



FREMONT UNION  
HIGH SCHOOL DISTRICT

# Athletic Coaches Handbook

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## **Athletic Program Introduction**

This handbook was prepared in an effort to establish guidelines to help those who are connected with the administration of any phase of the athletic program in the Fremont Union High School District. While the information presented is designed for the entire coaching staff, it is extremely vital to the "walk-on" personnel involved in our program. Every Coach on our campuses must be approved by the Athletic Director (AD), Principal and the District Office. The guidelines on the following pages are meant to enable all staff members to function with increased confidence and effectiveness.

The coach of an athletic team is primarily responsible for the compliance of his/her squad members to the rules, regulations, and policies governing athletics at his/her assigned school. Compliance is enhanced when athletes are informed of and understand the policies. All coaches are directly responsible to the Athletic Director at his/her school for the application of these rules and regulations.

The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. You have chosen an honorable profession and must be an example of honor and dignity for our student athletes. The FUHSD family is proud to be associated with all of you and ask that you join with us in dedicating ourselves to upholding the proud traditions of the schools in our district.

### **PURPOSE**

The interscholastic athletic programs of the Fremont Union High School District are an important part of the comprehensive educational program provided by the District. The athletic programs provide opportunities for students to grow physically, mentally and emotionally and promote the personal development of good citizenship and sportsmanship while meeting the district's mission of *educating capable, caring, contributing citizens for life*.

### **PHILOSOPHY**

Competitive co-curricular activities mean more than competition between individuals representing different schools. It is, rather, a means of learning a way of life which exemplifies the philosophy that hard work, drive, and determination bring eventual success. Good sportsmanship, both as a winner and a loser, and the concept of self-discipline and self-esteem are inherent parts of any student's participation.

Co-curricular activities are a part of the total education program and as such contribute to the development of desirable learning habits and outcomes in knowledge, skills, and emotional patterns.

Co-curricular activities are an integral part of school life. When carefully planned and operated, they:

- Extend and reinforce the instructional program.
- Give students practice in democratic self-government.
- Build student morale and promote positive support for the school.
- Provide wholesome social and recreational activities.
- Contribute to the enhancement of all segments of a multi-cultural student body.
- Promote cooperation and team work.
- Develop self-discipline and self-esteem.

### **Athletic Department (contact info)**

<b>Site</b>	<b>Main Office Phone Number</b>	<b>Athletic Director(s)</b>	<b>Site Administrator Direct Phone Number</b>
CHS	408-366-7300	James Gilmore	Yukari Salazar 408-366-7375
FHS	408-522-2400	Jason Townsend	Sydney Fernandez 408-522-2556
HHS	408-522-2500	Steven Lavelle	Steven Puccinelli 408-522-2511
LHS	408-366-7700	Jennifer Griffin	Brooke Chan 408-366-7707
MVHS	408-366-7600	Nick Bonacorsi	Mike White 408-366-7647

### **Sportsmanship and Code of Conduct**

#### ***District Board Policy***

Students who participate in the district's Extracurricular and Co-curricular activities are representatives of the school and the District therefore they are expected to model positive behaviors. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and advisors. Each student participant and his parent/guardian are required to read and agree to the district's Code of Conduct before participation in Extracurricular and Co-curricular activities.

The Board's policy and the Code of Conduct cover the following activities:

Athletics, band, instrumental and vocal music performances, drama productions, speech contests, all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for

cheerleading and drill team, mock trial, or any other activity where the student represents the Fremont Union High School District in a defined competition/ contest.

### **Expectations**

- Students will demonstrate cooperative attitudes and participate to personal capacity
- Students will demonstrate high standards of ethics and sportsmanship
- Students understand and strive to maintain academic excellence and participation eligibility

### **Eligibility for Participation**

To be eligible for participation, students must meet district academic and attendance requirements, as well as student conduct expectations.

### **Academic**

Students must adhere to district academic eligibility policies as outlined in BP/AR 6145 (see **Student/Player Expectations** section in this handbook for detailed policy). Failure to meet academic standards results in ineligibility until the re-establishing of academic eligibility the Monday following the posting of grades to students.

### **Attendance**

In order to participate in co-curricular activities, the student must be in attendance at school, meeting the requirements of minimum day, as defined by Education Code, on the day of the activity unless the absence is excused.

