

Ventura Unified
SCHOOL DISTRICT



**VUSD Athletics Procedures Manual
and Coaching Handbook**

TO: All Ventura Unified School District Coaches
FROM: Dr. Jeff Davis – Assistant Superintendent, Human Resources
DATE: October 2018

Enclosed is some important information you will find helpful to start your season.

It is important that ALL coaches, the Athletic Director and school administration work together to help build a strong and quality athletic program at your school. Cooperation and Communication are the keys to your success. Please take the time to talk to each other and learn to share best practices. We are in this together!

GENERAL INFORMATION

COACH EXPECTATIONS:

1. Be ethical, enthusiastic, positive, pleasant, and humble.
2. Maintain positive and professional relationships in all professional interactions with student-athletes, their parents/guardians, community members, school administration, school staff and game officials/referees.
3. Coaching performance feedback will be provided to you throughout the season and at the time of evaluations. You are expected to implement any directives given to you.
4. As a role model for your student-athletes, you will exhibit good grooming and personal habits.
5. Wear appropriate coaching attire at all times.
6. Conduct yourself professionally in all written and verbal communication, including social media, email, etc.
7. Abide by all rules and regulations regarding appropriate protocols and use of ASB funds and fundraising for your team.
8. Model the CIF credo of "Victory With Honor" in both victory and defeat, through your actions of being humble in victory and gracious in defeat.

DISTRICT POLICIES:

By law, policy and educational philosophy, the Ventura Unified School District is committed to the conduct of an athletic program that treats all male and female student-athletes equally. All coaches are expected to read this handbook in its entirety, read all policies included, and to conduct their programs in full compliance with these policies and Title IX law.

C.I.F. BLUE BOOK:

It is imperative that all varsity head coaches read this handbook thoroughly. All varsity head coaches are responsible for making sure their assistants and/or lower level coaches understand all CIF Blue Book rules and regulations to ensure we stay in compliance with CIF policies. The CIF Blue Book can be found online at www.cifss.org. If you need clarification please contact the Athletics Office at your school site.

EQUAL PARTICIPATION OPPORTUNITIES (TITLE IX):

Key to gender equity and compliance with Title IX regulations in athletics is the provision of athletic opportunities to males and females that are equal to their proportion of the student body. The determination of roster numbers required to accomplish this goal is the responsibility of the Athletic Director. Actual participation in each sport over the last three years has been carefully examined as well as the average sizes of teams in that sport and the structure of the sport (e.g., numbers of events or weight classes, maximum entries per event, etc.) Every coach is responsible for recruiting enough on-campus male and female student-athletes to meet their team participation goals. These goals will be re-examined at the end of every school year to assess whether they need to be adjusted or maintained.

STUDENT-ATHLETE ELIGIBILITY **ATHLETIC PARTICIPATION REQUIREMENTS**

TRYOUTS:

Tryouts are required for each team. All tryouts will need to be announced over the school PA system, via posted flyers, written in the school bulletin and on the school website. In addition, criteria considered for selection on the team will be posted in the locker rooms.

PHYSICAL/INSURANCE PACKETS:

Through the online sign-up process at www.registtermvathlete.com individual student-athlete verification receipts will be sent to the coach. Coaches need to check online for the status of individual student-athletes. Completed packets are good for the **current school year only (June to June)**. If a student-athlete has their packet already on file for one sport they are not required to fill out a new one for participation in another sport during that school year. **Under no circumstances, will a student-athlete be allowed to try out or practice without passing a physical exam and without proof of insurance (Confirmation comes from the athletics office only!). ALL athletic clearances will come from the Athletic Office via the Eligibility List (based on the Roster checks you submit)!**

The student-athlete and their parent/guardian will file all required paperwork online at this site: www.registtermvathlete.com

- **PHYSICAL EXAM:** All student-athletes must take and pass an annual physical exam. The student-athlete will need to make their own arrangements for a physical exam, if they miss the school scheduled physical exam date. In this case, the student-athlete will need to cover any cost. **Remember: NO PHYSICAL = NO PARTICIPATION =NO EXCEPTIONS!**
- **INSURANCE:** All student-athletes must have proof of insurance coverage.
- **ATHLETIC CODES:** There is a school athletic code (Code of Conduct) and a CIF code that must be signed (this can be found online at www.cifss.org). Please familiarize yourself with this information.
- **EMERGENCY CARDS: (BOTH CARDS)** The parent/guardian must fill these cards out completely. The coach will keep one copy and the other copy will remain in the packet. You are to keep a copy with you at all practices and contests. **Remember: NO EMERGENCY CARDS=NO PARTICIPATION= NO EXCEPTIONS!**
- **CONCUSSION INFORMATION:** Per California State law AB 25, ALL student athletes must read and sign a concussion information sheet regarding laws, information, and protocols for possible concussions.

- **SOCIAL MEDIA CONTRACT:** All students must sign this form regarding proper guidelines and best practices for how students should conduct themselves safely and responsibly in a growing online environment. Failure to follow these guidelines may result in a suspension from practices and/or games.
- **SUDDEN CARDIAC ARREST:** All student athletes/parents must familiarize themselves with warning signs and risk factors of Sudden Cardiac Arrest. They are to read and sign Sudden Cardiac Arrest forms and return to the Athletics Office as part of the physical packet.

STEROIDS:

Student-athletes must refrain from the use of illegal and non-prescription drugs, anabolic steroids or any substance that may increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association. If found using these illegal substances, student-athletes are subject to immediate removal from the athletic program for the remainder of the school year and may also face more severe penalties. Coaches are prohibited from suggesting, providing, or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association. Coaches violating this prohibition will be immediately relieved of all their coaching duties, will forfeit any monetary compensation for coaching and will never be allowed to coach in the Ventura Unified School District at any time in the future.

ACADEMIC ELIGIBILITY:

All student-athletes must carry a minimum of a 2.0 GPA and are required to pass a minimum of 20 credits (4 classes) per grading period to be eligible. Coaches may not require a GPA higher than the CIF rule of a 2.0 GPA. The CIF defines an official grading period is defined as “when all students in the school receive grades”. The only determining factor for their GPA is their report card grades. These are issued at the end of the first quarter (Oct), first semester (Jan), third quarter (March/April), second semester (June). *Classes repeated in summer school due to the student earning a “D” or “F” grade in the regular school year, must be the exact same course they took prior. Progress reports or grade checks DO NOT determine eligibility.* Once the school registrar posts official grades, the Athletics office at your school site will check the actual report card grades. Only official grade changes, (made by the teacher and as recorded by the registrar), can be used to change eligibility. Coaches are not permitted to contact teachers to ask for grade changes after the report cards have been issued. If student-athletes or parents suspect that a teacher made a mistake on a grade, it is their responsibility to question the grade.

