

COAST UNION HIGH SCHOOL COACHES QUICK REFERENCE GUIDE

The following is an outline of the more important policies to start the season, and continue throughout.

II. SCHOOL ADMINISTRATION

- **CIF Rules & Coaching Test**
Test required of all coaches to be certified for employment. Passing is a lifetime certification.
- **CPR/First Aid Class**
Certification must be current, each year a class is offered. If you have not been certified in the last 2 years it will be required that you take the class. Fingerprinting, TB (tuberculosis) test.
- **Athletic Schedule**
Attain from office or Athletic Director and review before season, distribute to players.
- **Keys**
The Athletic Director will approve the distribution of all keys (Gym and/or Weight Room) and instruct the Secretary/Registrar to give you the appropriate keys needed. You will sign a card indicating when you checked out the keys and when you return them. Don't give your keys to athletes!
- **Bulletin Notice**
This is used to recruit Student Athletes and set up times for meetings etc. Complete a *Bulletin Notice* (sample attached) – form can be obtained in the office – Return form to the Secretary/Registrar.
- **Athletic Application Packet**
This packet is for the students to complete. Signed by the student, parent and physician and returned to the office where it is checked off by the Secretary/Registrar. A copy of the Student Athletic Information form is put in your box and the Athletic Directors box – Students cannot participate in sports either practices or games until you have a copy of this form. You must keep a complete set with you at all times. (*All practices, home games and away games*). Coaches should not collect paperwork, and a student is not cleared to practice until packet is on file in office.
- **Academic Ineligibility / Probation**
You will be given a copy of the Academic Ineligibility / Probation list giving you the names of the students who are not eligible to play on the team, and who are on probation. See the CUHS Student Handbook for more information about Academic Ineligibility.

- **Team Roster**
You are required to create a roster of the athletes on the team. After completion bring to the Secretary/Registrar to type up. Athletic Director, Attendance Clerk and the Secretary/Registrar need to receive a copy daily from the first day of practice.
- **Team Uniforms**
Pre-distribution inventory (form), Team uniform checkout (form) and post-season collection (same as pre form) handed in to Athletic Director
- **Away Games**
You need to supply a copy of the roster for each away game showing which team members are on the bus/van to the office. This ***MUST BE DONE*** before you leave every time. It is important that the office know who has gone off campus, both for attendance purposes and legal purposes.
- **Maintenance or Custodial**
If you have requests for things you need done or repairs you are required to complete a *Maintenance Request* form. You can obtain this form in the Office. The Principal must sign it before it goes to Maintenance and Operations.
- **Mail Boxes**
Each Coach is assigned a mail box which should be checked daily. The Coaches boxes are located on the right hand side, last two rows in the Office.
- **Athletic Schedule Change**
The Athletic Director will complete an *Athletic Schedule Change* form (sample attached) each time there is a change in dates, times, team etc. A copy will be put in your mail box.
- **Confidential School Incident Investigation and Incident Report**
In the event that a student is injured in either practice or a game you are required to complete a *Confidential School Incident Investigation and Incident Report* form (sample attached). This must be done immediately and brought to the Secretary/Registrar in the Office.
- **Student Accident Coverage**
After the Principal has signed the Incident Report a *Student Accident Coverage* form will be completed and sent to the parent.
- **Away Game Transportation Release Form**
If a student wishes to be picked up from an away game by a parent or designated person they must complete a two part form -*Away Game Transportation Release Form* signed by the Parent and Principal or A.D. Players without this form may still leave with their parents if the parent signs the roster, giving coach permission to release player. Players may not be released to other parents or students without Release form.

- **Certification of Extra Duty Completion**

At the end of the season the Athletic Director will give you a *Certification of Extra Duty Completion* form (sample attached) this form must be checked off by the appropriate people and signed by the Athletic Director, Principal and Superintendent. At completion payroll will be notified to generate your stipend.

- **Newsletter**

CUHS has a quarterly Newsletter. If you have something you would like included in the Newsletter please let the Librarian know. She will put notices in your mail box regarding due dates.