### **Student Conduct**

To maintain eligibility for participation in Fremont Union High School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

### **Loss of eligibility, due to poor student conduct, takes place when one or more of the following conditions occur:**

- Engaged in any school suspendable offenses (violations of Education Code 48900 et.al and Board Policy 5144.1)
- Involvement in cheating, gambling, accepting gratuities
- Engagement in disrespectful conduct including profanity, obscene gestures, offensive remarks of a sexual or slanderous nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals, the activity or the school community
- Demonstration of poor sportsmanship and/or retaliation against teammates, coach, staff, parents, members of others teams (including coaches)
- Use of any illegal substances including alcohol, tobacco and drugs
- Engagement in any school suspendable offense or criminal behavior.

### **Ineligibility**

Any student who fails to meet Student Conduct expectations during the period of the school year in which s/he participates in a school-sponsored activity is subject to a loss of eligibility. The loss of eligibility means:

- One-week suspension from competition/participation in all school sponsored activities from the date of suspension.
- Mandatory referral to counseling – Student Advocates or outside agencies/professionals
- Required administrative/coach-advisor/parent/student conference.
- Law enforcement contact if appropriate
- Additional sanctions will be imposed for subsequent violations of district disciplinary rules including possible removal from the sport/activity for the remainder of the year.
- An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
- Any student holding a leadership position (e.g. ASB, Class Officer, Spirit member, etc) that loses eligibility due to poor student conduct will be removed from their leadership position for the remainder of the academic year.

### **Coach/Advisor/Administration Sanctions**

The Administration, coach and/or advisor have the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies, team/activity rules and/or community laws. Examples of additional sanctions for ineligibility are but not limited to:

- While performing in an activity the student violates Education 48900 and/or BP5144 (*Discipline*), the coach/advisor may remove the student from the team; the reasoning supporting the coach/advisor's decision is: the student's action is detrimental to the reputation of the team and or to the need to maintain a harmonious environment for the other team members.
- While on a team sponsored activity away from school, the student's violates team/district rule for the trip, the student may be removed from the team: The coach/advisor views the action as detrimental to the team.

### **Additional Guidelines**

The school's interest and intent is to expect and support positive student behavior at all times and to discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Fremont Union High School District may result in the student's ineligibility for participation.

### **Appeals**

Student or the student's parent(s) or legal guardian may appeal the decision on eligibility by notifying the Principal in writing of the desire to appeal. By the conclusion of the third school day after an appeal has been filed, the Principal will issue a decision on the appeal of the alleged violation to the Code of Conduct. The student will not be allowed to participate in any contest during the appeal process.

### **Athletic Participation**

- **Risk Warning:** It is understood that the dangers and risks of playing or practicing to play/participate in the above sport/activity include, but are not limited to, serious neck and spinal injury which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, serious injury or impairment to other aspects of my body, general health and well-being, and death. It is understood that the dangers and risks of playing or practicing to play/participate in the above sport/activity may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.
  
- **Steroids:** The Governing Board recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every effort to ensure that students do not begin or continue the use of steroids or other performance enhancing supplements. The use and abuse of steroids is prohibited by student athletes.

The student athlete agrees that he/she shall not use steroids, unless the student has a written prescription for a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

### ***Santa Clara Valley Athletic League (SCVAL)***

- It is the duty of all concerned with high school athletics:
- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and host.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on a team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players.
- To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fans, community, state, or nation.

## ***California Interscholastic Federation/ Central Coast Section Code of Conduct for Interscholastic Coaches***

### *Preface*

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

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

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

- Integrity: model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- Honesty: don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- Reliability: fulfill commitments; I will do what I say I will do; be on time.
- Loyalty: be loyal to my school and team; put the team above personal glory.

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

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

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

***RESPECT*** — Treat all people with respect all the time and require the same of student-athletes

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

Taunting — Do not engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Access** — Help make your sport accessible to all diverse communities.

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

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

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

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

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

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

## **Expectations and Tips for Coaching Staff**

**Professionalism:** 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, nor should a coach talk 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.

**Accountability:** As a coach, you are responsible not only for yourself but also for your players and their actions. Coaches report directly to the ADs and to the Site Administration. If you have a problem or need help with something, contact an Athletic Director. If further steps are needed, then contact a Site 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.

**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 to ASB. 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**.

**Coaching Certifications:** Please see the Employment and Athletic Coaching Certification section of this handbook for a detailed list of items that must be submitted to the District Office. **Head coaches are responsible for making sure their coaching staff is adequately certified.**

**Official Rosters:** After tryouts, coaches must submit an official roster to the ADs electronically.

**Game Excusals:** Many times athletes need to be released early from class to have time to change into their uniforms and get to their games. When students need to be excused early from school, coaches **must** work with the Athletic Director. For early dismissal from class, please check with AD regarding specific policies and/or procedures.