WORKOUT AND PRACTICE DATES

PRE-SEASON WORKOUTS:

Given the current rules and policies CIF has in place, practices can occur Monday-Saturday during any given time. Article 30 by-law 310 states: “In order to provide at least one day of respite from involvement in interscholastic athletics each week, no interscholastic games or practices of any kind are to be held on Sunday.”

OFFICIAL STARTING DATE:

Teams may practice year-round (with the exception of the CIF required dead periods) due to the elimination of the by-law that restricted off-season practice times. Please check with your Athletic Director as to the initial scrimmage date for your sport. Per CIF rules, you may practice any day except Sundays or the day on which Christmas and Thanksgiving occur.

TEAM ROSTER MANAGEMENT

TEMPORARY ROSTERS:

Prior to conducting any practices (during season/off season), all coaches will need to submit a roster of potential team members to their Athletic Director (the sooner the better) **BEFORE** any practices can be held. This roster of potential team members will be used to establish an Eligibility List. You will receive a copy of this list informing you of your student-athletes who are eligible academically and medically. Any student-athlete who is NOT on the Eligibility List issued by the Athletic Office is NOT eligible to practice or play in any capacity. It is imperative that you IMMEDIATELY communicate any roster updates to the Athletic Office whenever changes occur (adds/drops/changes in teams), to ensure that your team is not practicing with an ineligible player. *Words of advice to all: Athletes are not allowed to come out for practice after the designated athletic cutoff date (usually one week after the last day of league competition of the previous season of sport) and the beginning of tryouts for the following season.*

Obviously, this does not apply to student-athletes participating in and coming out after play-off competition in their previous season of sport, athletes coming off injuries or illness, or new transfer students.

FINAL NUMERICAL ROSTER: Upload all final numerical rosters to the CIF website (<http://cifsshome.org/login.php>). A log-in account to this website will be given to all varsity head coaches to complete this task. The Athletics Office at your school will use the information from this website to disseminate information to media outlets as needed. This is due prior to the start of the season (before official scrimmage date).

COACHING STAFF:

All coaches (volunteers, assistants, etc.) must be formally approved by the school board and processed through the HR Department. Therefore, each coach must have on file in the A.D.'s office and District HR Office the following:

- Coaching application packet
- TB clearance
- Fingerprint clearance
- CPR/1st aid certification
- Sexual Harassment Online Training
- CIF Coaching Certification
- Coaches Code of Conduct
- Concussion signs and Symptoms
- Sudden Cardiac Arrest Certification
- Professional Expectations for Athletic Coaches

The School Board only meets once a month in October, November and December (twice per month in the spring), so the above information must be turned in by the end of each month so it can be placed on the following month's Board agenda. *Coaches will not be approved after the season begins unless pre-approved by the Athletic Director.

Volunteers or third party contractors must be approved by the School Board to be used in any capacity. Such individuals may not direct or instruct at any practices/games, or be present on the bench or sidelines at any time.

FIRST AID/CPR:

Each head, assistant or volunteer coach must have current/valid certification in first aid and CPR. Please make a copy of your certification cards and submit them to the Athletic Office. Classes can be arranged to certify coaches, if necessary. However, if classes cannot be arranged or coaches cannot attend the arranged classes, they must get certification on their own. **Without certification, a coach will not be allowed to coach in the VUSD.**

Paid Coaches: A coach must be “cleared” per the VUSD “Temporary Athletic Coach” policy in order to be paid by the District or ASB funds. This means that all prospective coaches must first communicate with the school site Athletic Director to receive direction on the clearance process. The coach will then work with VUSD Human Resources to complete a “coach referral form”, fulfill all district-required qualification criteria (i.e., fingerprinting, criminal background check, etc), offer proof of certifications (i.e., CPR/First Aid, etc) and complete all required payroll information.

Volunteer Coaches: Volunteer coaches, just like paid coaches, must be “cleared” to coach in the same manner as paid coaches.

SCHEDULING

PRACTICE CALENDARS/FACILITY USAGE:

Practice calendars are issued by the Athletics Office prior to the start of tryouts and official practices for each sports’ competition season, which will include practice times and locations allocated to out-of-season sports. Please turn in your request for basic daily practice times and locations to the Athletic Office at least 30 days prior to the start of each season (June - August for the fall season, October for the winter season and January for the spring season). If necessary, teams may need to share facilities. In-season sports take precedence over out-of-season sports in the scheduling of facilities. If a boys and girls’ sport has the same competition season (fall, winter, or spring) and uses the same facility, preferred practice times and facility assignments shall be rotated on a weekly and/or annual basis, as determined by the Athletic Director. * Please note: To be compliant with Title IX the Athletic Director will balance practice schedules so that equal percentages of male and female student-athletes are affected by prime time (3 pm to 6 pm); non-prime time (after 6 pm and before school) or hybrid (combinations of prime and non-prime time).

GYM USE ON BAD WEATHER DAYS:

In-season sports will have priority over “year-round out of season sports” when it comes to indoor facility usage on bad weather days. One in-season sport cannot bump another in-season sport due to unforeseen circumstances involving facilities; however, every attempt will be made to accommodate all in-season sports.

GAME SCHEDULES:

It is the responsibility of the head coaches to formulate competition schedules. The Athletic Director must approve such schedules, taking into consideration competitive equity and travel to

be Title IX compliant. Please review your contest schedule including release times and departure times far in advance and submit to the athletic director for approval. Once your schedule goes public, it becomes difficult to make changes. Sending out revisions usually leads to confusion. Our classroom teachers are instructed not to deviate from these times. If changes need to be made, official notification must come directly from the Athletics Office. *Do not add/drop games or change start times under any circumstances without Athletic Director approval.* * Please note: To be compliant with Title IX the Athletic Director will annually review team schedules to ensure that male and female student-athletes receive the same benefits and treatment.

RAIN-OUTS/MAKE-UPS:

Rainouts/makeups will be determined by the Athletic Directors from both competing schools, with input from head coaches (with the league makeup game procedures). Usually 12:00 noon is the *latest time* to notify the visiting school that a contest cannot be played. The Athletic Director will notify transportation, officials, administration, the other school, etc. when a contest cannot be played. Please notify the Athletics Office for possible make-up dates immediately (day of cancellation), so that all preferences can be considered. If a make-up contest is to occur on a date other than the league adopted schedule, both schools must mutually agree upon the date and time. Otherwise, the league schedule and the league guidelines for make-ups must be followed.

TRAVEL/TRANSPORTATION/MEALS:

All transportation to and from all contests will be arranged by the Athletics Office. Collaborative efforts between the Head coach and Athletic Director will be required to arrange transportation when unusual circumstances arise.

