

# VISTA UNIFIED SCHOOL DISTRICT

## Coaches Handbook

### I. ATHLETIC PHILOSOPHY STATEMENT

The Vista Unified School District athletic programs will provide a variety of experiences to aid in the development of favorable habits and attitudes in student athletes preparing them for a successful life in our society. We have targeted three goals that we would like all of our student athletes to learn and appreciate:

- Responsibility/Commitment
- Benefits of Hard Work
- Being a Contributing Member of a Team

Each coach, parent and student athlete has a part to play if these program goals are to be accomplished. By establishing an understanding of each of our responsibilities, we are better able to accept the actions of others and provide greater benefit to our student athletes.

### II. RESPONSIBILITIES

#### A) Coach's Responsibilities

1. Attendance
  - a. Provide schedules of all practices and games.
  - b. Communicate any changes in the schedule.
  - c. Be on time.
  - d. Attendance is required at all team functions, including awards banquets.
2. Attitude
  - a. Come prepared for all practices and games.
  - b. Encourage the student athletes to do their best athletically and academically.
  - c. Apply all school and team rules to all student athletes equally.
  - d. Be professional in all actions and words.
3. Communication
  - a. Philosophy of coach.
  - b. Expectations of student athletes and team.
  - c. Location and times of all practices and games.
  - d. Communicate CIF, district, school, and team rules to student athletes and parents.
  - e. Communicate to individual student athletes their role on the team.
  - f. Return parent phone calls in a timely manner.
4. Supervision
  - a. All student athletes must be supervised at all times – before, during and after games, and practices in all venues/areas home and away.
  - b. Coaches must stay to supervise all student athletes after contests until a parent or guardian is there to pick them up.
5. Administrative Duties (Varsity Coach)

All coaches are responsible to have the following documents completed and/or on file with the Athletic Director:

  - a. Athletic clearance packet (proof of physical & insurance).
  - b. CIF and VUSD Code of Ethics Form.
  - c. Student Signature Page from Athletic Handbook.
  - d. Appropriate Athletic Transportation Forms \*\* (still being determined), requests etc.
  - e. Practice and Game schedules, facility use & request forms.
  - f. Fundraising Approval form(s).
  - g. Rosters – transfer students annotated for CIF Eligibility approval.
  - h. Tournament Sanctioning paperwork (if needed).

6. Injury/Medical Care
  - a. It is the coach's responsibility to ensure that the personal safety and well-being of each student athlete is paramount in the coaching process.
  - b. Medical personnel – MD or ATC (Athletic Trainer Certified) determines the appropriate level of care & continued participation of the student athlete; coaches have no say in the treatment.
7. Daily Coaching Duties:
  - a. Practice planning and organization.
  - b. Safe physical environment – facility safe for appropriate use.
  - c. Provide safe and adequate equipment.
  - d. Provide proper/current instruction of technique.
  - e. Warn of inherent risks by participating in athletics.
  - f. Match student athletes by size or ability to promote a safe practice environment.
  - g. Provide proper appropriate emergency assistance.
  - h. Uniform and equipment inventory records for program.
  - i. Refer to page 5 for a description of expectations.
8. Communication Guidelines
 

Both parenting and coaching are extremely challenging in today's world. By providing these helpful communication guidelines, we believe we can best help our student athletes reach their potential and allow them to enjoy their high school sports experience.

**Beginning of the Season:**

At the beginning of each season of sport, each varsity coach will host a parent meeting for the entire program. The coach will review his/her expectations, goals, and team policies at this parent meeting. Each parent will be given the school's Athletic Handbook at the orientation meeting or via the student athlete.

- a. Communication Parents Can Expect From Student Athlete's Coach:
  - Philosophy of the coach.
  - Expectations of student athlete and team.
  - Location and times of all practices and games.
  - CIF, district, school, and team rules.
  - Student athlete's role on team.
- b. Communication Coaches Can Expect From Parents:
  - Concerns expressed directly to the coaches.
  - Specific questions about philosophy or expectations.
  - Notification of any injuries or illness.
  - Any absences prior to practices or games.
- c. Appropriate Concerns To Discuss With Coaches:
  - Treatment of your child (mentally or physically).
  - Ways a parent can help his/her student athlete improve.
  - Concerns about your child's behavior.
  - Failure to meet coaching responsibilities listed in Section II.A.
- d. Inappropriate Concerns To Discuss With Coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Another athlete

It can be very difficult to accept when your student athlete is not playing as much as you may have hoped. Coaches make decisions based on what they believe to be in the best interest of the team.