**Athletic Trainer:** An athletic trainer is on campus to help athletes with injuries. Generally, the athletic trainer works a specific schedule (different for each high school); please obtain the athletic trainer's work schedule from the AD at your school. Coaches should email the trainer their practice and game schedules. Each coach needs to visit the trainer to get a first aid kit to take to the games.

**League meetings:** The SCVAL holds pre-season and post-season meetings for each sport where new rules, league realignment, All-league honors and CCS issues are discussed. Both of these meetings must be attended by the head coach.

**Fundraising:** Any, and all, fundraisers need to be approved by school administration and school ASB. Please obtain the proper fundraiser form, complete it and submit it to the ASB technician. There are strict rules regarding selling certain foods at schools – make sure you go through the appropriate channels of ASB before starting a fundraiser.

**Team Pictures:** Please see the AD to help facilitate or get information regarding team pictures.

**Budgets:** Varsity coaches (along with ADs) monitor and/or manage team account. No expenditures can happen until an AD has approved the expense. Details can be discussed at coaches meeting(s).

**Schedules:** Varsity coaches are responsible for creating the schedules for Varsity and JV or Frosh/Soph. Coaches need to adhere to CCS rules on game limitations (please see: <http://www.cifccs.org/index,%20homepage.html>). Schedules must be submitted to the ADs, the athletic trainer and others upon request.

**Team Selection:**

- **Tryout Period** - All Athletes are given five days to tryout. This is a SCVAL rule. After five days you can make selections for your team. If a student is participating in another sport during try-outs, they are also guaranteed a five day tryout when they arrive.
- **Handling Cuts** - Please handle this decision with respect to the athletes who do not make the team. While there is no exact rule on how to do this, most coaches post the names of the athletes who make the team and encourage athletes who do not to meet with the coach to see what areas they need to improve. Telling an athlete they did not make the team can be quite heartbreaking for that athlete and how you handle it can play a big part in the development of the student athlete.
- **Varsity or FS/JV (SITE SPECIFIC: consult with AD at your site for guidance.)** - If you have an athlete who age wise would most likely be on the FS/JV team (9th or 10th grade), but you think they are good enough to play varsity, the rule of thumb is that an athlete who age wise fits in with FS/JV should play at least 50% of the time for the varsity squad to justify their positioning on that roster. If they are not going to play that much they should stay on the FS/JV team. As a rule of thumb, the coach should have a conversation with the AD, parent and the athlete.
- **The Role of Your FS/JV Team (SITE SPECIFIC: consult with AD at your site for guidance.)** - If you are a varsity coach, it is required that you have an active role with your FS/JV program. If you are a FS/JV coach, it is expected that you will work with the head varsity coach. A successful program has to have cooperation between both teams. As a varsity coach you need to support your FS/JV coach and his/her athletes because they are your future.

**Bylaws:** Bylaws for each sport can be found on the SCVAL website (<http://www.scval.com/bylaws.html>). Be sure to download the Bylaws for the sport you are coaching and become familiar with all league rules. The CIF-CCS Bylaws can be found on the following website: <http://cifstate.org/index.php/governance>.

**Keys and Security:** Talk with the AD for key check out process. All keys must be returned at the end of the sport season. Please be aware that all schools are secured by Sonitrol alarm system, while school is not in session. To have access to facilities while school is not in session, you must speak with your AD. **IMPORTANT:** keys should not be given to students. **BE SURE TO RE-SECURE/LOCK THE BUILDINGS AFTER USE.**

**Facility Use:** The use of any school facilities outside of regular practice/game time may require the use of a facilities permit (can be obtained in the ASB Office). The main use of our facilities is for our high school teams/students. Use of the facilities for any other purpose requires application for a valid facilities permit, per District Policy. The High School facilities are not to be used for activities that fall outside of a High School event. For example, a coach cannot use the gym for a private lesson with his/her private clients. Any use of the facility beyond games or normal practice hours must be approved in advance by the Athletic Director and the District.

- Gym - There should be absolutely no food or drinks or hard shoes permitted on the floor. The Coach should be the last person out and ensure lights are off and doors are locked.
- Athletic Weight Room - Athletes must be supervised at all times, there are no exceptions. If a coach would like to use the weight room with his/her team, you must set up days and times with the Athletic Director (to ensure supervision is provided for athletes). Teams will be responsible for putting all weights and weight room equipment back properly.
- Athletic Fields - The athletic fields must be maintained. By using a little common sense this can be accomplished fairly easy. Coaches need to organize their practices, vary their drills, and use all of their assigned field space and not stay in one area every practice. On days that it rains our fields will likely be shut down so please have a Rain Day Plan.
- Athletic Film/Class Room – talk with your AD about the availability of a classroom to be used for Film Class at your high school.
- Locker Rooms - All athletes are to use the locker room to change and store personal belongings. Please do not tolerate athletes changing on the field, on the pool deck or in the gymnasium.