- Players must travel to all away contests via school provided transportation and at least one paid coach must accompany the team during transport. However, players may transport themselves with prior administrative approval and the signed VUSD district form. However, if the player does not have prior administrative approval they are NOT allowed to drive themselves and/or other players to any away contests (regardless of their age). They are NOT allowed to travel with anyone else. Under special circumstances, a player may travel to an away contest/or home with his/her own parents/legal guardians (only) and be allowed to play IF written notification (signed and dated) was received 24 hours **prior to departure**.
- Under special circumstances, players may travel to and from contests in private or rented vehicles, driven by parents or coaches, with proper District/AD approval. Please check with the Athletic office on the proper procedures to get this approval. The approval forms are available from the Athletic Office.
- **Meals:** Off campus team meals organized by parents and students, without the involvement of District employees, are permitted per Title IX. Please note that this means coaches or other District employees **may not** arrange for meals at the homes of parents. Team snacks can be provided and may be provided on or off campus.

GAME OFFICIALS/REFEREES

OFFICIALS VOUCHERS:

The game officials that work your contest must fill out the payment vouchers that you or the Athletic Director provide to them prior to the start of the contest. It is the head coaches' responsibility to submit signed vouchers to the Athletic Office. These must be turned in on the day after a home contest, if not sooner. Please turn in all vouchers to the athletics office to ensure prompt payment for the game officials.

MEDICAL SUPPLIES and INJURY MANAGEMENT/REPORTING

MEDICAL SUPPLIES:

The Athletics Office/Athletic Director will issue basic medical supplies for each team. It is the coaches' responsibility to notify the Athletics Office when more supplies are needed or when supplies are low. Notifications need to be made in advance, and not the day of when teams are getting set to play or travel. You are expected to carry your first aid supplies and emergency cards to ALL practices and contests. Keep the first aid kit clean so that you can find your supplies when needed.

INJURIES:

Anytime an injury occurs during a practice or game involving one of our student athletes, it is imperative that the Head Coach submit an Incident Report to the designated employee at the school site and contact the parent/guardian of the student-athlete. Site administration will forward this report to Risk Management. The Incident Report is due no later than 24 hrs. after the incident occurred. We are required to log the incident explaining who, what, when, where, and why it occurred for liability reasons and for our protection. The school nurse/health tech should also receive a copy of the incident report. Please refer to the VUSD Board Policy and Administrative Regulation on Head Trauma (6145.2) that is located in the appendix of this handbook.

EQUIPMENT AND INVENTORY

EQUIPMENT PROCEDURES:

All uniforms and any practice or competition equipment and apparel required by the rules of each sport and all items of recommended safety equipment or apparel (knee pads, mouthguards, shin guards, etc) are to be provided to the student-athlete participants at no charge.

INVENTORY/STORAGE:

Each program will be assigned a storage area for temporary storage during your season of sport. Coaches can check with the Athletic Director as to where to store extra uniforms, equipment and supplies not being used. A long term off season storage area will also be assigned to each program as well. **Do not** store unused items off campus.

***PRE/POST SEASON INVENTORY LIST:**

For auditing purposes, all coaches are to submit a pre-season and post-season inventory list to the Athletic Director. **Pre-season inventory lists are expected to be due by September 15 of that school year (unless a specific school site chooses to set another date). Post-season inventory lists need to be made immediately following your season of sport after all equipment/gear has been turned in.** Please see the Athletic Director for these forms.

LOCKER ROOMS:

The Athletic Director will ensure compliance with Title IX by reviewing the quality of locker rooms, size of lockers, size of locker rooms and location of locker rooms to ensure equity for male and female student-athletes. If it is determined that equity does not exist in the areas listed above, the Athletic Director will make scheduling adjustments to ensure that an equal percentage of male and female student-athletes are assigned to equivalent quality locker rooms.

WEIGHT TRAINING, CONDITIONING AND TRAINING SERVICES/FACILITIES

*Please note: To ensure compliance with Title IX, male and female student-athletes must be provided with the same quality of permanent and non-permanent equipment and consumable supplies with regard to weight training, conditioning and athletic training services/facilities.

COACHING:

Player Discipline Procedures:

Coaches are responsible for the behavior of their student-athletes and/or any misconduct during practice or game settings. Discipline will be handled on an individual basis taking into consideration the Code of Conduct, Team Rules, Education Code and CIF policy. When applicable, school rules and policies will apply in addition to team consequences. CIF policy states: *“Any player whose conduct merits ejection from a game by an official for fighting or assaultive behavior shall be disqualified from participating in the remainder of the game and will be ineligible for the teams next contest. After the suspension from play, the student may only return after certification by the school principal that the student(s) has completed a conference with a school administrator. The appropriate form indicating the completion of the conference must be filed with the Southern Section office prior to rejoining the team.”* **(Please inform your Athletic Director ASAP of any player ejections. Paperwork must be submitted to the CIF offices prior to the student-athlete being allowed to return to practice or participate in a contest. If you play an ineligible player, your team and the school will be subject to potential CIF sanctions.**

Post-season Evaluations for Head Coaches:

All head coaches are required to have a post-season evaluation meeting with the athletic director. This meeting is designed to be a productive dialogue between the Head Coach and Athletic Director. Post season evaluations will include, but not be limited to: leadership skills, management of your coaching staff, adherence to district and CIF rules, budget, appropriate behavior at practices and games, interactions with student-athletes, game officials/referees and parents/guardians, schedules and possible changes if any for the following year. This is to be done within four weeks after the end of the season.

BUDGETS AND FUNDRAISING

***STATEMENT OF PURPOSE AND BUDGET:** A statement of the team budget for the following school year needs to be turned in to the Athletic Director no later than June 1st. This needs to be turned in by all head coaches outlining your estimated expenses and revenues for the entire school year. *FAILURE TO DO THIS WILL RESULT IN A FREEZE OF YOUR ATHLETIC ACCOUNT, PREVENTING ANY PURCHASES UNTIL THIS IS TURNED IN.*

REGULAR SCHOOL BUDGETS/P.O. REQUESTS:

Do not go over the team’s allotted budget. If you do, the fundraiser account or the Trust account will be frozen. Moreover, you will be personally responsible to supply the extra money needed to balance the account. P.O.’s will not be approved if sufficient funds are not immediately available. All P.O.’s from regular school budgets must be processed through the designated employee at the school site. Improper P.O. requests and “over the budget” spending will create a negative impact on the school and will be reflected in the coaches’ evaluation. This procedure takes time considering ASB may only meet once per week, depending on the school site. Please plan your purchases far in advance.

ASB TRUST ACCOUNTS/P.O. REQUESTS: All head varsity coaches will have a trust account for their program (please see ASB bookkeeper). Only head varsity coaches may make expenditures. Head Varsity coaches will need to fill out a P.O. Request to spend or get reimbursed in ADVANCE. You will go directly through ASB and our ASB bookkeeper. Anytime you receive money/donations (monetary or equipment) you must fill out the deposit form and submit it to the ASB clerk. ***You MUST have receipts for any deposit that you make and "best practice" is to keep all of your receipts.*** If you want to have a fundraiser you must get **prior** approval from the Athletic Director BEFORE to moving forward with planning your event. You can pick up fundraiser request forms from the Athletics Office or from the ASB Office.

