

ESPARTO HIGH SCHOOL

Home of the Spartans

COACHES' HANDBOOK

**A Guide to a Successful Experience
2009-2010**

"Spartan Pride...Believe It!"

INTRODUCTION

This book is prepared to establish guidelines for those who have responsibilities with the administration of any phase of the athletic program at Esparto High School. While the information presented is designed for the entire coaching staff, it is extremely vital to the “walk-on” personnel. The guidelines on the following pages are meant to enable all staff to function with confidence in their various areas of responsibility.

The coach of an athletic team is primarily responsible for the compliance of their team(s) members to the policies governing athletics at Esparto High School. Such compliance is enhanced when team members are informed and understand the policies. All coaches are directly responsible to the Athletic Director for the application of these rules and regulations.

You have chosen an honorable profession and must be an example of honor and dignity for the student-athlete. I ask that we all dedicate ourselves to upholding the proud tradition of Esparto High School Athletics.

EHS PHILOSOPHY OF HIGH SCHOOL ATHLETICS

The athletic program of Esparto High School will be a dynamic integral part of the whole educational experience. At all times, the athletic program will be conducted in a way that is complementary and supportive of the academic program. In addition, it will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It will assist in developing habits, attitudes, and ideals necessary for the ethical competition and cooperation in our society. The balance between cooperation and competition are fostered by a well-conducted athletic program under competent leadership. Furthermore, the athletic program will provide our students with life-long lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, responsibility, and leadership skills.

Interscholastic athletics should be enjoyable with the purpose of benefiting students rather than the institution. Winning to the detriment of an athlete will not be a part of anyone’s philosophy. A wide variety of wholesome activities will be available and tailored to the physical, mental, and emotional maturity level of the participants. The best possible staff and facilities available should be a concern to those in charge of programs servicing our youth. Students should be encouraged to explore a particular sport of his/her interest regardless of ability level.

Sportsmanship will be the top priority of interscholastic athletics. Commitment to fair play, integrity, and a genuine empathy for others must be taught and practiced if we are to make a difference. Athletics should assist in the development of fellowship and good will, and encourage the qualities of good citizenship. It plays an important role in developing a healthy self-image as well as a healthy body. Athletics also contribute to school/community spirit and pride.

Interscholastic athletics is a voluntary program. Thus, participation is a privilege and not a right. Along with that privilege comes the responsibility to conform to standards established for the high school athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with the rules.

In order to provide the greatest benefit to participants, Esparto High School will provide adult role models who exemplify the kind of behavior and leadership to be developed from the program.

The ultimate goal of high school athletics should be to foster the value of participation without overemphasizing the importance of winning and to improve positive citizenship traits among the program's participants. The program will constantly strive to develop well-rounded individuals capable of taking their place in society.

SPORTSMANSHIP

As the people out front, coaches have a unique opportunity to impact the future of athletics. Many of you are aware that in the past, CIF has reported violence associated with player vs. player, player vs. official, coach vs. coach, coach vs. official, spectator vs. spectator, spectator vs. official, etc. Thus, before it happens here,

I am asking each of you to make sportsmanship a personal goal for yourself and your players.

No contest's outcome is worth an ugly incident due to some spur-of-the-moment action. I realize that in spite of all our efforts, an incident may occur. But if we have not practiced sportsmanship with our players and ourselves, we must shoulder the blame of the action. We can create an environment that is conducive to a higher goal than a win-at-all-costs environment. If we are successful in this, we will have attained a more lasting mark than any championship could bring.

Coach and Play With Class **STATEMENT OF GOALS**

The primary goals of the athletic programs at Esparto High School are as follows:

1. To provide an athletic program that meets the expressed needs, interest, and abilities of the students, consistent with available facilities, equipment, and quality staff.
2. To provide an athletic program which will satisfy both the competitive needs, as well as recreational needs of the students.
3. To provide equal opportunity for all students.
4. To provide an athletic program which will promote physical well-being and desirable attitudes in leadership and sportsmanship, for both the participants and spectators.
5. To provide an athletic program which is an integral part of the educational program.

OBJECTIVES OF PARTICIPANTS

1. To develop knowledge and appreciation for the sport.
2. To develop proper conditioning for the sport.
3. To formulate desirable health habits.
4. To teach basic sport skills.
5. To develop in skills and ability to the greatest possible capacity without sacrificing personal safety.
6. To expose players to a variety of social situations which enable them to develop sportsmanship, team cooperation, group loyalty, courtesy, and self-control.
7. To understand, appreciate and accept the risks of participation, and protect themselves against those risks to the greatest degree possible.
8. To stimulate a desire to uphold scholastic standards.
9. To represent the school and community in a wholesome manner

ETHICS IN SPORTS

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game and to stress the values derived from playing the game fairly.
3. To show cordial courtesy to visiting teams and to establish a friendly relationship between visitors and hosts.
4. To respect the integrity and judgment of sports officials.
5. To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
6. To encourage leadership, use of initiative, and good judgment by the players on a team.
7. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.
8. An athletic contest is not a matter of life or death for a player, coach, school fan or community.

CALIFORNIA INTERSCHOLASTIC FEDERATION

Esparto High School is a member of the California Interscholastic Federation. The purpose of this organization is:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition.

2. To cultivate more cordial and friendly relations among schools through ethical standards of sportsmanship.
3. To promote the acceptance of the CIF's Cardinal Principles and Code of Ethics.
4. To promote equal opportunities for all youth regardless of race, religion, sex, or national origin.

FAILURE TO FOLLOW THE SPIRIT AND INTENT OF C.I.F. RULES AND REGULATIONS MAY RESULT IN THE FOLLOWING PENALTIES FOR YOUR ATHLETES AND YOUR SCHOOL.

- A. Forfeiture of all league games and championships.
- B. Elimination of your school from playoffs for the particular sport.

Mid Valley LEAGUE

Esparto High School is a member of The *Mid Valley League, Sacramento Valley League.* The management of this conference is handled by the Mid Valley Commissioner, Principals and Athletic Directors, of the member schools. Each school, in turn, serves a term as the league representative to the Northern Section CIF Board of Managers.

As a member of the Pioneer Valley League, we are also responsible for following the Constitution, By-Laws, and Sport regulations as established by the Board of Managers of the these leagues. The *Mid Valley League, Sacramento Valley League* Constitutions and Sport Regulations are continually being revised and up-dated. If there are problems with the Constitution, By-Laws, or Sport Regulations, it is imperative that the coaches, through their League Representative, inform the Athletic Director so that the problem may be addressed.