- **Questions**

If you have any questions please contact the Secretary/Registrar at 927-6150 or if on campus dial ext. 6150.

- **Job Description**

Refer to Coaches complete handbook. Part III of this manual.

- **Insurance**

Football:

A student must have Insurance to play Football, this is mandatory.

If the parents do not have Insurance they must purchase *SISC Tackle Football Coverage*, you will be provided these forms to hand out to your players (sample attached).

If the parents have there own Insurance policy they must write the name of the company and the policy number on the *Athlete Information & Participation Application* (a sample is attached).

Parents who have Insurance but would like extra coverage are encouraged to also purchase this Insurance. There is also available *Supplemental Football Coverage*. The Secretary/Registrar has this form available in the office; in order to purchase this Insurance you must purchase the *SISC Tackle Football Coverage* first.

- **All Other Sports:**

The Insurance requirement is not mandatory but encouraged.

If the parents have there own Insurance policy they must write the name of the company and the policy number on the *Athlete Information & Participation Application* (a sample is attached).

If the parents do not have Insurance but would like to purchase some there is *At School and 24 Hour Coverage* Insurance available in the office from the Secretary/Registrar.

- **Fees:**
Fall, Winter and Spring Sports:

Fall Sports

Cross Country (co-ed)
Football V & JV
Girls Volleyball V, JV & Frosh
Girls Tennis V & JV

Winter Sports

Girls Basketball V& JV
Boys Soccer V
Girls Soccer V
Boys Basketball V & JV

Spring Sports

Golf (co-ed)
Baseball V & JV
Softball V
Boys Tennis V

In order for a student to play a sport they must purchase an ASB Card - \$25.00

Transportation Fees

First Sport - \$55.00
Second Sport - \$45.00
Third Sport - \$45.00

Spirit Pack Fees – These fees vary depending on the sport – Some sports may not have a Spirit Pac - Check with the Athletic Director

Student Handbook -

This Handbook (an overall reference to CUHS) helps to explain and answer questions about the school, employees, the Athletic Program etc.

III. ATHLETIC DEPARTMENT POLICIES & PROCEDURES

1. CODE OF ETHICS FOR HIGH ATHLETICS

ALL CONCERNED WILL:

Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

Eliminate all possibilities which tend to destroy the best values of the game.

Stress the values derived from playing the game fairly.

Show cordial courtesy to visiting teams and officials.

Establish a friendly relationship between visitors and hosts.

Respect the integrity and judgment of sports officials.

Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

Encourage leadership, use of initiative, and good judgment by the players on the team.

Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.

Remember that an athletic contest is only a game – not a matter of life and death for a player, coach, school, fan or community.

2. CONDUCT OF COACHES

Above all else, athletics at the high school level is an educational endeavor. Athletes learn lessons that serve them for their entire lives. Among these are sportsmanship, perseverance, teamwork, and appropriate response to winning and to losing. For these lessons, each coach is the teacher.

The coach sets the tone for these lessons and the coach's behavior services as a model to the crowd and, most of all, to the athletes.

Athletic Coaches at Coast Union High School are expected to reflect a positive attitude in all their approaches to and their interactions with officials and opponents. There can never be justification for physical or verbal abuse of an athlete, nor for personal malignment in any form. Coaches are expected always to treat every athlete with dignity and respect.

At Coast Union High School swearing and the use of obscenities are always inappropriate, whether at practice or during an event.

All Coaches shall:

Become thoroughly knowledgeable in his/her sport and should be constantly reading, attending clinics, and keeping an open-minded approach toward changes in teaching and coaching techniques.

Treat all the athletes as individuals with separate needs and desires. Act as if the athlete were your own son or daughter and think how you would like them to be treated.

Be firmly committed to doing the job of coaching in the most positive and dignified manner possible. The coach must decide upon a set of moral and ethical standards for his/her life in our world and must feel that if coaching cannot be done in a manner that reflects these standards, then it is not worth doing.