STUDENT FEES/FUNDRAISING: The state of California does not allow student fees for athletics (except for transportation costs). Only donations or money earned from a pre-approved fundraising activity can be accepted. **Only pre-approved fundraisers are allowable. As head coach, you will also need to communicate the date, time and location of the fundraiser to your Assistant Principal, Athletics. IF a student-athlete does not raise any money through the fundraising activity, they still must be able to take part in and benefit from the overall team fundraising. Moreover, individual student fundraising logs are not allowable. All donations or money raised from a fundraiser must go into one team fundraiser amount.** **IMPORTANT:** Once money is deposited into an ASB Trust account those funds are now considered public funds. Any misuse of public funds could lead to employee discipline or criminal prosecution.

COMMUNICATION

PARENT MEETINGS:

It is imperative that a preseason parent/coaches/player meeting be held with all parties to ensure information such as team rules and policies are addressed and clearly communicated. ***"An ounce of prevention is worth a pound of cure."***

COACHES MAIL: Please check your mailbox and/or email daily. If anything sent to you needs an urgent response, it will either be forwarded to you or delivered to you at practice.

PUBLICITY: To be compliant with Title IX law, information regarding both female and male athletic teams needs to be available on your school website. Copies of current publications and team promotional materials need to be available to the general public. Athletic events for both female and male athletic teams need to be promoted on the school marquee and website. Team awards and team awards programs must be equitable between female and male sports, and must be approved by the Athletic Director. In addition, all promotional support (game programs, yearbook coverage, athletics website, championship banners, school rallies and assemblies, social media communications, school P.A. announcements, etc) must be equal for both male and female athletic teams.

MEDIA INFO: Obviously our local media cannot cover every contest played. Therefore, you need to send your final scores to the Athletic Director/Athletic Secretary immediately after the conclusion of the game. You can phone, text, email or tweet the scores to them. **This is a mandatory requirement of every head coach so that your school community is informed regarding the game results. Moreover, we need to keep our records updated for our administration and our league.**

AWARDS

*Please note: To be compliant with Title IX, the Athletic Director will be responsible for ensuring that all male and female student-athletes are provided with equal awards benefits.

POST-SEASON TEAM DINNER OR RECOGNITION EVENT

Please see your Athletic Director and/or Athletic Secretary for the maximum cost per student-athlete for these types of events. The maximum shall be the same for both male and female teams to be compliant with Title IX. To that end, ALL athletic teams must receive an “equivalent benefit” in regard to the post-season team dinner/recognition events held by each team. Example: If one team goes to the Four Seasons Hotel for their banquet, it is not allowable for another team to go to the school cafeteria. ALL district properties that traditionally hold these events are available to all district teams (i.e., the ESC Multi-Purpose room, Adult Education board room, all high school cafeterias, the garden at Day Road, etc) barring any scheduling issues.

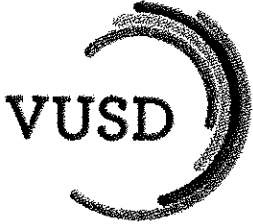
******All varsity head coaches are responsible for making sure their assistants and/or lower-level coaches receive and understand all of the information in this handbook, as well as any other information that may be periodically given to the head coach throughout the school year and/or season of sport.***

Appendix

VENTURA UNIFIED SCHOOL DISTRICT ATHLETE'S BILL OF RIGHTS
(Education Code 221.8)

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 221.6:

- a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- d) You have the right to apply for athletic scholarships.
- e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - (1) Equipment and supplies.
 - (2) Scheduling of games and practices.
 - (3) Transportation and daily allowances.
 - (4) Access to tutoring.
 - (5) Coaching.
 - (6) Locker rooms.
 - (7) Practice and competitive facilities.
 - (8) Medical and training facilities and services.
 - (9) Publicity.
- f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- i) You have the right to pursue civil remedies if you have been discriminated against.
- j) You have the right to be protected against retaliation if you file a discrimination complaint.



VUSD Professional Expectations for Coaching

You have been hired in your current position as a coach in the field of athletics. As such, it is expected that your conduct on and off the field must reflect an educational focus at all times, and the safety and welfare of your student-athletes to be your primary duty and concern. The CIF Coaches' Code of Ethics addresses the athletic aspects of professionalism and the manner in which you are expected to exhibit these traits.

In terms of communications with student-athletes away from the playing field or court, these communications must be constructive and appropriate at all times. Communications such as phone calls, emails, text messages and/or other types of electronic social media should be team-related and always business-like in tone. Personal messages, including written, verbal and electronic, between you and your student-athletes are not appropriate and are prohibited. Social media can be a useful tool to keep the team current on times, dates and announcements; however, at no time should social media be used to communicate any type of personal message(s) to your student-athletes.

As a coach, you are the adult and are expected to conduct yourself in an adult and professional manner at all times. It is essential to remember your role. You are reminded not to fraternize socially with your team members and to maintain appropriate personal boundaries at all times with your student-athletes. As an educational leader and a representative of the Ventura Unified School District your position requires sound judgment with the well-being of students being your primary responsibility and concern.

I, (Print Name) _____ acknowledge receipt of the VUSD Professional Expectations and agree to abide by the guidelines presented by the VUSD and CIF-SS.

Signature

Date

ATHLETIC LIABILITY ISSUES

REDUCING RISK FOR ADMINISTRATORS AND COACHES

The following information is designed to give school administrators and coaches "food for thought" regarding liability concerns as they pertain to athletics. This update is not intended to give legal advice to school districts, administrators, or coaches. It is simply designed to give a better understanding of current thinking by some legal experts regarding ways to reduce liability in an athletic setting. Any questions regarding possible liability in specific instances should be directed to qualified legal counsel.

The Athletic Association would like to thank Kathy Collins, Iowa Department of Education, for her assistance in providing resources and advice pertaining to the writing of this Wellness Update.

SUPERVISION

Lack of proper supervision is cause for serious liability concerns. What constitutes "proper supervision" varies depending upon many factors: for example, the age of the participants, the participants' ability levels, the number of participants, and the number of dangerous implements involved in the activity or in proximity to where the activity is taking place. The more dangerous the situation or the more likely an injury is to occur, the more careful and prudent the supervisor must be.

The duty to supervise also includes the duty to properly instruct and warn of possible risks. Therefore, students involved in interscholastic athletics must receive proper instruction as to the correct or most acceptable methods of safely performing the tasks related to a specific activity and must be informed of the possible risks involved in participating in the given activity.

There are two types of supervision:

GENERAL SUPERVISION means the supervisor must be within the activity area, overseeing the activity, and must be immediately accessible to the participants. General supervision is most appropriate for individuals who have already received appropriate instruction, screening and approval.

