based upon exact location. Once the AQI gets close to 100, forecasts and detailed mapping will be used to make decisions on cancellations.

Color	Level	Meaning	Who/what is at risk?	For those at risk, what actions can be taken?
Green	0	<ul style="list-style-type: none"> <li>Level of heat poses <b>little to no risk</b></li> </ul>	<ul style="list-style-type: none"> <li>No elevated risk</li> </ul>	<ul style="list-style-type: none"> <li>No preventative actions necessary</li> </ul>
Yellow	1	<ul style="list-style-type: none"> <li>Heat of this type is <b>tolerated by most</b>; however, there is a <b>low risk for sensitive groups</b> to experience health effects</li> </ul>	<ul style="list-style-type: none"> <li>Primarily those who are extremely sensitive to heat</li> </ul>	<ul style="list-style-type: none"> <li>Increase hydration</li> <li>Reduce time spent outdoors or stay in the shade when the sun is strongest</li> <li>Open windows at night and use fans to bring cooler air inside buildings</li> </ul>
Orange	2	<ul style="list-style-type: none"> <li><b>Moderate risk for members of heat sensitive groups</b> to experience health effects</li> <li><b>Some risk for the general population who are exposed to the sun and are active</b></li> <li>For those without air conditioning, <b>living spaces can become uncomfortable during the day</b>, but should cool below dangerous levels at night</li> </ul>	<ul style="list-style-type: none"> <li>Primarily heat sensitive or vulnerable groups, especially those without effective cooling or hydration, or those not acclimated to that level of heat (i.e. visitors)</li> <li>Some transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>Reduce time in the sun between 10 a.m. and 4 p.m.</li> <li>Stay hydrated</li> <li>Stay in a cool place during the heat of the day</li> <li>Move outdoor activities to cooler times of the day</li> <li>Open windows at night</li> </ul>
Red	3	<ul style="list-style-type: none"> <li><b>High Risk for much of the population who are 1) exposed to the sun and active or 2) are in a heat sensitive group, or 3) visiting a warmer climate and exposed to sun/heat</b></li> <li><b>Dangerous to anyone without proper hydration or adequate cooling</b></li> <li><b>Poor air quality</b> is possible</li> <li><b>Power interruptions</b> may occur as electrical demands increase</li> </ul>	<ul style="list-style-type: none"> <li>Much of the population, especially people who are heat sensitive and those without effective cooling or hydration</li> <li>Those exposed to the heat/sun at outdoor venues</li> <li>Transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>Try to avoid being outdoors in the sun between 10 a.m. and 4 p.m.</li> <li>Stay hydrated</li> <li>Stay in a cool place especially during the heat of the day</li> <li>If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans may not be adequate</li> <li>Cancel outdoor activities during the heat of the day</li> </ul>
Magenta a	4	<ul style="list-style-type: none"> <li>Very High Risk for entire population</li> <li>Very dangerous to anyone without proper hydration or adequate cooling</li> <li>This is a multi-day excessive heat event. A prolonged period of heat is dangerous for everyone not prepared</li> <li>Poor air quality is likely</li> <li>Power outages are increasingly likely as electrical demands may reach critical levels</li> </ul>	<ul style="list-style-type: none"> <li>Entire population is at risk</li> <li>For heat sensitive groups, especially people without effective cooling, this level of heat can be deadly</li> <li>Most transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>Avoid being outdoors in the sun between 10 a.m. and 4 p.m.</li> <li>Stay hydrated</li> <li>Stay in a cool place, including overnight</li> <li>If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans will not be adequate</li> <li>Cancel outdoor activities during the heat of the day</li> </ul>

## WHAT OTHER PROACTIVE STEPS CAN BE TAKEN?

Administrators, coaches, or other organizers should take measures to make sure participants **stay cool, stay hydrated, stay connected, and stay informed**. Make sure water is available during outdoor activities, including water activities. Encourage water consumption. Evaluate current conditions regularly and make appropriate adjustments – for example, postpone or reschedule practices whenever possible to be held early in the morning or late in the evening to avoid times when heat is generally more severe.

### *Closely monitor participants and ask these questions:*

- Are they drinking enough water?
- Do they have access to air conditioning?
- Do they need help keeping cool?
- Are they exhibiting signs and symptoms of heat-related illness (see further information below)?

### *Remind participants:*

- Getting too hot can make them sick.
- Limit their outdoor activity, especially midday when the sun is hottest.
- Pace their activity. Start activities slowly and pick up the pace gradually.
- Drink more water than usual and don't wait until they're thirsty to drink more. Muscle cramping may be an early sign of heat-related illness.
- Wear loose, lightweight, light-colored clothing.