SPORTSMANSHIP PREAMBLE

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches, and spectators. To that end, the CIF Federated council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

DEFINITION

A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

- A. The following are expected to be role models demonstrating sportsmanship at all times:**
1. principal/administrative staff
 2. athletic directors
 3. coaches, players and cheerleaders
 4. faculty members
 5. booster club members
 6. band director
- B. Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.**
- C. The conduct of coaches, players and cheerleaders generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.**
- D. The following behavior is unacceptable at all CIF high school contests:**
1. berating your opponent's school or mascot
 2. berating opposing players
 3. obscene cheers or gestures
 4. negative signs
 5. noise makers
 6. complaining about officials' calls (verbal or gestures)
- E. The following action plans are recommended:**
1. A script should be provided to the announcer including:
 - a. welcome
 - b. sportsmanlike expectations
 - c. acknowledgment and introduction of the game officials
NOTE: There should be a short statement endorsing the officials as neutral persons who have been certified as officials by the NCOA.
 - d. introduction of players
 - e. sponsorship recognition
 2. Include the CIF Code of Ethics in the game programs.
 3. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF contests.
 - a. This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.

- b. Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
 - c. Contact the principal or administrator-in-charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.
4. It is the responsibility of the administration of each participating school to designate an administrative representative:
- a. who will check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest.
 - b. enforce the highest standards of sportsmanship within his/her own student body.
 - c. Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

EXPECTATIONS OF COACHES

ROLE MODELING

Because coaches' lives are open to public scrutiny, coaches should use good judgment in conducting their private and public lives.

Because impressionable youths many times imitate the actions of their coaches, these coaches should model exemplary behavior on and off the field, and encourage their athletes to do the same.

Coaches should instill in the athletes that they are all representing not only their school, but also their families and community as well.

PROFESSIONALISM

Coaches' behavior on and off the field should exemplify leadership, composure, discipline and integrity.

Coaches should use caution and common sense in any physical contact with their athletes.

Coaches should allow every student a fair and equal opportunity to try out for the team without prejudice based on prior experiences. Coaches should not exert undue influence on athletes either to play one sport at the expense of another or to play on a club team.

COMMUNICATION WITH ATHLETES

Coaches should communicate in a positive manner even when correcting or criticizing an athlete.

Coaches should emphasize team loyalty and effort, stressing the value of each individual's contribution toward the success of the team.

Coaches should assist students in setting realistic goals, then achieving them, one at a time.

Coaches should help each athlete achieve his/her own best potential.

COMMUNICATION WITH PARENTS

Coaches should have a parent meeting prior to the season:

- A. Introduction of staff / responsibilities
- B. Philosophy and Goals
- C. Highlight of upcoming season
- D. Expectations of athletes and parents
- E. Criteria for making the team
- F. Season calendar of events
- G. Practice and games schedules
- H. Playing Time
- I. Support of team / program
- J. Grades and eligibility
- K. Sportsmanship and representation of our school and your program
- L. Respect of officials
- M. Transfer students
- N. Care of equipment and timely return at season's end
- O. Elect Parent Rep. For the Booster Club
- P. Questions

To discuss with parents the various roles they might play in assisting in their student's success.

Coaches should be open and available to discuss a student's progress with his/her parent.

TEACHING SKILLS AND CONDITIONING

Coaches should be knowledgeable and well trained in the teaching the skill of their sport.

Coaches should physically condition their athletes before each season and teach techniques that enhance an athlete's safety as well as that of an opponent.

Coaches should stress the necessity of athletes to be in their best physical condition as a responsibility to themselves as well as to their team.

PRIORITIES OF LIFE

Coaches should remember that athletics are only part of a student's life and must be kept in a realistic balance with the demands of academics and one's family.

Coaches should teach the athletes to win with a sense of accomplishment and with humility and to lose without excuses.

CREATING A SUCCESSFUL ENVIRONMENT

Coaches should prepare themselves as students of the game.

Coaches should be positive and enthusiastic.

Coaches should develop a program that will attract students to the sport.

Coaches should make the sport competitively fun.

COACHES' CODE OF ETHICS

According to Section 5596 of Title V, California Administrative Code, any person employed to supervise or provide instructional services in interscholastic athletic programs and/or activities shall adhere to the following Code of Ethical Conduct:

- 1. Show respect for players, officials and other coaches.**
- 2. Respect the integrity and judgment of game officials.**
- 3. Establish and model fair play, sportsmanship and proper conduct.**
- 4. Establish player safety and welfare as the highest priority.**
- 5. Provide proper supervision of students at all times.**
- 6. Use discretion when providing constructive criticism and reprimanding players.**
- 7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.**
- 8. Properly instruct players in the safe use of equipment.**
- 9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at a public or private post-secondary educational institution.**
- 10. Avoid exerting influence on pupils to take lighter academic courses in order to be eligible to participate in athletics.**
- 11. Denounce the use of non-prescriptive drugs, anabolic steroids or substances to increase physical development or performance that are not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.**
- 12. Educate athletes on the harmful effects of non-prescription drugs, anabolic steroids or any substance that may be used to increase the physical development or performance that are not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.**
- 13. Avoid recruitment of athletes from other schools.**
- 14. Follow the rules of behavior and the procedures for crowd control as established by the Board of Education and the league in which each school in the district participates.**

CONDUCT OF THE COACH

The conduct of the coach, in the view of spectators and players, is the single most important factor in crowd control. If they cannot exercise emotional control under stress, then they cannot expect it from the immature students on the team or from the spectators in the stands.

STAFF GUIDELINES

1. Coaching assignments shall be made by the Principal on a year-to-year basis. The Athletic Director will advise the Principal on the selection of staff.
2. All coaches, paid or unpaid, must be approved by the Athletic Director and Principal and must be certified.
3. Each coach is responsible for knowing and understanding the athletic policies.
4. Coaches are to demand that their squad members conduct themselves as ladies/gentlemen at all times.
5. Coaches are responsible for the conduct of their squad members during practice, at games, and on trips.
6. All coaches shall help promote team moral and spirit.
7. Coaches should cooperate with fellow staff members, supporting each other in an ethical manner.
8. Coaches should be punctual for all practice sessions and contests and are to be dressed appropriately.
9. All coaching activities are to be organized and supervised by the staff so as to insure student safety. No horseplay is to be tolerated at any time.
10. Purchasing of most team clothing or equipment shall be approved by the Athletic Director .
11. Each coach is responsible to instruct the team concerning athletic policies.
12. A coach will not permit:
 - A. A student to practice or participate on a team against administrative approval.
 - B. Athletes to participate when they choose to use non-school transportation to an athletic contest without prior approval from the Athletic Director.

C. Athletes to use non-school transportation to leave an athletic contest without having the parent/guardian sign out their student.

D. An athlete to practice, if he/she did not attend 50% of their classes that day. The Athletic Director or Assistant Principal may allow exceptions.

13. Profanity is not to be used by coaches and/or team members.

14. The coach will assume the responsibility of caring for and reporting injuries. Reports are to be filed with the Athletic Director.

15. Each coach is responsible for supervising the locker room at the beginning and end of practices. At no time is the locker room to be left unsupervised.

16. Each coach will present an updated team roster to the Athletic Director.

17. Coaches' philosophies and procedures should follow the spirit, as well as, the letter of School, District, Leagues, and CIF regulations.

18. Coaches shall be compensated at a rate to be determined by the School Board.

19. Varsity head coaches shall have the overall responsibility of all teams of that sport in respect to philosophy, systems, equipment, and placement of players.