The three basic considerations for determining adequate general supervision are:

1. The supervisor must never leave the premises and must be immediately accessible to anyone who needs him/her. The supervisor must be able to oversee the entire program systematically and must rotate to all parts of the activity area.
2. The supervisor must be alert to conditions that may be potentially dangerous. Coaches and administrators both play a role in identifying potentially dangerous situations. In planning for the activity, it should be made clear who has responsibility for identifying and rectifying potentially dangerous conditions. These conditions may include faulty equipment, lack of protective devices, participants going beyond their capabilities, and misbehavior. A supervisor should anticipate foreseeable problems and prevent them, if at all possible.
3. The supervisor should have a basic knowledge of emergency first-aid procedures for injuries likely to occur in the activity being supervised. It is important that supervisors receive refresher courses in first-aid on a regular basis and keep records of all training received.

SPECIFIC SUPERVISION means the supervisor must be at the specific activity location observing and/or instructing the participants. Specific supervision is required in high-risk activities. Specific supervision should continue until the participant is able to evaluate his/her own capabilities and to understand, and adhere to, the safety practices that have been established and taught. High-risk activities would include any activity that the participant is still learning or that places the participant at risk by using potentially dangerous equipment. Specific supervision must include proper instruction regarding the correct or most acceptable method of safely performing the activity, and any safety precautions involved.

There is an important point to remember in supervision - being involved in specific supervision with one student, or a small number of students, doesn't relieve a person of their general supervision duties. Even though your attention is focused on one individual, you must still be alert to what the rest of the participants are doing and be accessible to them.

NEGLIGENCE

The most common causes of coach and administrator liability are 1) active negligence - doing something that accidentally causes injury to someone else, 2) passive negligence - not doing something that accidentally results in injury to someone else, 3) allowing dangerous conditions to exist, 4) improper treatment of injuries, and 5) negligent supervision. While participants in athletics assume some of the inherent risks associated with any sport, they do not assume risk resulting from negligence on the part of school personnel. A participant does not assume any risk if he/she is not aware of the risk or does not appreciate and understand the risk.

Certain elements need to be present within a given situation for negligence to occur. Those elements are: 1) duty of care, 2) breach of duty, 3) causation, and 4) injury. Each coach and administrator owes a duty of care to each student-athlete. This general duty of care includes a duty to provide proper and adequate instruction and supervision, to provide and maintain safe facilities and equipment, to provide proper medical attention, and to reasonably select and match participants according to maturity and conditioning. Duty of care is generally deemed to have been met if you acted as a reasonable and prudent person would under the same or similar circumstances.

A negligent breach of duty occurs when it is determined by the court that you failed to do what a reasonable and prudent person would have done under similar circumstances. A breach of duty may also occur by doing what a reasonable and prudent person would not have done under similar circumstances.

If breach of duty is determined by the court to be the cause of injury the person breaching that duty may be found to have been negligent.

The following are behaviors that may be expected of a reasonable and prudent administrator or coach in order to avoid being found negligent:

1. Foresee accidents before they happen. Be sure to rectify or eliminate dangerous conditions immediately. Administrators should require or provide proper training to anyone supervising students.
2. Enforce rules and regulations, especially those that are designed to safeguard student-athletes.
3. Match and select competitors in a reasonable manner.
4. Know basic first aid procedures.
5. Require student-athletes to have pre-participation physical examinations and accident insurance.
6. Establish safety and accident prevention guidelines and procedures.
7. Teach proper technique and explain why poor technique may be harmful.
8. Use only equipment that meets or exceeds existing standards.
9. Keep records on regular reconditioning and repair of equipment.
10. Instruct, warn, and caution participants on the importance and proper usage of protective equipment.
11. Inform participants of the inherent risks associated with specific sports.

WAIVERS, DISCLAIMERS AND LIABILITY RELEASES

Because of the possibility of catastrophic injury, some school districts have begun using waivers, disclaimers, and liability releases in an attempt to release themselves from liability which may result from such injury. These forms often include statements explaining the possible risks and dangers involved in the activity, and the importance of following coaches instructions and training rules. By signing the form, the student and parent or guardian agree to assume all risks associated with the student's participation. Since most high school student-athletes are minors and able to nullify a contract at any time before they reach the age of majority, such signed statements would be extremely difficult to enforce. While a parent or guardian may waive their own rights by signing such a statement, they may not waive the rights of the student. Therefore, it would seem unlikely that such waivers, liability releases, and disclaimers would prevent action against a school, administrator, or coach if injury resulted from negligence.

Risk statements, however, may be useful in providing documentation that a participant has been informed of the inherent risks involved with participation in certain activities and have assumed those risks. A risk statement is not a waiver of liability, but rather an informational document informing the participant of possible inherent risks. When using a risk statement, the participant should be given full knowledge and appreciation of the inherent risks involved and the opportunity to voluntarily accept those risks. In order to be considered to have assumed any risk, the participant must know of the danger, understand the risk involved, and voluntarily expose him or herself to that risk. Circumstances resulting from negligence are not inherent risks and a participant does not assume risk for injuries resulting from negligence.

For specific examples and court cases pertaining to negligence and supervision of activities, please refer to the information contained within the sources listed below.

Questions pertaining to reducing a coach's, administrator's, or school district's liability should be directed to qualified legal counsel.

SOURCES: *Austin, Donald F., J.D., M.A.T. School Law Attorney, and Adjunct Professor, LAWLER, BONHAM, & WALSH, Oxnard, California. "Liability Prevention In School Athletic Programs," Outline of presentation given at 1989 National Organization on Legal Problems of Education National Convention; Ball, Richard T. President, SPORTS UNLIMITED, Phoenix, Arizona. "An Introduction to Legal Bounds," Sportcare & Fitness, January/February, 1989; Ball, Richard T. President, SPORTS UNLIMITED, Phoenix, Arizona, "Playing By The Rules: Roles and Responsibilities of Sportcare Professionals, Part 1," Sportcare & Fitness, march/April, 1989; Ball, Richard T. President, SPORTS UNLIMITED, Phoenix, Arizona. "Warning And Informed Consent: An Increased Burden In Athletics"; Bjorklun, Eugene, EdD - Assumption Of Risk And Its Effect On School Liability For Athletic Injuries"; Borkowski, Richard P. EdD, C.A.A., Sport Safety Consultant, Narbeth, PA. Borkowski, Richard P. EdD C.A.A., sport Safety Consultant, Narbeth, PA. "Five Kinds Of Supervision," Scholastics Coach, October, 1991; Borkowski, Richard P. Edd, C.A.A., Sport Safety Consultant, Narbeth, PA. "21-Point Defensive Plan for Lawsuit Conscious Coaches," Coach's Legal Report, march, 1986; Burling, Philip, J.D., FOLEY, HOAG, & ELIOT, Boston, MA and United Educators Insurance Risk Retention Group, Inc. "Managing Athletic Liability: An Assessment Guide"; Collins, Kathy, J.D., Legal Consultant, Iowa Department of Education. Outline of "sports Torts Presentation"; Conley, Lynn. "Liability Suite," International Cheerleading Foundation; Godek, M.S., A.T.C. "Organized Chaos", Sportcare & Fitness, January/February, 1989; Frascogna, X.M. Jr. and Paul Emerick. "Catastrophic Injury," National Coach; Iowa Association of School Boards, "Special Report: Liability of School Districts For Sports Injuries," April 23, 1986; Iowa Association of School Boards, "sports and Torts and Courts: The Athletic Injury Problem Conference," March 5, 1987; Iowa Association of School Boards, "Special Report: Liability for sports Injuries - Recent Developments," July 18, 1991; Iowa Association of School boards, "Sports Injuries Concern School Boards," Update, August 25, 1992; sharp, Linda A., Ph.D. Sport Law, NOLPE Monograph Series, 1990; "Sports Law and Liability: Guidelines for protecting the Athletic Department," The first Aider, winter, 1990; "Sports law and Liability: The Essential Duties," The First Aider, spring, 1991; "Sports Law and Liability: The Final Chapter," The First Aider, Summer, 1991.*