The coach must take into account all members of the team, not just one individual. As noted in the above lists, certain concerns should be discussed with the coach. Other decisions like the examples on the list of “Inappropriate Concerns” must be left to the discretion of the coach.

**If you see any potential problems notify the Athletic Director and or the AP over athletics.**

9. Rules
  - a. All VUSD coaches are expected to know and abide by the following rules: VUSD, State CIF, and CIFSDS. NCC
  - b. Links to the above websites:
    - VUSD -- <http://www.vistausd.org>
    - State CIF – <http://www.cifstate.org>
    - San Diego CIF – <http://cifsd.org>
    - North County Conference – [www.athleticsncc.com](http://www.athleticsncc.com)
  - c. Temporary Athletic Team Coaches – [See Board Policy No. 4127](#)

### III. PROGRAM

Vista Unified School District is a member of the California Interscholastic Federation (CIF), San Diego Section and competes in the North County Conference (NCC).

See [www.athleticsncc.com](http://www.athleticsncc.com) for league configurations per sport and other NCC information.

The athletic program is bound by the constitution, by-laws and rules of the CIF, and by the constitution and rules of the NCC. Individual sports may also have policies and rules with which we must comply that could be more stringent than those of CIF or NCC. These policies will be given to parents at the opening orientation meeting (see Section II.8).

### IV. TRAINING RULES/ATHLETIC DISCIPLINE

- A) The prohibited acts listed below may be grounds for immediate dismissal from participation for the remainder of the season (fall, winter, spring) or a minimum of four weeks which will carry over into the student athlete’s next season of sport while in the Vista Unified School District. These are in addition to district sanctions:
  1. Possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances or intoxicants of any kind, including anabolic steroids.
  2. Offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
  3. Transferring, selling, distributing, offering, arranging or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give or sell to other students substances which are, or purported to be, alcohol, narcotics of any kind.
    - a. In addition, the student athlete will remain on probation for one calendar year from the date of the offense.
    - b. An additional incident involving alcohol or drugs, including anabolic steroids, within that year of probation, will result in a full year suspension.
- B) Any use of tobacco in any form during the season may result in a five-day suspension from athletics. These five days may carry over into the next season of sport if the incident occurs near the end of a season. A second offense may result in a one-month suspension.
- C) Student athletes assigned to In-School Suspension will serve the same duration as any student.
- D) Student athletes will not be allowed to compete or practice on days in which they have been home suspended.
- E) A student athlete will not be allowed to participate on another team during the same season if he/she

quits a team without permission from the Athletic Director.

- F) A student athlete may compete in more than one sport in the same season (i.e., baseball, track).
- G) Student athletes are not allowed in the locker room unless a coach or locker room supervisor is present.

## **V. ATHLETIC AWARDS**

To earn an athletic award (letter, trophy, all-league, etc.), a student athlete must finish the current season in good standing in terms of academic performance, citizenship, and sportsmanship.

## **VI. TRANSPORTATION—To be determined by site.**



CIF-San Diego Section  
 2131 Pan American Plaza  
 San Diego, CA 92101  
 Phone 858-292-8165  
 Fax 858-292-1375  
 www.cifsd.org