20. The coach is expected to use good judgment in all activities.

21. Each coach is responsible to see that squad members take proper care of equipment and facilities.

22. Each coach has the obligation to respect every sport and to encourage students toward full participation. At no time should any student be encouraged to forego one sport in favor of another except at his/her own discretion.

23. Be certain that all team members have a Clearance Release Card and that the coach has these with them at all times.

24. Thoroughly explain eligibility requirements to all squad members. It is also imperative that all coaches review team rules and the consequences for violations with all team members prior to the beginning of the season. If a violation occurs, make sure to discuss it with the athlete. Do not assume he/she knows the procedures and consequences.

25. Always be aware of the tremendous influence a coach has on young people.

26. A coach's job is to teach and lead people, not to pamper them.

27. Understand that in order to conduct a successful interscholastic athletic program, it is necessary to have the service of qualified game officials. Unfortunately, there are simply not enough highly

qualified officials available to handle all the important games played at peak periods. On some games there will be officials who have limited experience in handling important games where tense situations develop. *Harassment by coaches or players will not help this situation.*

If a coach is dissatisfied with an official's performance, he should not seek out the official after the game. In most cases, a rating card is provided where by the official's work can be evaluated. If the official's work was particularly poor, the coach should send his criticism in writing to the Athletic Director. This procedure may eliminate confrontations between coaches and officials which could lead to a serious problem.

28. **Keep his substitutes on the bench and not permit a member of his squad to engage in unsportsmanlike conduct.**
29. **Set an example of good sportsmanship for players and spectators.**
30. **Never publicly criticize other coaches or officials.**
31. **Control his/her emotions and eliminate any show of outraged discontent over an official's call.**
32. **Contact officials for interpretations only during periods allowed by the rules.**
33. **There will be at least one coach with the team at all times.**
34. **Discipline will be the same for all - substitute or starter.**
35. **Winning is important and fun, but it is not everything! Ethics, fair play, sportsmanship, and discipline also count.**
36. **An assistant coach backs up the head coach at all times as players are concerned. If you think he is wrong, discuss it in private.**
37. **Coaching is not your only job, you are a teacher first. Care of equipment and facilities are also part of your responsibility.**
38. **Know how to recognize actual or potential hazards related to facilities, equipment, supervision and conduct of athletes and implement effective measures to reduce the risk of injury from such hazards.**
39. **Know all details of emergency plan as it relates to any situation in which they will be coaching or supervising and how to implement that plan in all those situations.**
40. **Be aware of what constitutes reasonable care (as required to avoid claims of negligence) in each aspect of performing their duties.**
41. **Submit travel rosters to attendance office prior to each departure - No Exceptions.**
42. **With the assistance of the Athletic Trainer, acquire, maintain and keep a First Aid Kit at all times.**

HEAD COACH RESPONSIBILITIES

Conducting a parent meeting to discuss philosophy, rules, regulations.

- 1. All head varsity coaches shall carefully supervise all of their respective teams, including lower level teams.**
- 2. All head varsity coaches are responsible for informing their staff at all levels of the current rules and regulations.**
- 3. All head coaches will assist the Athletic Director in:**
 - A. Placement of personnel.**
 - B. Budgeting.**
 - C. Scheduling.**
 - D. Transportation.**
 - E. Awards.**
 - F. CIF and League advisory meetings.**
 - G. Care, maintenance, and preparation of athletic facilities for practice and games.**
- 4. All head coaches are responsible for:**
 - A. Inventory of equipment.**
 - B. Issuing and receiving equipment.**
 - C. Submitting equipment needs to the Athletic Director.**
 - D. Care and maintenance of equipment.**
 - E. Care and prevention of injuries.**
- 5. All head coaches will submit a team roster to the Athletic Director and front office one week in advance of the first scrimmage/contest to check eligibility and if the team needs to be excused early from classes. The front office will then notify the teaching staff through the daily bulletin or all staff email.**
- 6. Instruct all assistant coaches of their responsibilities.**
- 7. Double check new equipment and notify the Athletic Director.**
- 8. Recruit student managers and instruct them of their duties.**
- 9. Be responsible to the Athletic Director and Principal for the total conduct of the sport.**
- 10. Organize, oversee, and conduct all practice sessions. Cooperate with other coaches whenever facilities must be shared. Fill out the necessary paperwork for facility use form found in the Athletic office.**
- 11. Confirm clearance on all athletes in program.**
- 12. See that all players and team personnel have a way home after the squad has returned from a road trip.**

13. See that all squad members understand training rules set up by the district, School, and team. Instruct squad members on proper use and care of equipment.
14. Assure that no athlete returns to activity following illness or injury without proper medical clearance.
15. Report all training rule violations to the Athletic Director.
16. See to it that the locker rooms are properly supervised at all times especially before and after practice.
17. Make sure that injuries are cared for in a professional manner including the notification of the player's parents. Complete an Incident Injury Report, found in the Health Office, the next day.
18. Work out details of out-of-town trips with the Athletic Director.
19. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose.
20. Keep such statistics as are necessary for school records.
21. Assure that no athlete participates without proof of proper pre-participation screening and informed consent from parent(s).
22. Develop criteria for earning awards in his/her sport and notify players of the teams' criteria.
23. Make sure squad is well groomed, dressed appropriately and represents the school properly on road trips.
24. Complete and return any required forms to the Athletic Director. Keep the Athletic Director informed.
25. Properly securing doors, turning off lights, heaters, and air conditioners during hours/days when no custodial staff is on duty.

ASSISTANT COACH RESPONSIBILITIES

1. Assistant coaches are assigned by the head coach, with the approval of the Athletic Director and Principal.
2. Carry out the program planned by the head coach, to be whatever assistance is required, and to perform delegated duties set forth by the head coach.
3. Follow all school policies.
4. Assist in preparing facilities. Assist in supervision.

5. Help issue equipment, check in equipment, and take inventory.
6. When an assistant coach is in charge of the team, the responsibilities of the head coach will then apply to him/her. Remain loyal to head coach and program.
- 7.

PRE/POST SEASON REQUIREMENTS

A. PRE-SEASON

1. Coaches must have proof students have been cleared by the Athletic Office. Clearance includes a pre-participation physical form, proof of insurance/risk warning form, handbook acknowledgement form and academic eligibility. Student athletes are given a Clearance Pass when all requirements have been met.
2. Coaches must submit a list to the Athletic Office of athletes present at the first day of practice. Final rosters must be submitted 1 week prior to first contest. Coaches must update their rosters within 48 hours of changes.
3. Each coach will abide by and instruct all student athletes according to the Athletic Codes and rules of the contests as established by Esparto High School, the Pioneer Valley League, the Mid Valley League, the Sacramento Valley League, the California Interscholastic Federation and the National Federation.
4. Coaches will issue uniforms and equipment and keep records of all issues. Coaches will advise student athletes of the return procedure.