ATHLETIC SUPERVISION CHECKLIST
(Check only those statements you can answer "yes" to.)

- _____ Are you acting as a reasonable and prudent person would under similar circumstances?
- _____ Do you have a current physical examination form on file for each participant stating the participant is physically able to participate in the given activity?
- _____ If this is not an interscholastic athletics activity, do you have a current parent permission form on file?
- _____ Are you an active supervisor who is attentive to the activities going on around you?
- _____ Do you have rules posted pertaining to the use of the facility?
- _____ Are emergency care guidelines and emergency phone numbers posted near an easily accessible telephone?
- _____ Do you have a basic understanding of the skills needed for students to safely participate in the given activity?
- _____ Do you know and understand the basic safety guidelines for the given activity?
- _____ Have you verbally announced warnings about the possible risks associated with the given activity?
- _____ Do you know current emergency first-aid procedures and what the emergency care guidelines are in the event of serious injury?
- _____ Do you keep written lesson or practice plans of the activities performed each day and the instructions given?
- _____ Do you have written records of when equipment was purchased and repaired or reconditioned?
- _____ Do you submit all requests for repair in writing and keep them on file?
- _____ Do you complete written accident reports that are submitted to the nurse and school administrator when an accident does occur?



10932 Pine Street
Los Alamitos, California 90720

Code of Ethics – Coaches

DO NOT SEND TO CIF SOUTHERN SECTION

A copy of this form must be kept on file in the Athletic Administrator's at the local high school.

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

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 when 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 any post-secondary educational institution.
10. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 503.1).

By signing below, I agree to only provide non-muscle building, nutritional supplements to student athletes. (State Rule 22.B.12)

Printed Name of Coach

School

Signature of Coach

Date



PRESEASON MEETING HANDBOOK

Engaging Effectively with Parents



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Foreword

Introduction

Congratulations on your decision to conduct a preseason meeting. The National Federation of State High School Associations (NFHS) sincerely hopes this handbook will be of great benefit to you in the coordination of your school's preseason meeting.

Acknowledgement

There is a perception that all schools across the country are conducting preseason meetings. NOT true. There are many schools that are, and we believe there are others that want to but don't have the tools or the awareness that the tools exist; hence the question, "But what can I do?"

There are groups of people and individuals who really do care and they have shared their knowledge and experiences with us through this handbook. The NFHS gratefully acknowledges all who have contributed their ideas and experiences so that others could benefit.

Criteria for Success

Any successful school program must involve the entire school community.

Staff-initiated efforts need administrative support.

Administrative-initiated programs need staff support.

Programs with both administrative and staff support also need the involvement of student leadership.

Parents are a vital component.

School staff, students and parents all need to know what the goals of the program are and what each group must do to accomplish these goals.

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Facts and Findings to Support Activities Programs and Funding Efforts

The Case for Activities

The Washington Post in an article by Thomas Boswell, *Cutting Athletics: Save Now, Pay Later*, connects the growth of gangs to the demise of competitive sports. "One of the conclusions: weak sports programs create a vacuum in the kids' culture that strong gangs or flashy drug dealers are delighted to occupy."

"To the degree that sports flourished in a school, order was maintained."

"To the degree that interest in sports died—and with it the internal authority of coaches and athletes—schools invited every form of disorder."

The Case for Prevention

There are unique characteristics that place athletes at risk for tobacco, alcohol and other drug use. There is a concern in our society that participants in sports will use alcohol.

Athletics and activities, without the proper framework, do not provide a defense against tobacco, alcohol and other drug use. There is a need to assist school activities staff, student activity participants and their parents in taking advantage of existing prevention opportunities within athletics and other school activities.

Special Risk Factors

1. are visible and vulnerable to criticism from fans, coaches, activity directors, parents and their fellow teammates or performers, all of which puts extra pressure on them.
2. are expected to meet the demands of fans in their social life as well as on the field or stage.
3. are expected to consistently improve performance.
4. often experience separation from family and friends.
5. require inconsistent and fluctuating demands on time.
6. receive attention from the public and the media when experiencing problems, including tobacco, alcohol and other drug-use problems.
7. experience the special stress that comes from early maturing and peaking in a sport.
8. have superior physical ability and conditioning which may mask health problems.
9. have the possibility of injury.

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Preseason Meeting Rationale

The rationale for the preseason meeting is to involve the family and the school in a conscientious effort to be partners. Through such involvement, the opportunity for optimal growth and development of students is enhanced.

Preseason meetings provide a forum for students and their parents, school activities staff and other adult leaders to openly discuss a variety of issues, such as sportsmanship, school policy, risk of injury/failure to warn and healthy lifestyles, including the use of tobacco, alcohol and other drugs. Although the term "preseason meeting" has been borrowed from athletics, these meetings have been so helpful that the idea is now being used for all school activities in an estimated 50 percent of schools.

Preseason meetings represent an extraordinary opportunity to foster a dialogue among students, their parents and school staff—a dialogue that lays the groundwork for real collaboration towards healthier youth and strong communities.

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Preseason Meeting Goals

- Introduce student activity participants, their parents, coaches, athletic trainers and sponsors to each other in a relaxed, cooperative atmosphere.
- Provide information about activities, insurance, physicals, district policies, program philosophy, etc.
- Provide information on state high school athletic/activity association, school and team rules.
- Provide specific guidelines, rules and consequences of rule violations.
- Express behavior expectations of parents, students and coaches at contests.
- Provide information concerning practice, game and tournament schedules.
- Explain new rules revisions for the sport.
- Warn student activity participants and their parents of the potential for physical injury
- Look at team strategies.
- Explain how playing time is determined.
- Promote importance of ongoing, honest communication.
- Create awareness about tobacco, alcohol and other drug-use issues, ethics and sportsmanship and how they relate to sports and other activities.
- Involve parents in tobacco, alcohol and other drug education and prevention efforts.
- Develop a bond of mutual respect, cooperation and shared responsibility between student-activity participants, their parents and the school.
- Involve parents in the development of student performers on and off the playing field.
- Inform students and parents how letters, numerals and other awards are determined.