Set a good example in appearance, behavior, and language. Athletics should set the best example of the school. Any discourteous or unethical conduct by any coach will not be tolerated.

Follow the rules of the school and the CIF to the letter. Be loyal to them and expect your athletes to do the same. They are there to protect the athlete and the coach.

3. ATHLETIC DEPARTMENT POLICIES

Coaching Assignments

Coaching assignments are made by the principal on a year-to-year basis. The athletic director advises the principal on the selection of coaches.

Policies, Rules and Regulations

Each coach is responsible for knowing and understanding the athletic policies, rules, and regulations. Coach's philosophies and procedures should follow those of the school.

Supervision of Squad Members

Coaches are to set the expectation that their squad members conduct themselves as ladies and/or gentlemen at all times. Each coach is responsible for each student under their supervision at all times. Coaches are held responsible for the conduct of squad members during practices, games and on trips.

Cooperation with other Coaches

Cooperation is an essential part of the school athletic program. Coaches should cooperate with coaches of other sports in the school.

Overall Team Responsibility

Varsity head coaches, in cooperation with athletic director, have overall responsibility of all teams of that sport in respect to systems, equipment, and placement of players from one squad to another.

Squad Responsibility

Individual coaches shall be in charge of their squads in directing practice sessions and contests. Coaches are expected to maintain good discipline and cooperative team effort. The coach is expected to use good judgment in all activities.

Equipment Responsibility

Each coach is charged with the responsibility of seeing that squad members take proper care of issued equipment (including its return at the close of each season) and facilities at home or away.

Conclusion of Season

Prior to the last contest, the coach should indicate to squad members the procedures that will be followed for checking in equipment. Athletes participating in a sport in the next season must understand that they must return all equipment and uniforms before practicing the next sport.

If you are a coach in *Back-to back* sports, please be aware that your responsibility for a sport does not end until all equipment is accounted for (either collected or notified).

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, stolen, or damaged. Be alert to get equipment from an athlete who quits during the season.

Inventory Control

Each varsity head coach is responsible for the complete inventory of their entire program (including lower levels). They are responsible for the 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 students owing equipment to the athletic director.

Encourage Full Participation

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 their own discretion.

Respect Officials

Coaches are expected to respect officials at all times.

Walk-On Coach Approval

All walk-on coaches are required to be approved by the school board, and certified by the administration.

Volunteer Coaches

Volunteer coaches must be certified by the administration.

Purchasing Clothing and Equipment

Purchasing of team clothing and equipment must be approved by the athletic director, information sent home to athletes in advance of the season, and purchased by the ASB.

Athletic Policies

Each coach is responsible to instruct the team concerning athletic policies.

Appropriate Language

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

Injuries

The coach assumes the responsibility of caring for and reporting injuries. Reports are to be filed with the athletic director within **24 hours**.

Rosters

Each coach will give the athletic director a team roster, beginning on the first day of practice, and immediately update any changes.

Clearance

Be certain that each team member has been cleared to participate and has proof of completion of athletic eligibility paperwork.

Locker Room Supervision

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

Training Room and Ice Machine

No students are allowed in the training room without a coach present, and students are not to use the ice machine with a coach present.

Keys and Security

Keys should be checked out for the season and turned in afterwards. Keys should not be given to athletes.

Department Locks

Combinations for locks on cabinets and sheds **should not** be given to students!

Practice Days and Times

Inform players and parents of normal practice times and be consistent. Communicate in advance for late or irregular practices. CIF regulations prohibit Sunday practices.

Coach's Meetings

Mandatory coach's meetings will take place at the beginning of the school year and the completion.

FUNDRAISING

Fundraising projects must be approved in advance by the athletic director and principal.

Pertinent forms, guidelines, and rules must be on file before fundraiser begins.

Collection of money and documentation of athletes' requirements will be done by ASB. Coaches will organize and encourage athletes to complete fundraisers, but should not collect money.

Any contributions are to be made to the Coast Union High School Athletic Department.