B. POST-SEASON

1. Each coach is responsible for collection clean uniforms and issued equipment
2. After collecting all athletic uniforms and equipment, each coach will fill out a lost or damaged equipment report. This should be submitted to the Athletic Director.
3. Each varsity head coach will submit an inventory of all equipment, uniforms and supplies to the Athletic Director. The varsity head coach is also responsible for the freshman and junior varsity teams.
4. Each coach will turn in a completed awards form at least two weeks prior to scheduled banquet. The coach is responsible for planning the Awards Banquet. Date, time and place will be submitted to the Athletic Department when awards form is submitted.
5. Each varsity head coach will submit a proposed list of needs (budget) for the next season to the Athletic Director at the time they submit their inventory.
6. If, by the end of the season of said sport, all fees are not collected or accounted for, *the sport will have that amount deducted from the Associated Student Body account.*

COACHES CERTIFICATION

As of December 2008, all coaches must be CIF Certified in order to coach at the high school level. A certificate can be obtained through the National federation of High Schools. Each coach must have an NFHS certificate on file before they may coach at Esparto High School. These requirements are listed below:

1. Any person who has been convicted of any offense referred to in the Education Code 44940 or any other offense involving moral turpitude or evidencing unfitness to associate with children cannot coach in the Esparto Unified School District.
2. The District must have on file every four years a written statement from a physician that the coach is free from tuberculosis or any other contagious disease.
3. Athletic coaches must be knowledgeable and competent in the following:
 - A. Care and prevention of athletic injuries, basic first aid and emergency procedures.
 - B. Knowledge of child or adolescent psychology as it relates to sports participation.
 - C. Coaching knowledge and/or experience.
4. Athletic coaches must have a valid CPR card.
5. Athletic coaches must have a valid First Aid card.
6. All coaches must have a background check - fingerprints.
7. All coaches must be approved by the Principal and the Athletic Director.

First aid workshops are offered in the Spring for recertification.

EVALUATION OF COACHES

INTRODUCTION

The recent challenge of rising test scores and running schools with a limited pool of resources has resulted in an emphasis on accountability of teaching effectiveness which has been the focus of public attention.

Any quality public school system should have a quality athletic program. It has been proven that athletes have higher attendance rates, earn better grades, and are involved in fewer problems within the school due to their participation in athletics. Because of the important place that athletics holds in our schools, coaches have also become accountable for their productiveness. It has become paramount for more attention to be directed toward the implementation of evaluation procedures to accurately assess coaching effectiveness. Most evaluations of coaches have been done subjectively and informally. In many instances, the win-loss record is the basis for the retention or dismissal of coaches. Instead, an established coaching evaluation process will provide objective data to identify a coach's effectiveness in the total educational environment.

Esparto High School is committed to providing students with the best possible learning environment both in and out of the classroom. An integral part of this success lies in the continuing evaluation of a coach's effectiveness. The school system has long been committed to the belief that evaluation is an on-going process that encourages a cooperative, positive effort toward continuing growth and attainment of desired goals.

PURPOSE

- A. To provide a systematic summary of the appraisal team’s continuing evaluation of a coach’s effectiveness by:
 - 1. Informing the coach of his/her strengths and weaknesses.**
 - 2. Indicating suggestions for improvement.****
- B. To provide an opportunity for the coach to gain insight and to share in his/her evaluation.**
- C. To provide a permanent account of a coach’s professional accomplishments and contributions to the total program for filing in a central location.**

This manual is a collection of procedures and forms which are in the appraisal process for coaches. It includes the following three major activities:

- A. Preparing and establishing performance expectations.**
- B. Training the coach.**
- C. Appraising results of performance.**

PROCEDURE FOR EVALUATING COACHES

A coach will be evaluated at the conclusion of that particular sports’ season. All head coaches will be evaluated by the athletic director. Assistant coaches will be evaluated by a team consisting of the varsity head coach, level head coach, and athletic director. The athletic director will review the coach’s evaluation with the coach at the conclusion of the season. The coach’s evaluation form will then be filed in the athletic director’s office and the principal’s office. Additionally, each coach will receive a copy and will have 15 days to respond if so desired.

EXPLANATION OF RATINGS

For individual rating scale standards and overall assessment listed in the three areas of competencies:

- | | | |
|-----------|---------------------------|--|
| 1 | Unsatisfactory | Does not satisfactorily meet the standards described in the various competencies. |
| 2 | Improvement Needed | Does not consistently meet the standards described in the various competencies. |
| 3 | Satisfactory | Consistently meets the standards described in the various competencies. |
| 4 | Excellent | Consistently exceeds the standard described in the various competencies. |
| NA | Non-Applicable | Individual standards does not apply to that specific individual. |

FOR PERFORMANCE IN THIS ASSIGNMENT

- | | |
|---------------------|---|
| Satisfactory | To be recommended for continued assignment. |
| Probationary | To be recommended for reassignment, provided there is an understanding reached for areas of improvement. |

Unsatisfactory

Not to be recommended for reassignment.

RULES FOR THE ATHLETE

ATTENDANCE

An athlete must attend school for 50% of the regular school day to be eligible to participate in practice. An athlete must be in attendance the entire regular school day on the day of the event or prior to an event scheduled on a weekend or holiday to be eligible to participate. All absences must be cleared through the attendance clerk. *Absence due to funerals, medical appointments, religious activities or serious family obligations on game days or prior to a contest scheduled on a weekend or holiday must be approved 24 hours in advance by the Athletic Director or an Administrator prior to practice or participation.* (note: student must still attend a minimum of 50% of the school day even with his approval.

Please emphasize to your athletes that only the Principal / designee or Athletic Director may excuse absences on a required day of attendance. Non attendance due to funerals, dental / medical appointments, religious activities are usually permissible but need to be cleared prior to the day of the appointment.

CITIZENSHIP / BEHAVIORAL

For you as a coach and me as an Athletic Director, the Extracurricular Eligibility Policy provides support for declaring a member of a team ineligible for a contest or more for poor citizenship / behavior. This section includes a variety of reasons for a coach, Athletic Director, or Administrator to declare a student suspended for a stated period of time. Habitual truancy, insubordination, being-out-of control during contests, are a few reasons this section may be applied. Exercise caution in how you apply this. Try to avoid a build-up of little things that cause you to act without first having had a serious talk with the athlete and his/her parents as to the consequences of the athlete's behaviors. Violations of the squad's rules that have been spelled out in advance with the resulting consequences to be administered do not fall into the realm of advance notice being given.

As Athletic Director, I will be more than happy to sit in with you and your athlete before or after a suspension. Please inform me if I may be of any help to you. I will also exercise the prerogative to intervene in those situations that I observe an athlete acting out-of-control.

CLEARANCE PROCEDURE

All athletes must be cleared before taking part in any practice, scrimmage, or contest. The following forms must be turned into the athletic department:

1. Officially enrolled at Esparto High School.
2. Pre-participation physical evaluation form
3. Proof of insurance / Risk warning card
4. Handbook acknowledgement card
5. Academic status approved
6. Discipline status approved

7. Paid all fines

Any student athlete, who is allowed to practice without first obtaining clearance, may be declared ineligible by the Athletic Director for competition. In addition, no credit toward the CIF established minimum days of practice will be given for the time the athlete practiced without proper clearance. This could mean missing added regularly scheduled contests. If a coach has any question or doubt concerning an athlete's status, please check with the Athletic Director.