**Grades for Athletics:** Your athletes are eligible to get academic credits for participating in sports. The athlete needs to sign-up for the class before they begin their season. Athletes are either seeking PE credit or elective credit. Athletes will receive a “Pass” or “No Credit” grade. Letter grades will no longer be issued. Because some athletes are receiving academic credit for participating, it is crucial that the athletic directors be informed of any athletes who stop coming to practices/games, miss practices/games, are injured or have some other reason they should either not be receiving full credit, or any credit whatsoever.

**Websites:** If you would like a webpage on our school’s website, contact the athletic director. The website is very user-friendly and can be used to post schedules, game results, pictures, and much more. If you have your own website for your team and would like to link it to the school’s Athletics page, you will also need to contact your athletic director.

**End of Season Event:** All coaches are expected to hold an “end of season” event (e.g. Post Season “Sports Night”/“Awards Night”). Athletes and coaches are expected to attend and parents are invited. Coaches are expected to speak about the season/players.

**Coach/Team Mail:** Please check with your AD where your mail box is located and be sure to check your mail box frequently.

## **Student/Player Expectations**

**Academic Eligibility:** All 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 ADs so that games do not have to be forfeited. Below are the requirements:

- Athletes must pass 5 classes and maintain a 2.0 GPA to stay eligible for competition.
- ADs will determine the eligibility of athletes on your roster at the beginning of each season and whenever new grade reports are released.
  - Each season has 2-3 grading periods between 5-7 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 freshmen enter school on academic probation.
- Seniors have an exception – seniors may pass 4 classes and get a 2.0 to be eligible.

**Physical Eligibility:** All student athletes must submit the proper paperwork to be physically eligible to PLAY OR PRACTICE. Athletes CANNOT practice until the following are completed (all downloadable on school website):

- “Pre-participation screening” form (also known as physical – make sure each is signed by doctor AND parent)
- Parent Waiver form
- Code of Conduct
- Steroid form
- Concussion form
- Athlete Insurance information (***Athletes may purchase school insurance through the Main Office if they do not have their own insurance.***) IMPORTANT NOTE: Be sure to make a copy of each athlete’s insurance form and keep that copy with you at all times.

**Responsibility:** Whether teams win or lose, it is important that athletes learn responsibility. Athletes are expected to be at all practices and games unless they have cleared an absence first with a coach. 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.

**Transfer students:** COACHES need to identify these new students AS SOON AS POSSIBLE! Send the new student immediately to an Athletic Director. The ADs will

decide what the appropriate paperwork is and get the process started. CCS paperwork takes a long time to process! Paperwork will be slow. Be proactive in identifying your athletes. Failure to do so can result in forfeiture of contests. **Very important: Transfer student/athlete may not participate in contests until CCS has ruled on residence eligibility.**

## **Transportation and Trips**

The Fremont Union High School District does not have District-wide transportation services. Transportation to activities is the responsibility of the student and parents unless otherwise provided by the school. Fremont Union High School District staff cannot participate in transportation of student athletes. Talk with your AD about transportation and liability issues.

***Overnight Trip Request:*** Any trip that requires an overnight stay by students must be approved by the administration in advance. The Coach must fill out the “Request for Field Trip Approval” and “Parent/Guardian Field Trip Permission and Medical Authorization (Minor)” forms. This package needs to be completed and submitted, at least, 3 weeks before the departure date. The Principal must get District Approval for the trip. Once it has been approved, the Principal will have a meeting with everyone who will be going on the trip.

[m1]

## **Parent Involvement Guidelines**

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

***Parent Limits:*** Be very careful to avoid showing favoritism towards specific parents. It is critical that you are equal with all parents. Parents have the right to ask a question about practice schedules, how playing time is decided and what could their child do to improve. If you have parents who are exceeding their roles, please contact the Athletic Director for assistance.

***Parent Complaints:*** Please inform the Athletic Director of any parent complaints (the ADs will do the same for you). Coaches are expected to handle complaints in a mature fashion and listen to what the person has to say. However, do not feel that you are alone in this. If you ever feel the situation warrants intervention from an AD or Site Administrator, please contact an AD immediately.

***Communication with Parents:*** Every year, there are misunderstandings between parents and coaches concerning a variety of issues. In order to minimize these problems, it is recommended that you send home a letter each season to all the parents of the participants on your team. This letter should contain the following information:

- Your contact information (such as your email address and/or home/business phone number).
- Practice schedules – days and times, as well as where those practices are to be held.
- Game Schedules and the school's athletics/team web site so they can go to it if a game has been cancelled.
- Criteria for being selected to play on your team.
- Team Rules and consequences for violating those rules.
- Eligibility requirements as set forth by CIF, our league, and FUHSD.
- Physical exam, Insurance and drug policy requirements.