**ETHICS IN SPORTS (COACH) – 2014-15**  
 (Revised 3/09)

**I. POLICY STATEMENT**

- It is the mission of the California Interscholastic Federation, San Diego Section (CIFSDS) to promote high standards of sportsmanlike and ethical behavior in and around athletic contests played under its sanction and, in life, in general. Citizenship, Integrity, and Fairness are embodied in that mission. CIF and CIFSDS contests must be safe, courteous, fair, controlled, and orderly for the benefit of all athletes, coaches, officials, and spectators, and behavior by all involved at all times should manifest the highest standards of conduct.
- It is the intent of the section membership that poor sportsmanship, unethical behavior, and violence, in any form, will not be tolerated in athletic contests or practices. In order to enforce this policy, the membership, through its Board of Managers, has established rules and regulations.
- **Coaches assume the responsibility to teach and demand high standards of conduct of their athletes both on the field of play and in everyday life, in season and out of season.**
- **Coaches are responsible to know and abide by the rules of sport, the CIFSDS, and CIF State rules, regulations, and policies and penalties for violation of these rules.**
- **Coaches agree to accept and abide by determination of the CIFSDS and to demand compliance by parents and athletes under their supervision with any penalties imposed.**
- **It is the coach's responsibility to support the school principal's responsibility to enforce all CIFSDS rules and regulations and to demand high standards of conduct from coaches, athletes, and spectators.**
- The CIFSDS Board of Managers requires that the following Code of Ethics be issued to and signed by each student-athlete, parent, coach, and officials' association. Penalties for failure to submit a signed Code of Ethics are:
 

1. Athlete	Ineligibility for participation in CIF-San Diego Section athletics
2. Coach	Restricted from coaching in CIF-San Diego Section contests
3. Officials Association	Not approved to officiate in the CIF-San Diego Section
4. Parent	Prohibition/Removal from attendance at CIF or CIFSDS event
- **Failure to abide by the standards of behavior as agreed with result in a referral to school-site administration for discipline.**

**II. CODE OF ETHICS FOR STUDENT-ATHLETE, PARENT/GUARDIAN/CAREGIVER, COACH, CONTEST OFFICIAL**

- A. Comply with the six pillars and 16 Principles of the Pursuing Victory with Honor program (on reverse side).
- B. Be courteous at all times with school officials, opponents, game officials, and spectators.
- C. Exercise self-control.
- D. Know all rules of the contest, of CIF State, and the CIFSDS and agree to follow the rules.
- E. Show respect for self, players, officials, coaches, and spectators.
- F. Refrain from the use of foul and/or abusive language at all times.
- G. Respect the integrity and judgment of game officials.
- H. An athletic director, sports coach, school official or employee or booster club/sport group member may not provide any muscle-building nutritional supplements to student-athletes at any time. A school may only accept an advertisement, sponsor, or donation from a supplement manufacturer that offers only non-muscle building nutritional supplements. A school may not accept an advertisement sponsorship or donation from a distributor of a dietary supplement whose name appears on the label. Permissible non-muscle building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks; energy bars, carbohydrate boosters, and vitamins and minerals. (Revised - Federated Council May 2007.)
- I. **Win with character; lose with dignity.**

**Accept consequences of conduct deemed inappropriate or in violation of rules.**

I have read, understand, and accept the Policy Statement, Code of Ethics, The Pillars and Principles of Pursuing Victory with Honor, and the Violations, Minimum Penalties, and Appeal Process (on attached page) of the CIF-San Diego Section **ETHICS IN SPORTS** Policy. I agree to abide by this policy while participating and/or being a spectator at CIFSDS athletic events regardless of contest site or jurisdiction.

**Completing the Signature Page (page 15) satisfies C.I.F. rules.**

Signature – Coach \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# PURSUING VICTORY WITH HONOR

## SIX PILLARS OF CHARACTER

TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

GOOD CITIZENSHIP

## SIXTEEN PRINCIPLES OF PURSUING VICTORY WITH HONOR

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It’s the duty of School Boards, superintendents, school administrators, parents, and school sports leadership - including coaches, athletic administrators, program directors, and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical, and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules, and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents, and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents, and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics, and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents, and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators, and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical, and ethical well-being of student-athletes is always placed above desires and pressure to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting, and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as first aid and CPR. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs, and performance-enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimension of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.

# VIOLATIONS, MINIMUM PENALTIES, AND APPEAL PROCESS

(Applicable to players and coaches from time of departure for contest until time of return.)