CONDUCT OF SQUAD MEMBERS

Participation in athletics is a privilege carrying with it special responsibilities. The public nature of competitive athletics requires standards which exceed the normal.

1. **ON THE FIELD.....good athletes are respectful towards their teammates, opponents, and officials. They abide by all the rules of the game. They are modest in victory and gracious in defeat.**
2. **ON CAMPUS.....good athletes should set an example of good citizenship for their fellow students. They should help promote school spirit, and they should be positive leaders in school activities.**
3. **IN THE CLASSROOM.....good athletes show respect for teachers and for their fellow students. They should maintain good attendance and meet all academic and citizenship standards.**
4. **ON TRIPS.....an athlete's conduct should be such that they are good representatives of their team, school, and community. Athletes should be conscious of their appearance and manners at all times.**

Athletics mean more than competition between individuals representing different schools. It is a means of learning a way of life with the philosophy that hard work, teamwork, and good character will bring eventual success.

GENERAL ELIGIBILITY

Because a successful season can be ruined by an ineligible student athlete playing, the coach must closely monitor the eligibility of team members. Eligibility requirements originate from two sources:

1. CIF
2. Esparto Unified School District

In general, the coach must be aware of the following:

1. All student/athletes must have a 2.0 GPA with no "F's" on the quarter or on the semester report card.
2. The student must be living with the parent/guardian within the boundaries of the school attendance area. If not, the student must be eligible under an Inter-District permit.

ACADEMIC ELIGIBILITY STANDARDS

It is the responsibility of each head coach to monitor their athlete's grades and to be sure they are confirming with the Athletic Director student athlete's eligibility status. The Athletic Director will publish a list of ineligible athletes. Once an athlete becomes eligible they must obtain an athletic clearance slip from the athletic director before permitted to participate.

If you play an ineligible athlete, you will forfeit the contest.

In calculating Grade Point Average (GPA), CIF regulations state that an Incomplete must be factored as a "0" on a 4 point scale. GPA will be determined by dividing the total number of grade points by total number of courses (A=4, B=3, C=2, D=1, F=0)

Returning Upper Classmen

All student/athletes must have a 2.0 GPA with no "F's" on the quarter report card or "F's" on the semester report card. Athletes who fall below the 2.0 GPA at any grade reporting period (every nine (9) weeks) will become ineligible to participate in any Interscholastic contest. Once the minimum standard is met, the athlete will be allowed to participate in contests.

FINES

Lost, stolen, or damaged equipment is subject to a fine. The procedure for issuing a fine should go through the athletic office and the associated student body (ASB) office. No coach shall collect fees. Until a student has paid all fines, they should not be allowed to participate.

QUITTING A SPORT

If a student athlete fails to participate without justifiable cause or drops out of a sport after the team's first league contest, they will not be allowed to participate in any other sport until the season of the dropped sport is completed.

TRAINING

Violation of the Extracurricular Eligibility Policy provisions as to Class III - Substance abuse, Drugs, Alcohol or Tobacco call for administrative intervention and suspension. Student athlete's determined to be in violation of Education Code Section 48900 - possession or use of alcohol, possession or use of a controlled substance (drugs) including steroids, other than those which are medically prescribed, or in possession of tobacco shall be disciplined.

First Offense: The student/athlete may be suspended from contest participation for 10%-25% of contest; the athlete may participate in practice at the discretion of the coach and principal.

Second Offense: The student/athlete will be suspended from contest participation for. 25%-50% prior to reinstatement, the student must conference with the coach and school principal regarding eligibility. Participation in practice shall be at the discretion of the coach and principal.

3. SELF DISCLOSURE: Students who voluntarily disclose substance abuse/dependency to

school personnel/parents and who involve themselves in an assessment and treatment program will not be penalized under this policy.

You may have a squad rule, announced at the start of your season that any or certain violations of the training rules will result in being dropped from your team. Some coaches have had such a rule while other coaches have allowed the athlete to continue the season at the conclusion of the suspension. There are strengths and weaknesses to both approaches. *Again, make your position clear at the start of the season and you will minimize potential problems.*

GRIEVANCE PROCEDURE

The grievance process is intended to be a process whereby concerns of alleged treatment of athletes can be addressed in a timely manner. It is our belief that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both the athletes and coaches.

The lists below of legitimate and non-legitimate grievances are intended to be guidelines, not an all-inclusive list.

Legitimate Grievance:

1. Failure to provide due process in disciplinary action.
2. Failure to provide a fair opportunity to compete to make the team (cut-off).
3. Mistreatment of athletes:
 - putting students down
 - foul / inappropriate language
4. Any violation of an adopted code: ethics / conduct / expectations.

Non-Legitimate Grievance:

1. Athlete not given enough playing time.
2. Athlete not playing the right position.
3. Strategies used by the coach.
4. Win / Loss record of the team or coach.

It is the intent that problems be resolved before coming to the formal grievance process. When a problem or concern develops between a student / parent and coach and a meeting has been held but resolution was not achieved, the following procedure and time line should be followed:

At the request of the student / parent, a meeting shall be held involving the student / parent, coach and Athletic Director. This meeting should take place within five working days of the statement that a problem exists which requires intervention. It is hoped that an acceptable solution will be agreed upon.

Whether or not agreement is reached, an outcome of the meeting should be the clarification of:

1. The nature of the problem - what part of which code was violated.
2. Reason(s) for the problem.
3. Prior communication that has taken place, from either or both parties.
4. Efforts that have been made to correct the situation.
5. Acceptable solutions for or expectation of each party.

If the problem is resolved to everyone's satisfaction, a written statement of the conference should be

generated by the Athletic Director and kept on file.

If the problem is not resolved, and the student / parent decides to pursue the grievance process, a written summary of the student / parent concern and a summary of the conference are to be submitted by the Athletic Director and student / parent to the Principal for further consideration.

The Principal / designee shall conduct a meeting as soon as possible, but no later than seven working days from the receipt of the grievance, with the student / parent, coach, Athletic Director, and other personnel deemed necessary. Whatever the determination of the Principal, a written summary of the conference will be developed by the Principal and filed.

If agreement is reached and the problem is resolved, no further action is necessary.

If the problem is not resolved to the student / parents' satisfaction, a written appeal shall be submitted, no later than five working days after the decision of the Principal, to the Assistant Superintendent. Upon receipt of the appeal, the Assistant Superintendent will attempt to resolve the situation. If the appeal decision is not satisfactory to the student / parent, the appeal will be forwarded to the Board. As a school and District, we welcome calls and / or conferences with parents and community members at large who have concerns about our policies or practices. It is imperative that we know when and what concerns students and parents have. Adjustments / changes in our policies or regulations will, to some degree, reflect the concerns expressed. However, grievances and appeals about our athletic policy and regulations must be based on violations of section(s) of the adopted codes.