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Preseason Meeting Planning Guidelines

Who Should Attend the Planning Meeting?

School administrators
Athletic/activity directors
All head coaches and their assistants
Drug-Free Schools coordinator
School nurse
Team doctor
Parent representative
Student representative
Contest Officials

Sponsors of activities, such as:

- Spirit squad
- Band
- Drama/Debate/Speech
- Drill team
- Student council

Topics for Discussion

General

1. What are the objectives for the preseason meeting?
 - As a result of the meeting, what do we want the participants to know or do?
2. How will we accomplish our objectives?
3. How will we know if we have accomplished our objectives?

Specific

1. Do we combine all activities for one meeting or arrange for individual activity meetings or do a combination of both?
 - Consider involving the informal clubs at your school (automotive, building trades, science, etc.).
2. Should these meetings be held prior to the beginning of each activity season—Fall, Winter, Spring?
3. Is the meeting **mandatory, highly recommended** or **encouraged**? For parents? For students?
4. What issues are addressed through the agenda?
5. Does our agenda fit our objectives?
6. Will a make-up session be provided? If so, consider videotaping.
7. Do we need guest speakers to address special topic areas?
8. What committees do we need to plan for the preseason meeting?
 - Publicity
 - Logistics
 - Hospitality
 - Support Materials
 - Agenda

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1. Publicity Committee Responsibilities

- Prepare letter of invitation
- Prepare newspaper article, press release, radio interviews, public-service announcements, etc.
- Release information on the school or team's Web site and consider broadcasting text messages.
- Prepare follow-up letter

To address envelopes for mailing invitations to parents: Hand out an envelope to each student and have them address it to their parents or guardian. School will then mail them.

2. Sample Invitations

Sample 1:

You and your student are invited to a preseason meeting on Thursday, September 3, at 7:00 p.m. The meeting will be held in the school cafeteria.

Topics to be discussed include eligibility standards, liability, policy on alcohol and other drugs, citizenship standards and sportsmanship.

We hope you will join us for this informative preseason meeting.

Sample 2:

TO: Student activities/athletic participants and their parents, coaches, sponsors **FROM:** Principal and Activities Director **SUBJECT:** Winter Preseason Meeting

The purpose of a preseason meeting is to introduce students and their parents and coaches to each other in a relaxed, non-threatening atmosphere, talk about season expectations, communicate specific information, encourage discussion and promote cooperative community action.

Attendance at this meeting is **(highly encouraged/required)** for parents of students who plan to participate in our activities program. Coaches, sponsors and other school support staff will be available to answer questions regarding specific programs. **PLEASE ATTEND!!!**

WHAT: Preseason Meeting

WHEN: Date

WHERE: TIME: 6:30 - 8:30 p.m.

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Sample 3:

ATTENTION FALL STUDENT PARTICIPANTS: There will be a mandatory meeting of all athletes involved in a fall sport on Tuesday, August 11, at Helias at 7:00 p.m. in the gym. The meeting is to cover rules and regulations with the athletes and their parents. Athletes participating in field hockey, cross country, football, girls golf, soccer, volleyball and tennis need to attend this meeting. Parents are expected to attend.

Sample 4:

The Bruin Boys Track and Field Team will be having its **mandatory preseason meeting** for parents and players on March 31, at 7:00 p.m., in the high school auditorium. Training rules, district policies-Metter requirements, nutrition athletic injuries and team travel policies will be discussed.

If athletes wish to compete in our track meets this season, their parents and/or guardians must attend this important meeting along with their sons. If this date conflicts with a previously scheduled event, please contact me. Thank you for your cooperation and support!

Sample 5:

Your High School's Spring Pre-Season Parents' Meeting will take place on Tuesday, February 28, 20... The evening will begin at 7:00 PM in the auditorium.

Attending this "Meet the Coach Night" is undoubtedly the single most important thing that you as parents can do to support your son or daughter. It is during this meeting that you will hear first-hand about the team's rules, the method of selecting the squad, the criteria for earning a letter, sportsmanship expectations and much more.

Remember that each coach, team and season is different. You really need to attend even if you attended the evening in the fall, winter or the one last year. Don't miss this very important evening. Mark your calendar now and plan to attend!

See you there!

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3. Sample Newspaper Article

***Editor's Note:** Andy Rohweder serves as the athletic director at Pine City High School. This article is a model of utilizing the local news media to share the commitment of the school to enhance the health and development of its students and encourage the support of parents and their community through cocurricular activities.*

PARENTS PLAY KEY ROLES

by Andy Rohweder

As we approach the beginning of another school year, parents and student-athletes will be asked to attend a preseason sports meeting in which Minnesota State High School League and school rules will be reviewed.

Because our extracurricular lives seem to exist in a highly competitive environment, it is sometimes easy to forget that the real mission of our programs is to provide opportunities for all young people in our school to participate equally under the rules of an activity and enjoy playing the activity.

As parents and coaches, our roles should be compatible. We all should promote and reinforce sportsmanship, teamwork, unity, compliance with eligibility rules and the value of team membership.

Unfortunately, we have not had a chance to view many positive role models on television or at professional sporting events. In the eyes of some people, it seems to be more important to show clips of fights; penalties; negative, rather than positive, acts of good sportsmanship, and athletes violating laws with regard to alcohol or drugs.

As a school and community, it should be our position to bring our athletic and cocurricular participants into compliance with the law, the Minnesota State High School League and Pine City High School rules.

What can you do as a parent?

State your position openly and clearly. Many students report they do not know how their parents feel about sportsmanship or the use of alcohol, drugs or tobacco among their friends.

Verify your teen's whereabouts. Most drinking goes on at parties where there is no supervision.

Communicate with other parents. Most will appreciate it. A few may not.

Understand your liability. As of August 1990, you are liable for consequences occurring as a result of alcohol being served to minors at your home.

Feel free to ask for help. My door is always open, and if I can't help, you will be referred to someone who can. Often this approach can put out a small fire before it gets out of control.

Set the example for sportsmanship.

Get acquainted with your son's or daughter's friends. Praise your son's or daughter's efforts as well as their accomplishments.

Be supportive of the coaches, including their rules, principles and decisions.

Encourage law enforcement to enforce the "691 reporting law" which states that any adolescent who is apprehended by police for possession of alcohol, drugs or paraphernalia will have their police report forwarded to the school. The spirit of this new law is to get the school, community and parents working together to deliver a consistent message to our young people.