Contributions for specific programs / teams will be accepted and directed towards that program / team and funds will be used according to specific and appropriated needs as determined by the principal and athletic director.

Acknowledgement of said contributions will be done in an appropriate manner to thank the contributors. No individual acknowledgement will be allowed. Standard acknowledgement is a letter of thanks from the district office, placement of contributions on school board agenda, and a letter of thanks from the school principal.

Anonymous contributions will also be accepted.

EQUIPMENT PURCHASES

Budgets are developed by the athletic Director in cooperation with individual coaches.

Only the Athletic Director can initiate expenditure for operations, equipment, and tournaments.

Spirit packs and individual team apparel and equipment cannot be purchased without approval from the Athletic Director and Principal. This should be pre-planned and athletes and their parents should be informed by a letter prior to the season.

School colors are Scarlet and Gold and apparel / uniforms / spirit packs should adhere to this. Black should only be used as a trim color.

Official school logos must be adhered to. Approval by Athletic Director and Principal must be obtained prior to designating which logo will be on the uniforms.

All purchases must be collected and paid for by ASB through the appropriate account.

TRANSPORTATION

FEES

Transportation fees will be charged per individual, per season.

Travel Requirements

All athletes ride to and from activities in the school arranged vehicles. Any deviation from this norm must be prearranged by parental note with the school principal. Parents who attend games may inform the coach or other present authorities of their intention to take their student home. The school does not allow students to return home with other students, even with a note, and students traveling with other parents must be arranged in advance.

After Game Drop-Off

Cayucos: When the bus returns through Cayucos, the bus (vans) will make one stop in Cayucos and parents must arrange to meet their students at this location:

- Hwy 1 and Old Creek Road

Cambria:

- Coast Union High School

Supervision

Coaches will remain at the high school and provide phone service for all returning athletes until the last one has left.

MEDICAL, EMERGENCY CARE

Emergency Cards

In the process of athletic clearance, the parents of each student provide emergency medical information and treatment authorization. Copies of these emergency cards will be provided to the coach by the Athletic Director. Each coach should have the emergency information and authorization with him/her at all practices and games.

By carrying a copy of the emergency card, immediate notification of the family doctor or hospital treatment of the athlete will be possible in the event of severe injury. This is one of the best precautions the athletic staff can take to help our athletes in the event of an emergency.

Injury Report

Should you have a student injured during practice or an athletic contest, an injury report must be filed within 48 hours. Copies of accident report forms are available in the coach's office as well as the school's front office.

The completion of this form is important to help the athlete in an insurance claim and to protect the school, as well as yourself, from possible liability claims. This is one of those extra responsibilities, so please cooperate with the school and Athletic Director in initiating and completing these forms.

Injury Procedure

The school shall provide a well-supplied training facility. For any injury beyond small cuts, abrasions, etc., the following procedures shall be followed:

1. Have an emergency card for every member of your squad available at all practices and athletic events.
2. Take a training kit with you to all athletic events.
3. If an injury occurs after 4:00 p.m., make the athlete as comfortable as possible using first aid procedures for shock prevention. Contact the paramedics immediately. Injuries before 4:00 p.m. coordinate through the school's front office.
4. Contact the parents immediately!
5. Under no circumstances should the coach allow the injured athlete to be transported to a doctor by another student.
6. Fill out an accident report on the injury and send it to the front office within 48 hours.

IV. ATHLETIC / ACTIVITIES CODE

Purpose of Code

The purpose of this code is to set guidelines or standards to which all students must adhere in order to participate in athletics/activities at Coast Union High School.

To Whom Does It Apply

The code applies to all participants involved in a school recognized sport and activity. This includes the pep squad, cheerleaders, song leaders, ASB, and all school recognized clubs.

When Does the Code Apply?

The code is in effect from the time it is signed by the students and parents or the first day of official practice (whichever comes first) for all sports seasons and activities in which the student/athlete participates during an entire school year.

Conduct of Persons Involved in Athletics/Activities

It is important that behavior be exemplary in the following situations.