MEDIA RELATIONS

GENERAL GUIDELINES

The parents, students and general public enjoy reading about the students at Esparto High School. It is each coach's responsibility to get proper information to the media.

1. Sacramento Bee: (916) 441-4100 or 1-800-950-1400
2. Daily Democrat: (916) 624-9713 or (916) 569-9359

Full cooperation with all representatives of the news media is vital if "good press" is to be expected. This includes the providing of pre-season and pre-game publicity, providing facilities for representatives of the news media during athletic events, and providing all post game publicity.

PRE-SEASON PUBLICITY.....includes all game schedules, player rosters, rosters of coaches and copies of new rules. Include any information you feel is important to mention about your, team . The more information the better.

PRE-GAME PUBLICITY.....include the name of the other school being played, the record of both schools, the names of the coaches and players of the other school, as well as , the officials.

POST-GAME PUBLICITY.....should be as complete as possible, including scores and other statistical information. Make yourself available to the media and allow the media access to your athletes. Often times they will like to talk directly to the kids.

Attempts should be made to get to know the representatives of the press. Good rapport with the media usually means good reporting by the media.

TRANSPORTATION

GENERAL

Each varsity head coach is responsible for the coordination of transportation with the Athletic Director. Coaches will, at the start of the season, submit their entire season's transportation requests (one transportation request per date traveled). The Athletic Director will make the transportation arrangements and keep a calendar with all trips. Please advise the Athletic Director of any problems as soon as possible.

Student athletes must travel to and from athletic events by means of school transportation when provided. Parents who wish to pick their student up from an event must sign the student out with the coach/activity advisor. Students are only allowed to leave with their parents or custodial guardian.

Under extenuating circumstances, it is possible for an athlete to use other means of transportation providing the parent/guardian makes arrangements with the Athletic Director or Principal prior to the event/activity (i.e. written request stating specifics and signed by parent/guardian with contact information provided).

Students will be expected to conduct themselves in an orderly manner that would include:

1. Conversing in a normal tone.
2. Singing appropriate songs.
3. Remaining in their seats.
4. Being courteous and obeying the coach and driver.
5. No roughhousing.
6. Radios with earphones only.
7. No obscene language, literature.
8. No eating or drinking on the bus.

Bus windows will remain closed unless permission is obtained from the driver to open them. If the windows are open, students are to keep all body parts inside.

Failure to follow the bus regulations will result in appropriate disciplinary action.

DAMAGE OR ABUSE

When damage/abuse occurs, the group using the bus/van will be charged and Principal notified.

AUTHORIZED PASSENGERS

Coaches may take only authorized persons with them on school buses or in vans for athletic trips. This would include coaches, athletes, managers, scorekeepers, and cheerleaders. This is District policy and is due to liability.

WEATHER

In the event that inclement weather should be questionable as to whether teams travel out of town, the decision will be jointly made by the Athletic Director, coach, and the District's Director of Transportation. The primary concern will be for the safety of the student's, coaches, and vehicles used in transporting the teams.

COMMUNICATION WITH STUDENTS AND PARENTS

Good communication must be constant, daily and weekly throughout the season because information is continually changing.

We want to avoid confusing people. Our primary goal is simple; to provide clear, concise, accurate information.

It is vitally important to address the following:

1. Who? What? When? Where?
2. Release time.
3. Departure time and approximate return time.
4. Meal \$ or snack.
5. Dress code.
6. Miscellaneous details.

Travel rules and expectations of athletes are clearly defined - which include:

General travel plans

Coaches to remind student/athletes to let their parents know who, where, game times, and approximate return times.

Conduct and behavior

As athletes, you are representing your team, school, community, parents, and most importantly, yourself.

Appearance

You must be proud of your appearance. You are expected to dress neatly and keep well groomed.

Language

Profanity will not be tolerated at any time.

Release to Parents/Guardians/Friends of Family

Athletes shall ride to and from all contests on school provided transportation. In special instances, athletes may ride to or from events with their parents, guardians, or family friends.

Requests must state specific reasons and be submitted in writing signed by a parent or guardian and approved by the Athletic Director or the Principal at least 24 hours in advance of the contest. Visual contact must be made.

Under no circumstances are students to be released to other students driving their vehicles.

Meals

In some instances, the team may choose to stop for either a pre-game or post-game meal. Please be prepared by either having the appropriate meal money or bringing your own snacks/meal. Athletes are expected to stay together as a group.

Expected Return Time

In order to avoid parent/guardian concerns, please advise your parents/guardian the approximate return time, along with where the bus will unload. Please have your parent/guardian either waiting for you at school or expecting a phone call from you upon return to school. The coach will let students have access to a phone. Also, stay in the well-lighted area near the front of the gymnasium. The coach is responsible for supervising athletes until parents arrive.

Proper Behavior on the Bus

..... is established for the safety and well-being of others. Please give transportation personnel undivided attention at all times, especially when addressing safety issues upon departure.

Valuables

Simple advice here... If you want to keep it - - don't bring it!

Miscellaneous

- **The coach assumes all responsibility for conduct and discipline on the bus in conjunction with the driver.**
- **Athletes who miss the bus shall not be permitted to participate.**
- **The coach will check to be sure that everything is off the bus upon return to school.**
- **The coach shall see to it that the locker room of the host school is left clean and in good condition.**
- **Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.**

Overnight trips - as per Esparto Unified School District Guidelines.

- Administrative requests.

- Purpose of the trip.
- Date and time of departure.
- Date and estimated time of arrival home.
- Where the team will be housed/accommodations?
- How the parents may contact the players in an event of an emergency?
- Method of travel. If transportation is by private cars, list the names of adult drivers and the squad members who will be riding in each of their cars. Provide all needed documentation to the district office for drivers. i.e. Insurance, Driver's License, etc.
- Whether or not the school will pay all expenses of travel, board and lodging.
- Student travel contract and parent consent forms.

Selection of lodging.

- Location in relation to the playing site.
- The motel/hotel should be clean, quiet, and comfortable.
- Request special rates.
- Late check out time available?
- Method of billing?

Checking in

- **Assignment of rooms. One adult chaperone for every 8 students.**
- **Assigning your chaperones for the best supervision possible according to the hotel/motel room plan.**
- **Advise the hotel management to contact coach for pre-approval of room expenses. You might have the hotel manager cancel any phone service or the rooms' special movie channels.**
- **Check rooms for any damage prior to occupying the rooms by previous occupants and notify hotel management.**

During your stay

- Check with the hotel management to see if there are any problems with your athletes.
- Room checks.....be seen by your athletes.
- Make sure your athletes understand what's expected of them.
- Always have a chaperone in the hotel when your athletes are there.

Checking out

- Settling bills.
- Make a final room check for any possible problems.
- Express your appreciation to the hotel management for their cooperation.

Expenses and accounting of finances

- Obtain receipts for all expenses.
- Coaches should collect/return to the Athletic Administrator and ASB office, all receipts.

Agenda

Coaches are responsible for leaving a copy of a detailed agenda with the parents and school

administration.