### *Everyone should take these steps to prevent heat-related illnesses, injuries, and death during hot weather:*

- Stay in an air-conditioned indoor location as much as you can.
- Drink plenty of fluids even if you don't feel thirsty.
- Schedule outdoor activities carefully.
- Wear loose, lightweight, light-colored clothing and sunscreen.
- Pace yourself.
- Take cool showers or baths to cool down.
- Check on other participants or teammates and have someone do the same for you.
- Check the local news for health and safety updates.

## SIGNS AND SYMPTOMS OF HEAT RELATED ILLNESS (HRI)

- Muscle cramping
- Dizziness
- Headache
- Weakness
- Hot and wet or dry skin
- Flushed face
- Rapid heartbeat, low blood pressure
- Hyperventilation
- Vomiting, diarrhea
- Behavioral/cognitive changes (confusion, irritability, aggressiveness, hysteria, emotional instability, impaired judgement, inappropriate behavior)
- Drowsiness, loss of consciousness

- Staggering, disorientation
- Difficult speaking, slurred speech
- Seizures

These are signs of the most severe form of heat-related illness, heat stroke, which is life threatening and requires immediate attention, including cooling. Heat stroke symptoms include an elevated body temperature of 104°F or greater.

The California Interscholastic Federation provides a free “Heat Illness Prevention” training as well as web pages outlining the identification and treatment of heat exhaustion, heat stroke, heat syncope, exertional hyponatremia, and heat cramps. See: [Heat Illness - California Interscholastic Federation](#)

For more information on signs, symptoms, and how to treat heat-related illness, please see here: <https://www.cdc.gov/disasters/extremeheat/warning.html>

### TREATMENT OF EXERTIONAL HEAT STROKE<sup>4</sup>

Treatment must be provided immediately and includes:

- Removal of all equipment and excess clothing, cooling the athlete as quickly as possible within 30 minutes via whole body ice water immersion (place them in a tub with ice and water approximately 35–58°F).
- Stir water and add ice throughout cooling process.
- Maintain airway, breathing and circulation.
- After cooling has been initiated, activate emergency medical system by calling 911.
- Monitor vital signs such as core temperature, heart rate, respiratory rate, blood pressure, and Central Nervous System status.
- Cease cooling when core temperature reaches 101–102°F (38.3–38.9°C).

Exertional heat stroke has a high survival rate when **immediate cooling via cold water immersion or aggressive whole-body dousing in cold water** is initiated. Immediate means within 10 minutes of collapse.

### WHAT FACTORS INCREASE THE RISK OF HEAT RELATED ILLNESS (HRI)?

- **Students’ personal factors.** Age, obesity, fever, dehydration, heart disease<sup>5</sup>, mental illness, poor circulation, sunburn, and prescription drug and alcohol use all can play a role in whether a person can cool off enough in very hot weather.
- **Exertion level.** Even young and healthy people can get sick from the heat if they participate in strenuous<sup>6</sup> physical activities such as Physical Education during hot weather without [gradually acclimatizing](#) to hot conditions over a period of 1–2 weeks.
- **High humidity.** When the humidity is high, sweat won’t evaporate as quickly. Evaporation of sweat is the main way the body can cool itself.

\*The NWS defines “**heat sensitive groups**” as:

- the elderly and the very young;
- those on certain medications and/or those with preexisting conditions which make them more sensitive to heat;
- those working outdoors – especially new workers, temporary workers, or those returning to work after a week or more off;
- those exercising or doing strenuous activities outdoor during the heat of the day – especially those not used to the level of heat expected, those who are not drinking

- enough fluids, or those new to that type of activity;
- those without a reliable source of cooling and/or hydration;
- those not acclimated to the level of heat expected – especially those who are new to a much warmer climate.

## **REFERENCES / RESOURCES**

*Heat Stress (CDC National Institute for Occupational Safety and Health) Heat-Related Illness in Sports and Exercise (Nichols 2014)*

*Preventing and Treating Heat Illness in Young Athletes (Children’s Hospital of Colorado) MHSAA Heat and Humidity Policy*

*Wet Bulb Globe Temperature vs Heat Index (weather.gov)*

*Regional heat safety thresholds for athletics in the contiguous United States (uconn.edu)*

*Excessive Heat - School Disaster and Emergency Management (CA Dept of Education)*

*Tips for Preventing Heat-Related Illness | Natural Disasters and Severe Weather | CDC Cooling Centers | California Governor's Office of Emergency Management*

*Heat Illness - California Interscholastic Federation*

*(cifstate.org) Cal/OHSA / California Department of Industrial Relations (DIR):*

- *99Calor – Cal/OSHA will send any employer free materials: <http://99calor.org/english.html>*
- *Heat illness prevention page: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>*
- *DIR’s regulation: Heat Illness Prevention in Outdoor Places of Employment: <https://www.dir.ca.gov/Title8/3395.html>*

## **FURTHER READING:**

*Heat risk and young athletes — rising temperatures lead to lawsuits and environmental injustice (theconversation.com)*