## **Coach Evaluation**

The main focus of the evaluation is to help coaches with positive feedback. The ADs reserve the right to evaluate any coach. A coach can be asked to leave with, or without, a formal evaluation.

## **Employment and Athletic Coaching Certification**

Employment as a coach in the Fremont Union High School District is classified as a short term temporary contract employee. The following actions and/or documents will need to be completed, or acknowledged, before employment and pay for services can commence are as follows:

- Meeting with Athletic Director (and Principal at the High School where you will be coaching)
- Voluntary Employee/Applicant Identification Form
- New Employee Data Input Form
- Completed Athletic Coach Application
- Oath of Allegiance
- Affidavit of Designation to Receive Warrants
- Child Abuse Reporting Requirements (As of July 1, 2015, paid coaches will also need to complete an online training on Mandated Reporter guidelines. After the coach has been hired, FUHSD Human Resources Department will provide more information for this online training.)
- W4 (for appropriate year)
- Form I-9 – Employment Eligibility Verification
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- APPLE Eligibility Questionnaire
- Workers Compensation Pre-Designation
- Workers Compensation Rights Notification

***Athletic Coaching Certification:*** Please take note of the following guidelines that will pertain to all coaches.

1. **Paid Coaches** must have all of the following cleared by the first day of practice:
  - a. Fingerprints
  - b. TB
  - c. CPR
  - d. First Aid
  - e. Basic Water safety (for aquatic/water-sport coaches)
  - f. National ASEP certification (online course; see notes regarding NFHS, below)
  - g. Concussion awareness training (online course)
  - h. Sudden Cardiac Arrest training (online course)
  - i. Mandated Reporter training (online course)

➤ ASEP certification online via the NFHS Learning Center website:  
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000>.  
Please click on “[Sign In](#)”. Once you are redirected, please register by clicking on the "Register Now" button in the dark blue box, located on the upper right-hand side of the page. Coaches and **ALL Volunteers** hired after January 1, 2009 must contact Melissa Duran at the District Office to receive information on how to complete the online ASEP certification course.
2. **Volunteers** must have:
  - a. Fingerprints
  - b. TB
  - c. National ASEP certification (see notes regarding NFHS, above)
  - d. Concussion awareness training
  - e. Sudden Cardiac Arrest training
    - Volunteers cannot coach or be around student-athletes without the presence of a paid coach.
    - Volunteers must be introduced to and approved by site representatives (i.e., Athletic Directors).
3. **Coaches & volunteers** shall have a Coach/Volunteer Approval Form (signed by an AD and an administrator) on file at the district office. The Coach/Volunteer Approval form can be found on the following FUHSD website: <http://www.fuhsd.org/coaches>

**\*\*\*IMPORTANT NOTE:** All coaches who do not have their certifications up to date with the District will be considered volunteers, will not receive a stipend and cannot be in the presence of student-athletes without a fully certified, paid coach present.\*\*\*

**Questions regarding certification?**

District Office Contact—Melissa Duran (Human Resources)

Email: [melissa\\_duran@fuhsd.org](mailto:melissa_duran@fuhsd.org)

Phone: 408-522-2225; Fax: 408-245-8548

**Paychecks:** Coaches on the payroll will be paid once at the end of the season after all equipment and keys are checked in. Checks can be picked up at the school site. The coach must provide a list of athletes who need to be billed for unreturned items. The Athletic Director will contact you once you are cleared and then you can make arrangements to pick up your check. As long as you are a cleared coach and have turned in school property (equipment and/or keys), if you do not pick up your check, you can make arrangements to have your paycheck mailed to the address provided to HR.

**Pay Dates for Athletic Coaches:** Athletic coaches are paid once after the end of the season (i.e., Fall, Winter, Spring). Per the Santa Clara County Office of Education pay roll regulations, Coach Pay Roll occurs on the 10<sup>th</sup> of the month (following the sport season). However, if the 10<sup>th</sup> of the month falls on a weekend, the coach paychecks are always processed the Friday before the 10<sup>th</sup>. For example, if December 10<sup>th</sup> is a Sunday, the coach paychecks will be available the Friday before. The pay dates for FUHSD Athletic Coaches are as follows:

Season	Pay Date
Fall	December 10 <sup>th</sup>
Winter	March 10 <sup>th</sup>
Spring	June 10 <sup>th</sup>