MISCELLANEOUS

CONCLUSION OF SEASON

Prior to the last contest, the coach should indicate to their squad members the procedures that will be followed for checking in equipment. Athletes who will be participating in a sport in the next season must understand that they must return all equipment and uniforms before reporting for practice of their new sport. Let's really make an effort to help fellow staff in this respect.

If you are a coach in back-to-back sports, please remember that your responsibility for a sport does not end until all equipment and uniforms are accounted for (either returned or fined) as well as a list to the Athletic Director of those individuals not clear.

DAILY BULLETIN NOTICE

Forms are provided for daily bulletin notices in the ASB office or from the Athletic Director. If you wish to make an announcement concerning game results, meetings, etc., please complete the form and submit it to the Athletic Director, ASB office, or Commissioner of Athletics by 7:40 am.

EQUIPMENT CARE

Proper care of equipment will guarantee its normal useful life expectancy. Every member of the coaching staff should be disturbed when items are made useless through carelessness or deliberate destruction. *It is the responsibility of the entire staff to keep all equipment picked up, cleaned, and locked up in proper storage areas.* This will benefit every sport by providing more money from the athletic budget for new equipment and not for unnecessary replacement of equipment.

EQUIPMENT ISSUE

An athlete must be cleared from a sport before being issued equipment for another sport. Students are responsible for their gear and will be charged for anything lost, damaged, or stolen. Make sure that they turn in their gear at the end of the season. Be particularly alert to get equipment from an athlete who quits during the season. The ASB office has all the necessary forms for billing an athlete.

FACILITIES USE

Esparto High School sports and activities take precedence over outside activities at all times. However, facilities use procedures must be followed for all events or activities. The Athletic Department is in charge of facilities use for the high school. Coaches need to clearly establish dates and times facilities are needed for their teams. With the exception of CIF sanctioned games, all games / events must be processed with an School Dude request by the Athletic Director.

FINANCES

The Athletic Director, with the help of the coaching staff develops the budget. When the budget is developed, dollar amount allocations are made to meet the specific needs of each sport. Only the Athletic Director can initiate expenditures for operations, equipment, tournaments, etc. Then the school administration must give their approval. The ASB and the school cannot and will not accept responsibility to meet payments if this procedure is not followed. There is no substitute for advanced planning.

INVENTORY CONTROL

Each varsity coach is responsible for the complete inventory of their entire program (lower levels included). They are responsible for issue and collection of all equipment and uniforms. They will inventory equipment and uniforms at the conclusion of the season and present an accurate copy of the inventory and a list of student-athletes owing equipment to the Athletic Director.

KEYS AND SECURITY

The Principal is in charge of keys and security for the Athletic Department and will approve / issue only those keys necessary to the head coach and assistant coaches. All coaches are responsible for the security of the facilities which they are using. Please do not loan out your keys to students! If you are the last one to leave the building, secure all doors !

LATE RETURN

For athletic events in which students return late from an out of town trip, each student will be expected to attend all scheduled classes the following day. It is the responsibility of the head coach to see that all players and team personnel have a way home. Please do not leave the school until all team personnel have left.

LOCKERS AND LOCKER ROOM

The Physical Education Department Head will coordinate all locker / lock distribution. Coaches are expected to make an appointment before and after the season to help facilitate this process.

Please supervise your particular group as much as possible while in the locker room both before and after practice / games. This will eliminate the majority of horseplay and cut down on locker damage and thefts. The coach should not leave the gym area until all of their team members have departed. Stress to your groups not to bring valuables into the locker room.

PRACTICE DAYS AND TIMES

START AND END ON TIME. You are not improving your program by jeopardizing your relationship with parents and administrators by consistently going beyond the time you have set. Families and players have a right to know when to expect when a practice will be concluded. Communication in advance of a late practice will help in maintaining rapport with parents.

CIF regulations prohibit coach/player contact on Sundays and Christmas.

PROBLEMS WITH PARENTS

As a coach you may have problems with parents in regard to their children. As Athletic Director, let me give you my brief philosophy in dealing with parental complaints.

- I expect the coach to listen to any parent concern, on a one-on-one basis if requested by a parent.
- I will hold a conference with any parent who requests one, only after they have met with the program head or lower level coach if applicable.
- If these individual conferences do not satisfy the parent, then a conference involving all parties will be held.
- If the parent(s) is still not satisfied, and only then, the next appeal will be to the school Principal.

PUBLIC RELATIONS

Daily Democrat (530) 662-5421
Sacramento Bee (916) 441-4100 or 800-950-4100

Full cooperation with all representatives of the news media is vital if “*good press*” is to be expected. This includes the providing of pre-season and pre-game publicity, providing facilities for representatives of the news media during athletic events, and providing all post-game publicity.

1. Pre-season publicity, including game schedules, player rosters, rosters of coaches, and copies of new rules, should be provided to the news media.
2. Pre-game publicity should include the name of the opponent, the records of both teams, and the names of the coaches and players.
3. News and/or sports reporters should have a place in which they can work during an athletic event.
4. Post-game publicity should be complete, including scores and other statistical information.
5. Attempts should be made to get to know the representatives of the press. Good rapport with the media usually means good reporting by the media

RESCHEDULING GAMES AND TIME CHANGES

Any rescheduling of games resulting from weather postponements, etc., will be done by the Athletic Director unless delegated to the head coach. Under no circumstances will any coach be permitted to change the starting time of a game or meet unless approved by the Athletic Director.

RULES MEETINGS

Coaches are encouraged to attend the appropriate rules meetings of their sport sponsored by the Local and State Associations.

SPECIALIZATION

One of the most controversial topics in High School athletics today is “Specialization”. One side of this issue believes that a young athlete should specialize and be allowed to practice a specific sport year round without restriction. The other side believes in dividing the time up so that everyone has an opportunity at several sports. While the actual practice obviously lies somewhere between the two sides, it is true that the general philosophy is much closer to the latter stance. This will also be the general position of Esparto High School.

1. There will be no deviation from practice starting dates as stated by the State, Section, or League.
2. The sport in season takes precedence where there is an overlap of sport seasons.
3. **NO COACH IS TO DISCOURAGE ANY ATHLETE FROM PARTICIPATING IN ANOTHER SPORT.**

SUMMER LEAGUES

Coaches assume a higher level of personal liability as a natural consequence of summer leagues. Technically, student-athlete’s physicals have expired, school is not in session and events are not sanctioned CIF or School District activities.

A major concern of summer league activities is transportation of student-athletes to and from contests.

Accidents, injuries, fights or other consequences of summer league activities become the coach’s personal liability in the eyes of the law, unless you are covered under the network of another organization, i.e. City recreation, AAU, etc.

SUPERVISION OF ATHLETES

Each coach is responsible and liable for providing athletes with a practice and playing environment free of hazards. As almost anything can be construed as hazardous, it is important that a coach provide continuous supervision of squad members. Athletes left unsupervised who injure themselves, or others, are the liability of the coach, the Athletic Director, the Principal, and the School District. Coaches are never to leave the athletic area until all squad personnel have departed. The custodians are not expected to supervise your team. It is also the coach’s duty to make certain that after returning from a road trip that scorekeepers or statisticians are not left to fend for themselves. Make certain that they have transportation home and wait until they have been picked up.