## ACT

1. Behavior resulting in ejection of athlete or coach from contest
2. Illegal participation in next contest by athlete ejected from previous contest.
3. Second ejection of athlete or coach from any contest during one season.
4. When an athlete leaves the bench area or fielding position to begin a confrontation or leaves the bench area or fielding position to join an altercation.
5. When more than two athletes leave the bench area or fielding position to begin a confrontation or leave the bench area or fielding position to join an altercation.
6. Other acts committed by individuals or teams or acts committed at end of season.
7. Use of an ineligible player in a contest.

## MINIMUM PENALTIES\*

### EJECTION POLICY:

Any coach, team attendant, or spectator ejected by a contest official from any contest for any reason, at any level, is suspended indefinitely from participation, practice, or attending (site and sound) any sports contest, until the first of the following occurs: the ejected person serves the tentative penalty recommended by the commissioner; or a meeting is held among the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s) to discuss and impose an appropriate penalty which is served before participation resumes.

Any player ejected by a contest official from any contest for any reason is suspended from participation in the next contest(s) until the tentative penalty recommended by the commissioner is served; or a meeting is held among the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s) to discuss and impose an appropriate penalty which is served before participation resumes. **Players are permitted to practice with the team and attend contests, but not in game uniform, during the period of suspension. (Approved June 3, 2008, Board of Managers).** Meetings will be scheduled at a time to be announced. There is no appeal of the Commissioner's decision. Telephonic and electronic meetings are not permitted.

Additionally, any person ejected (coach, player, spectator) is required to attend a CIFSDS Ethics In Sports Sportsmanship Meeting, which will be held at a time to be announced. Failure to attend the sportsmanship meeting will result in immediate suspension of athletic eligibility or attendance (site and sound) at contests or practices until such time as the ejected person attends a Sportsmanship Meeting. (Approved June 7, 2005, Board of Managers).

Ineligibility for remainder of season for athlete. A written appeal may be made by the individual or school to the commissioner.

A coach, who permits participation by a player ejected from a previous contest, knowingly violates a CIF or San Diego Section rule, and penalty may include a sanction to the school, coach, or suspension of membership.

Ineligibility of athlete for remainder of season or suspension of coach for remainder of season. A written appeal may be made by the school principal within two school days to the commissioner for reduction of penalty. Official to make report by the next school day to the commissioner.

Ejection from the contest for those designated by the official, ineligibility for the next contest, probation for remainder of season. Those players involved are later identified, ineligible for next contest and probation for remainder of season. A written appeal may be made by the individual(s) or school to the commissioner. Official to make report by the next school day to the commissioner.

A similar infraction of this act by the same athlete(s) during the same season will result in termination of the season for the athlete(s) concerned. A written appeal may be made by the school principal to the Commissioner.

Contest will be stopped by officials and coaches. Ejection from the contest for those athlete(s) designated by the officials. The team(s) that left the bench area must forfeit the contest, record a loss, and the team(s) and player(s) placed on probation for the remainder of the season. A written appeal may be made by the school(s) principal to the commissioner. A second infraction will result in cessation of the season for the team(s) and/or athlete(s). A written appeal may be made by the school(s) principal to the commissioner. Official to make report by the next school day to the commissioner.

If the act occurs in the CIF-San Diego Finals, and both teams are charged with a forfeit, there will be no champion. A written appeal may be made by school(s) principal to the commissioner. Official to make report by the next school day to commissioner.

Commissioner, as authorized by Green Book, to determine and implement penalties up to and including career suspension for individuals and following year penalties for teams.

If a team uses an ineligible player in a contest(s), the contest(s) shall be forfeited. The number of forfeited contest(s) exceeds the maximum permitted in accordance with the CIFSDS Forfeit Policy (see Green Book) the team shall be excluded from CIFSDS playoffs.

If an ineligible individual is permitted to participate in an individual sport, that individual is excluded from playoffs, and the school is subject to penalties for a willful violation of a rule.

\*Commissioner, as authorized by Green Book, may determine and implement additional penalties up to and including career suspension for individuals and following year penalties for teams.