A. In Competition

1. In the area of competition, a student needs to understand the importance of good sportsmanship. Athletes must refrain from using profanity and illegal tactics. There must be acknowledgment that losing is part of the competition and it is important to be gracious in defeat and modest in victory. It is always courteous to congratulate an opponent. Stay in control and practice good sportsmanship.
2. Officials are there for the purpose of insuring fair play. No one except the appointed captain should talk to the officials, and always in a tone of respect.
3. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated. Violations of a minor nature may result in removal from a contest. Those of a serious nature may result in suspension and possible exclusion from the team.

B. In the Classroom

1. In the area of academics, those involved in athletics / activities should strive to maintain high academic standards. Plan time so that sufficient energy is given to insure acceptable grades.
2. Good citizenship should be demonstrated at all times. Standards include respectful attention in classroom activities, respect for faculty and fellow students.

C. On Campus

1. The way a student acts on campus is of great importance. Students participating in co-curricular activities should behave in the same appropriate manner as all other students.
2. Recognize responsibilities and realize that behavior influences other students on campus. Work for the betterment of the school and what is right and good for fellow students.

D. On Trips

1. On trips, students directly represent our community, school, and coaches; therefore, it is expected that all concerned will behave in an acceptable manner when traveling and conduct themselves in a way which reflects positively on themselves and the school. Flagrant violations of the code or misconduct will result in suspension from the team or activity. Continued violation of the standards will result in further suspension and possible exclusion from the team or activity.
2. Students will wear appropriate attire on trips, as directed by the athletic coach or activity advisor. Athletic jackets or sweaters are recommended whenever possible. Always be neat and clean in appearance.

General Rules and Regulations

A. Physical Condition

1. It is important that students have respect for their bodies. It is a fact that alcohol, nicotine, and narcotics are injurious to the human body. No person involved in sports or extra-curricular activities will use tobacco, drugs or alcohol, either in or out of the season.

B. School Equipment

1. Students are financially responsible for all equipment checked out. They will not be cleared from school until equipment is returned or paid for. Seniors will not receive diplomas until they have been cleared. Students may not participate in another sport until they are cleared from the previous one.
2. Credit will be received on items turned in only if they are the ones checked out to you.
3. Treat all equipment as though it were your personal property. Do not share or abuse it.
4. Any equipment found that does not belong to you should be returned to the appropriate coach or advisor.
5. Game uniforms, or parts of uniforms, should be worn only on the day of the game, or as directed by the coach.

C. Dropping a Sport, Quitting a Team, Removal for Disciplinary Reasons or Failure to Meet Eligibility Requirements

1. Awards and fees will be forfeited.
2. Students may not participate in another sport during the same season of sport, except by mutual agreement of the coaches involved and the athletic director.

D. Missing Practice

1. Every student must be in attendance for half the school day to participate in practice, games or activities. Students absent because of doctor / dental appointments must have prior approval to participate.
2. A Saturday game following a Friday school day shall be ruled the same as a Friday game.
3. A student who is injured and visits a doctor cannot participate or play until doctor clearance authorizing such activity is presented to the coach.

E. School Attendance

1. Any student who is issued a cut will be suspended for one (1) game or activity.
2. If a student leaves campus without checking out properly through the office, they will be suspended for the next game or activity.

F. Student Body Card

1. CIF, league and tournament fees, as well as awards, are purchased from ASB card revenues. Therefore:
 - a. Students should purchase a student body card before they participate in sports or activities.
 - b. Students who do not purchase an ASB card will not receive letters or awards.
 - c. Students unable to pay for a student body card may make special arrangements with the activities director.

G. Athletic Clearance Card

To be eligible for any team practice and to participate in games a student must present to the coach an athletic clearance form. This verifies that the student has;

1. Had a physical examination within the last year and is medically cleared for competition.
2. Has parent permission, meets residency requirements, has insurance and current emergency care information on file.
3. Has met academic and citizenship requirements.
4. Has not reached the age of 19 on or before August 31 of the upcoming school year.