TEAM ROSTERS

Each coach will give the Athletic Director a team roster and will immediately inform him of any changes.

TRANSFER OF ATHLETES FROM SQUADS

An athlete will not transfer from one sport to another for any reason except as approved by both coaches involved and the Athletic Director.

WEEKEND AND HOLIDAY PRACTICES

Coaches are encouraged to avoid weekend practices if at all possible. There may be occasions when there is limited time to prepare such as the opening game of the season, a tournament, or a playoff contest. On such occasions, it may be permissible to hold weekend/holiday practices, excluding Sundays and Christmas.

The basic responsibility for the security of the locker rooms, gymnasium, weight room, etc., rests solely with the head coach of that sport. This is because there are no custodians or grounds men on duty during weekends or holidays. Weekend/holiday practices will be denied should this responsibility not be fulfilled.

Please remember that weekends are times when our student-athletes have the opportunity to participate in their family activities. But just as important, it is also the time when our coaches should have the opportunity to be with their families.

WEIGHT ROOM

We have one nice weight room thanks to a lot of hard work. Everyone is welcome to use this facility after they have met with Mr. Lorensen and have completed an in-service on the proper use of the various pieces of equipment. All athletes must abide by the rules established Please help in keeping the room clean and neat.

1. No one uses the weight room without a coach.
2. Absolutely no horseplay.
3. Use spotters while lifting free weights.
4. No food or drinks.
5. Must be in gym clothes to use weight room.
6. Clean room when finished.
7. All loose weights must be put on weight trees – not against walls or on the floor.
8. No posters, etc. on walls.
9. People and groups failing to follow the rules will lose their privilege of using the weight room.

ACCESSING ASB ACCOUNTS

Student council is the representative body that has governing power over the Associated Student Body. ASB is a nonprofit organization that fits under the umbrella of the Esparto Unified School District. It is subject to all the rules, regulations, and policies that govern the school district. Their records are also audited annually, not only for bookkeeping purposes, but also for compliance to policies and established by-laws.

All fundraising activities, requisitions, bills and any purchases must be first approved and authorized by the Esparto High School ASB committee. If you have any questions please contact the Activities Director, Jackie Gness or EHS bookkeeper, LupeTrejo (787-3405 ext. 200)

All money that you collect *absolutely must* be receipted deposited into your ASB account. This is to create a paper trail to verify all financial activity if any questions are ever brought up regarding your handling of funds. Most coaches like to establish a spirit pack for their athletes. *All money or funds collected should be deposited with Ms. Trejo as soon as possible. Please do not hold onto cash or checks...you will be held accountable.*

ACADEMIC ELIGIBILITY PASS

When students are declared ineligible academically, the student will continue to be ineligible until they have met the minimum CIF/ EUSD academic standards. After reviewing the student athlete's grade report, it is the Athletic Director who will declare the athlete eligible.

PRINCIPLES OF PURSUING VICTORY WITH HONOR

The Operating Beliefs and Principles of the California Interscholastic Federation

At its' best, athletic competition can hold intrinsic values for our society. It is a symbol of a great ideal: pursuing victory with honor. The love of sports is deeply embedded in our nation's consciousness. The value of millions of participants and spectators are directly and dramatically influenced by the values and actions conveyed by organized sports. In the belief that the impact of sports can and should enhance the character and uplift the ethics of our students across the state, we have established a framework of principles and a set of common values that must be adopted and practiced widely.

On November 5, 1999 nearly 50 interscholastic sports and educational leaders representing California's 1263 high schools voted as part of the CIF Federated Council, to unanimously adapt and endorse "Pursuing Victory With Honor" as operating beliefs and principles of the California Interscholastic Federation (CIF). "Pursuing Victory With Honor" is the result of a conference convened May 12-14, 1999 in Scottsdale, Arizona by the Josephson Institute of Ethics, CHARACTER COUNTS! Coalition and the United States Olympic Committee.

CIF – ESPARTO HIGH SCHOOL

CODE OF CONDUCT FOR INTERSCHOLASTIC COACHES

PREFACE

We, in the California Interscholastic Federation, 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

1. ***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.
2. ***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.
3. ***Counseling*** - Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. ***College Recruiters*** – be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. ***Respect*** - treat all people with respect all the time and require the same of student-athletes.
6. ***Class*** – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. ***Taunting*** - don’t engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. ***Respect Officials*** - treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

9. ***Respect Parents*** - treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. ***Profanity*** – don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. ***Positive Coaching*** – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. ***Effort and Teamwork*** – encourage student-athletes to pursue victory with 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.
13. ***Professional Relationships*** – maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. ***Life Skills*** – always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. ***Advocate Education*** – advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. ***Advocate Honor*** – prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. ***Good Character*** – foster the development of good character by teaching enforcing, advocating and modeling (T.E.A.M) high standards of ethics and sportsmanship and the six pillars of character.
18. ***Role-Modeling*** – be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. ***Personal Conduct*** – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. ***Competence*** – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. ***Knowledge of Rules*** – maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. ***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.
23. ***Safety and Health*** – be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.

24. ***Unhealthy Substances*** – educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco, and recreational or performance-enhancing drugs.
25. ***Eating Disorders*** – counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. ***Physician’s Advice*** – seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. ***Privilege to Compete*** – 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.
28. ***Self-Control*** – control my ego and emotions; avoid displays of anger and frustration; don’t retaliate.
29. ***Integrity of the Game*** – protect the integrity of the game; don’t gamble. Play the game according to the rules.
30. ***Enforcing Rule*** – enforce this Code of conduct consistently in all sports-related activities and venues, even when the consequences are high.
31. ***Protect Athletes*** – put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. ***Access*** – help make your sport accessible to all diverse communities.
33. ***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

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

CARING

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

CITIZENSHIP

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

change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

*Esparto High School
Department of Athletics*

Coaches Handbook Acknowledgement From
(Card must be signed by Coach and returned to the Athletic Director before coaching)

As a coach at Espartos High School, I understand that is my responsibility to:

- ***Review with my team the Student Athletic Handbook***
- ***Review the Rocklin High School Athletic Handbook***
- ***Pay close attention to the following components of the handbook:***

*Coaches Code of Conduct
Expectation of Coaches
Code of Behavior
Coaching Responsibilities
Sportsmanship Preamble
CIF Code of Conduct for Interscholastic Coaches*

*Basic CIF Rules
Law and Negligence
Pre/Post Season Requirements
Conduct of Coach/Staff Guidelines
Philosophy Statement
CIF Expectations for Coaches*

- Additionally, by checking this box, I will, by our first game/match, submit to the Athletic Director a roster initiated by each of my team members confirming our review of the Student Athletic Handbook.***

Coach's Name (Please Print)

Coach's Signature

Date