**Vista Unified School District**  
**Description of Expectations for the Freshman, Junior Varsity and Varsity Levels**

- **Regardless of the level, each year every player must demonstrate the skills needed to be a member of the athletic program for which he/she is trying out. No player is guaranteed a position in the present year simply because he or she was a part of the program the previous year.**

**Freshman Sports**

The purpose of the freshman level is to do the following:

- Develop and refine basic skills and learn the rules of the sport.
- Determine the student athletes' continued involvement in the sport.
- Provide opportunities for playing time at coaches' discretion.

The freshman team will consist of ninth-graders who have demonstrated intellectual skills, proper attitude, physical skills and sport-specific skills that indicate a potential to be varsity players. The numbers of players may vary from season to season.

**Junior Varsity Sports**

The purpose of the junior varsity level is to do the following:

- Further develop skills of the student athlete.
- Increase the intensity of competition.
- Prepare the student athlete for the varsity level.
- Place more emphasis on winning.
- Provide opportunities for playing time at coaches' discretion.

The junior varsity team will consist primarily of sophomores, but freshmen who have demonstrated the ability to start as JV players may also be members of the team. The JV players must exhibit the requisite intellectual skills, proper attitude, physical skills and sport-specific skills that indicate a potential to be a varsity performer over the next two years. A junior who shows the potential to be a varsity starter or a key contributor as a senior or who is a part-time varsity player may play JV.

**Varsity Sports**

The purpose of the varsity level is to do the following:

- Develop skills and physical conditioning of the student athlete to his or her full potential.
- Provide student athletes with the opportunities to learn to set goals, strive to achieve them and serve as role models for younger student athletes.
- The focus of the program is to win, and with that said, communication will be given by the coach during the preseason to the student athlete to determine their role on the team.
- The varsity team will consist primarily of juniors and seniors, but freshmen and sophomores who have demonstrated the ability to be starters or key contributors may also be members of the team. Juniors must show the potential to be varsity players over the next two years to be members of the team. The varsity players must show the mental skills, proper attitude, physical skills and sport-specific skills to be starters or essential contributors to the success of the team. It is the student athlete's responsibility, not the coaches', to convey to parents on-going team information throughout the season.



**VUSD**  
**Walk On Coach Approval Process**

***MUST BE COMPLETED PRIOR TO COACHING***

**1. To be completed by Head Coach and submitted to the appropriate Director; Athletic or Band.**

School Site: \_\_\_\_\_ Activity/Sport: \_\_\_\_\_

Candidates Name: \_\_\_\_\_ Position: \_\_\_\_\_

Season: Fall / Winter / Spring  
(circle one)

**The candidate will be:**

- Paid Walk on coach – (Process A)
  - Stipend, paid by Site
  - Stipend, Paid by Booster Club
  
- Unpaid Volunteer, who is:
  - Sometimes alone with students. (Process B)
  - Always under the direct supervision of certificated staff (Process C)

\_\_\_\_\_  
Signature (Head Coach)

\_\_\_\_\_  
Date

**2. Athletic or Band Director Approval:     Yes             No**

\_\_\_\_\_  
Signature: (Director)

\_\_\_\_\_  
Date

**3. School Site Administrative Approval:     Yes             No**

\_\_\_\_\_  
Signature: (Administrator)

\_\_\_\_\_  
Date

**4. PLEASE ROUTE THIS COMPLETED FORM TO YOUR SCHOOL SECRETARY**

- School Site Secretary creates Personnel requisition (*for paid positions only*)    PR# \_\_\_\_\_
- Site Administrator/Secretary submits completed form to Certificated Human Resources  
Fax: 1-760-631-4537    Scan/Email: lauralemly@vistausd.org
- School site instructs candidate to complete processing as follows: (see next page)
  - Process A                       Process B                       Process C