H. School Spirit

1. As a leader, think of your school and not necessarily of yourself. This means being involved even when you may not be a “star”.
2. Support all activities and sports of the school! Not just the ones in which you participate.
3. As a student involved in athletics/activities at Coast Union High School, set high standards of achievement and do your best to establish the type of tradition that future students will want to follow.
4. Take pride in yourself, your team and your school.

Guidelines and Rules

A. Academic Requirements

A student who is academically ineligible at the beginning of the season, will remain ineligible for the entire season.

A student is scholastically eligible if:

1. The student is currently enrolled in a minimum of 8 classes. During the senior year the minimum number of classes shall be determined by the principal, but in no case shall be less than 5 classes.
2. The student has no more than one failing grade during the previous grading period.
3. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
4. The student has maintained during the previous grading period a minimum 2.0 grade point average, on a 4.0 scale, in all enrolled classes.

B. Citizenship

1. To be eligible to participate in athletics / activities, a student must maintain a positive record of citizenship. Two or more unsatisfactory citizenship marks will render a student ineligible.

C. Probation

1. Students who earn a 2.0 grade point average and have no more than one failing grade will be placed on academic probation for one grading period. During this probationary period students may participate in all extra-curricular activities.
2. Students are allowed one probationary period per school year.

D. Use of Drugs, Alcohol, Tobacco

During the school year and season of practice, play or rehearsal, regardless of the quantity, a student shall not:

1. Consume a beverage containing alcohol.
2. Use tobacco, including chewing tobacco.

3. Use or consume, have in possession, buy, sell or give away any controlled substance, i.e., tobacco, marijuana, alcoholic drink.

Prescriptions provided by a qualified physician for the students use are accepted and should be noted with coach / advisor and administration.

E. Penalties

1. Drugs / Alcohol

- a. First violation: After confirmation of the first violation the student shall lose eligibility at a minimum of 3 weeks suspension, or at maximum, disqualification for the remainder of the activity.
- b. Second violation: Upon confirmation of the second violation, as recorded in school board policy, the student will be recommended for expulsion from school. If the student is not expelled from school, he / she will be excluded from competition for 18 weeks or the remainder of the season, whichever is greater.

2. Tobacco

- a. First violation: The student will be suspended from participation as defined in section F – Suspension.
- b. Second violation: The student will be removed from the team for the remainder of the season.

IN ALL CASES REGARDLESS OF SUSPENSION

- c. First violation: The student will be suspended from participation for two weeks.

F. Suspension

1. Violations of school rules resulting in suspension, in school or at home, will cause the student to be ineligible for one week per day of suspension (e.g. 3 days of suspension would warrant 3 weeks of ineligibility). On the days of the suspension, the student is not allowed to participate in any activity, including practice. The activity suspension shall begin the day the student is suspended.
2. Students are allowed to appeal the activity suspension to a 3 member committee consisting of the athletic or activity director, teacher and classified staff member. The committee has the right to maintain, increase or decrease the activity suspension based on the merits of the case.

3. Any student who strikes or pushes an official will be suspended for the remainder of his/her high school career, under the existing CIF regulations.

Athletic Transportation Fee

Students participating in athletics / activities are required to pay a fee for transportation for each season.

COACHING HANDBOOK

TABLE OF CONTENTS

I. COACHING ELIGIBILITY CHECKLIST

1. CPR/First Aid Clearance
2. CIF/ASED Coaches Test
3. Fingerprint/TB Clearance
4. CUSD Application completed

II. COACH'S QUICK REFERENCE GUIDE

III. ATHLETIC DEPARTMENT POLICIES

1. Code of Ethics
2. Conduct of Coaches
3. Department of Policies
4. Fundraising
5. Equipment Purchases
6. Transportation
7. Medical, Emergence Care

IV. ATHLETIC / ACTIVITIES CODE

V. FORMS

1. Uniform Inventory
2. Team Uniform Roster
3. ASB P.O. Form
4. Eligibility Clearance Form
5. Incident Report
6. Bulletin Notice
7. Athlete Release form