# VUSD

## Walk On Coach/Volunteer Candidate Clearance Process

***Must be completed prior to coaching***

PROCESS A	PROCESS B	PROCESS C
<b>Process for Paid Walk on Coach</b>	<b>Process for Volunteer (Alone with Students)</b>	<b>Process for Volunteer, (Under Direct Supervision)</b>
1. Call Certificated Human Resources (HR): 760-726-2170 x2379 for appointment to apply for Walk on Coach position.	1. Contact Site Office Manager for Volunteer handbook and application.	1. Contact Site Office Manager for Volunteer handbook and application.
2. Candidate fills out employment application and employee hiring paperwork. Candidate comes to HR-Cert. appointment prepared with: <ul style="list-style-type: none"> <li>• Driver's license or Official photo ID</li> <li>• Social Security Card</li> <li>• Negative TB test results in last 4 years</li> </ul>	2. Candidate completes Volunteer application and submits to site.  Come Prepared with: <ul style="list-style-type: none"> <li>• Driver's license or Official photo ID</li> <li>• Negative TB test results in last 4 years</li> </ul>	2. Candidate Completes Volunteer application and submit to site.  Come Prepared with: <ul style="list-style-type: none"> <li>• Driver's license or Official photo ID</li> <li>• Negative TB test results in last 4 years</li> </ul>
3. Candidate screening process. <ul style="list-style-type: none"> <li>• Drug Screening</li> <li>• Candidate to make appointment for DOJ and FBI fingerprinting. Follow directions for SDCOE fingerprint process. (Attachment A)</li> <li>• Candidate to complete fingerprinting/livescan,</li> <li>• Candidate to alert HR of completion</li> <li>• 760-726-2170 x2379g.</li> </ul>	3. Candidate screening process. <ul style="list-style-type: none"> <li>• Site to screen candidate on Megan's Law Website</li> <li>• Candidate to make appointment for DOJ and FBI fingerprinting. Follow directions for SDCOE fingerprint process. (Attachment A)</li> <li>• Candidate to complete fingerprinting/livescan,</li> <li>• Candidate to alert HR of completion of fingerprinting 760-726-2170 x2379</li> </ul>	3. Site to screen candidate on <u>Megan's Law Website</u>  <b>STOP HERE</b> <u>If candidate clears Megan's Law screening and says "no" to application questions regarding felony or pending charges, then site notifies Director that the candidate may begin volunteering.</u>
4. Human Resources to monitor drug screen and the DOJ and FBI fingerprinting/livescan results.	4. Human Resources to monitor the DOJ and FBI fingerprinting /livescan results.	4. BUT, If Candidate checks the yes box for Felony or pending charges, <ul style="list-style-type: none"> <li>• Candidate to make appointment for DOJ and FBI fingerprinting. Follow directions for SDCOE fingerprint process.(Attachment A)</li> <li>• Candidate to complete fingerprinting/livescan,</li> <li>• Candidate to alert HR of completion of fingerprinting 760-726-2170 x2379.</li> </ul>
5. HR to notify school site administration when applicants fingerprint and drug screening is complete and status is determined. HR to complete hiring process.	5. HR to notify Site Administrator when applicant's fingerprint/livescan is complete and status is determined.	5. HR to notify Site Administrator when applicant's fingerprint/livescan is complete and status is determined.
6. Director (Band or athletic) is given date by HR that candidate may begin, or notification that they may not coach.	6. Director (Band or athletic) is given date by HR that candidate may begin, or notification that they may not coach.	6. Director (Band or athletic) is given date by HR that candidate may begin, or notification that they may not coach.

## **Financial Information for Coaches**

### **ASB**

Associated Student Body (ASB) accounts will consist of a team expense account and/or a team club account. The team expense account is provided by the ASB. The team club trust account funding is provided by fundraising events. Both account monies must be spent for the benefit of students. The team expense account will not carry over funds from one year to the next. The ASB club trust account will carry over unspent funds from year to year.

ASB clubs must be registered with the ASB and are required to submit a constitution and elect officers annually. Expenditures in the club account should be approved by club officers. All ASB club protocol must be followed.

All ASB expenditures must be pre-approved and must have a Purchase Order before ordering. Open Purchase Orders may be made when the exact amount is not known or when reimbursement to an individual will be required. Original receipts must be provided for reimbursement.

### **Booster Clubs**

All booster clubs are independent of the school. Booster clubs must have a constitution, bylaws, a governing board, and must be a registered 501c3 with a Federal Tax Payer ID number. Booster clubs are required to provide documentation along with a financial report annually to the district office representative and be approved by the Board of Trustees. No coach may be a voting member, hold office, sign checks, or have an ATM card from a booster club account. Booster club funds may be spent in any manner approved by their governing board. If booster clubs provide additional coaching stipends, the payment must be made from the booster club to the district and then the individual. Any coach receiving a district stipend may not receive additional money from the booster club. Any stipend provided by the booster club may not exceed that of the stipend being paid by the district.

### **Fundraising**

All fundraising events must be approved by the site administrator. All fundraising must be voluntary. Students cannot be required to raise funds and cannot be excluded from activities for failure to raise funds. Students can be required to attend fundraising events but cannot be given a target amount to raise.

Spirit packs may be sold. Students are not required to purchase spirit packs. Uniforms required for participation in practices and games may be purchased by students for them to keep. Any student not wishing to purchase these uniforms must have a uniform provided for them that is substantially the same as the uniforms available for purchase. Students may be required to return these uniforms at the end of the sport season.

### **Conflict of Interest**

All coaches are held accountable for conflict of interest in accordance of Board Policy 9270. Coaching for pay other than the agreed upon stipend during the season of sport is deemed to be a conflict of interest and is not allowed. Coaching or private lessons for pay outside of season of sport is allowed. Athletes are not required to participate in lessons or camps or join specific teams in the off season as a prerequisite to playing on the high school team. If district facilities are to be used for these coaching endeavors, district policy for external use of facilities, including proof of insurance, must be followed and any applicable fees paid.

# Emergency Procedures

## See link for CIF State Concussion Guidelines

<http://www.cifstate.org/sports-medicine/concussions/index>

### Coaches Pre-Practice/Event Site (Home or Away) Responsibilities

Check the area for safety concerns. Check to determine if a certified athletic trainer is available. Know the location of a telephone closest to your event area. If the building is locked do you have a key?

Set a plan as to how the ambulance will access the field/area. This should be pre-arranged prior to any incident. If there are gates to get through--are they locked? Who has keys? Who will you send to greet the ambulance and guide them to the scene? Campus security or administration will usually arrive to help direct the ambulance.

If a certified athletic trainer is not present, you the Head Coach are in charge of the initial assessment, first aid, decisions regarding calling for emergency medical services, return to play, and parent contact if needed, for all athletic injuries.

### Emergency Procedures for a Life Threatening Injured Student Athlete

1. Assess injury (general impression of athlete, chief complaint, level of consciousness, life threatening conditions) and call for athletic trainer if available but not present.
2. In the absence of an athletic trainer, determine whether the injury is life threatening. If so, follow appropriate procedures and initiate EMS system.
3. Assess airway and breathing. Assure adequate ventilation.
4. Assess circulation. Assess for and control major bleeding. Assess pulse. Assess skin (color, temperature and condition).
5. For EMS dial 9-1-1 off campus. Provide all necessary information to dispatch, i.e., location, nature of injury, what, if any, first aid has been provided, etc.
6. Have a bystander (asst. coach) contact the host site coach, campus security, and administration to notify them of the emergency and incoming EMS team.
7. Stay with the student athlete until proper medical attention has been provided.
8. Players or non-medical personnel should not touch, move or roll an injured player.
9. Contact the athletic trainer and the athletic director, and complete an Accident Report Form. (If the student athlete was transported by an ambulance or helicopter, leave a message with VUSD Risk Management describing the incident, student athlete's name, possible injury, your contact information and that a report has been/will be filed.)

### For injuries that are not life threatening:

Summon the athletic training staff if they are not present. If the host site's athletic trainer is not on duty or they don't have an athletic trainer, immediate first aid will be rendered by the coaching staff at the scene. Call the student athlete's parents and explain the incident and the injury that just occurred in regards to their student athlete. If further medical treatment is necessary, allow the parents to remove their student athlete from the playing field and transport them to a medical facility. Upon returning to the site, notify the athletic trainer that an injury occurred so that an Accident Report Form can be filled out and filed.

# Summer Camps

Definition of a “*Camp*” – athletic skills development with outside members (students not enrolled at your school) meeting/practicing, and run or conducted by a VUSD coach or coaches, on VUSD premises, taking in money for profit, i.e., fundraising or paying coaches summer salaries, etc.

It is not a “*Camp*” if you are conducting summer workouts/practices with students who are only from your school, and there cannot be any charges by you or your program.

\*\*\* This will be looked at very carefully by the district office again this year. They are looking to recoup funding as much as possible. Facility use is a priority for them to reduce costs and or recoup funding in compensation for facility use.

- If you plan to have a camp it should be sponsored by an outside entity – Basketball Boosters, etc. Let the Athletic Director know who is sponsoring yours, as they need to provide insurance coverage.
- If you plan to have a camp, you must give the Athletic Director:
  - Dates, location, times, etc.
  - Facility Use Request form, if on a district facility (one copy).
  - Any camp flyers that you are using to promote your camp.
- The Authorizing Party must sign a “Hold Harmless Agreement” (see Page 14).
- You may determine your own fee; however, 5% of your gross fees must go to the district to offset facility use.
- Insurance – the district has decided that each participant must have a parent sign the Liability Waiver and a statement that each camper has his/her own insurance. Also that they understand that any camp insurance is only secondary. You must provide secondary insurance and a copy of the insurance brochure, with a photocopy of your check (or receipt of insurance).
- If you have any questions please see the Athletic Director as soon as possible.

## **FOR EACH CAMP, SEND A PACKET TO NATALIE ROJAS, OPERATIONS & MAINTENANCE (x2805), CONSISTING OF THE FOLLOWING:**

- 1) Facilities Use Request form – signed by the appropriate organization.
- 2) Hold Harmless Agreement (see Page 11) - signed by the Authorizing Party
- 3) Proof of Insurance
  - Photocopy of check or receipt
  - Photocopy of Insurance Company Brochure
- 4) Liability Waiver and Statement that the student athlete has their own primary insurance, to be signed by the parent. Send in a photocopy as a sample.
- 5) Any camp brochures you have distributed.
- 6) Checks - make payable to VUSD for District facilities (gym, fields, etc.) - will be charged 5% of your gross income.
- 7) Facilities use form will be on line beginning the summer of 2013.

# Vista Unified School District Hold Harmless Agreement

The Vista Unified School District (“District”) and the Requesting Organization referenced below (“Permitee”) requesting district facility use agree that:

1. Permitee has requested permission to use facilities of the District.
2. District does not hold and operate such facilities for the exclusive purpose of allowing persons or organizations such as Permitee to use the same. If the District were required to assure the safety of such facilities of such use and accept liability during that use, then the District would not permit such use. District, therefore, has not inspected and has made no representations concerning the safety or suitability of facilities for Permitee’s purposes.
3. Permitee has inspected the facilities and accepts them as being in good and safe condition and agrees to continually inspect them and keep them in good and safe condition for its use.
4. District intends to assume no responsibility to monitor or supervise the conduct and operation of Permitee’s use of the facilities for the protection of Permitee, its members and participants, the public, District’s personnel or any other person or entity, and Permitee agrees to assume all such responsibility.
5. Permitee shall indemnify, defend and hold harmless the District, its officers, employees and agents from and against all claims and actions asserted by any person for injury, death, damage or loss of whatever kind, real or alleged, arising out of Permitee’s use of the premises. The same may be caused, including but not limited to those due to the condition of the facilities. Said indemnification shall include the defense at Permitee’s sole cost and risk, of all such claims and actions, and the payment of any judgment which may be entered therein against the indemnified.
6. In consideration for the permission to use District’s facilities, Permitee assumes all the foregoing obligations.

**Requesting Organization** \_\_\_\_\_

Organization’s Authorized Representative \_\_\_\_\_

District’s Authorized Business Services Representative \_\_\_\_\_

Date \_\_\_\_\_

*Vista Unified School District*  
**COACHES HANDBOOK**  
And  
**San Diego Section C.I.F. Code of Ethics**

*Signature Page*

I have read a copy of the *Vista Unified School District Coaches Handbook & San Diego Section C.I.F. Code of Ethics* as well as the links provided for the above information.

I understand it is my responsibility as the coach to read/understand these rules.

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Coach Name (printed)

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Coach Signature

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Date