At Pine City High School, it is our goal to enhance the health and development of our young people through cocurricular activities. The true champion is the one who treats an opponent with respect, positively prepares himself or herself, plays by the rules of the game, is in compliance with Minnesota State High School League and Pine City High School rules, practices and supports sportsmanship.

Thank you for being interested in and supporting these activities at our school

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4. Sample Public-Service Announcement

Ask your radio station if a coach, athlete or activities participant can tape these announcement for the station.

- Parental support for cocurricular activities is vital. Show your support by attending the Central High School preseason meeting (time, date, place). This is a public-service message from Central High School and KWOS.
- Parents, support your student's involvement in activities by attending the St. Joseph High School preseason meeting (time, date, place). This is a public-service message from the Loveland School District and KXOK.
- Schools have an important role to play in meeting the challenge of developing young people to their fullest potential. But that role must be shared by all. Parents, please get involved. Attend the Washington High School preseason meeting to be held (time, date, place). This public-service message is brought to you by the Louisville School District and KLIF.
- Our community is enhanced when parents, school personnel and youth work together. You are invited to join these groups at Abilene High School for a preseason meeting (time, date, place). This public-service message is brought to you by the Western Trails School District and KMOB.
- Support school and community efforts designed to give young people healthy lifestyle alternatives. We will meet at Webster Groves High School for a preseason meeting (time, date, place). This public-service message is brought to you by the Cleveland United School District and WORK.

5. Sample Follow-Up Letter

Dear Parent:

Thank you for taking your valuable time to participate in our fall preseason meeting. Harrison High School is actively working to create an environment where there can be mutual respect, support and cooperation between the home, the school and the community. Your willingness to be involved with the school in this effort is greatly appreciated.

Sincerely,

Principal

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Logistics Committee Responsibilities

- Determine date and time of meeting
 - Ideally, the meeting would be held prior to the first practice, but at least before the season begins.
 - Use school calendars to coordinate.
 - Suggested two hours maximum (shorter if possible).
- Select meeting site
 - Take into consideration space that will provide adequate seating and lighting. Accommodate the need to break into small discussion groups. (Note: tables create a barrier.)
 - An inside location works best and accommodates the use of video equipment.
- Arrange for equipment
 - Arrange for video equipment and adequate monitors.
 - Provide sound system for large group.

Mix students, parents and activities sponsors in small groups. Have an area for small groups to converse.

Hospitality Committee Responsibilities

- Meet and greet
- Provide refreshments
- Provide name tags
- Distribute materials to students and their parents
 - Determine most appropriate time for distribution of materials to students and their parents.

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Support Materials Committee Responsibilities

- Available support materials:
 - Obtain NFHS catalog for possible support materials
 - Access the NFHS web site at nfhs.org
- Packet for students and their parents may include:
 - Agenda
 - Game schedule
 - School code of conduct
 - Student contract (training rules, tobacco/alcohol/other drug use, etc.)
 - Acknowledgement of Risk form
 - Evaluation form
 - Physical form
 - Parental permission card
 - Communications tree
 - Parent group information
 - Insurance information
 - Coach/Parent communication guidelines
 - Athletic department or team Web site

Agenda Committee Responsibilities

- Determine agenda
 - Choose items from sample agendas (see following page) that would apply to meeting. It will be impossible to cover all agenda items; pick and choose those appropriate to meet your objectives.
 - Route suggested agenda items to planning committee members for finalization.
- Arrange for guest speakers
- Provide final agenda to all planning members

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Sample Agenda - A

GENERAL INFORMATION MEETING

All parents and students hear the same general information.

I. OVERVIEW

Welcome by superintendent or principal

Introduction of coaches/athletic trainers/sponsors and administrative staff

District program philosophy

- sportsmanship
- citizenship
- state and school eligibility standards (see sample script)
- expectations of student performers, their parents and coaches
- special concerns/responsibilities of athletes/performers

II. INFORMATION

State association and school rules

- students participating in more than one sport at the same time
- academic requirements
- attendance requirements
- parental permission card

Health and injury reduction in athletic competition

- HIV
- other diseases
- disordered eating
- equipment
- risk of injury/failure to warn (see sample script and sample acknowledgment of risk form)
- training
- physician physical card

Athletic group insurance

- provided? available? required? waived?
- procedure for reporting injuries and submitting claims

Activity tickets

Towel fee

Uniforms and equipment

- lending and return procedures
- lost or stolen procedures
- policy for wearing uniforms to school

College bound student-athletes (see sample script)

ADJOURN TO INDIVIDUAL SPORT OR ACTIVITY MEETING

Start and stop on time

Stick to the agenda.

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Sample Agenda - B

INDIVIDUAL SPORT OR ACTIVITY MEETING

I. OVERVIEW

Welcome by superintendent or principal
Introduction of coaches/sponsors
Program coaching philosophy

II. INFORMATION

How teams will be chosen (varsity, junior varsity, sophomore, freshman)

Criteria for lettering and other awards

Team rules

- training rules pledge card (optional)
- final date to join squad
- quitting procedure Explain and demonstrate skills, scoring, rules Role of the referee Trainer services available Provide practice and game schedules Communications tree Travel guidelines
- transportation—private vehicle or bus
- departure/return via alternate method procedures
- dress guidelines, conduct, meal money Clinics How to qualify for state competition

III. TOBACCO, ALCOHOL AND OTHER DRUG PREVENTION

Introduction (see sample script) Closing message might include:

- seriousness about responsibility to fight alcohol and other drug use on team
- invitation to athletes and parents to join school in the prevention effort
- follow-up possibilities: after-game drug-free parties, parent network Code of Conduct
- policy on use of tobacco, alcohol and other drugs, eligibility rules
- Student Participant Commitment Contract (see sample)

IV. QUESTION AND ANSWER/DISCUSSION TOPICS

How can parents be involved? How will we celebrate our successes and handle our defeats?

V. EVALUATION (see sample)

VI. CLOSURE

Concluding remarks
Distribute parent packets

Use movable chairs in individual sports meeting

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Sample Scripts

Eligibility Rules

(Note to Presenter: Contact your state high school activities/athletic association for state eligibility requirements.)

College-Bound Student-Athletes and their Parents

Selecting a college and making career plans are two of the most important decisions to be made by high school players and their parents. The choices are not easy to make, and costs of a college education continue to rise. The students and their parents are the most important part of the process in that they must mitigate the efforts, assert themselves and work primarily on their own behalf.

Guidance counselors, coaches and other school officials can help. We can serve as a resource as well as a reference.

The following is a resource that can help with the process of preparing for and selection of a college or university. This booklet, entitled *A Guide for College-Bound Student-Athletes and Their Parents*, is not all-inclusive but does focus on the key elements as they occur from the beginning of the process in the freshmen year through the final decision in the senior year. The booklet covers NCAA and NAIA eligibility requirements, scholarships and all phases of recruiting. Sample letters, forms and checklists aid in selecting the correct college. A special section regarding Academic Survival Tips is also included. Go to www.niaaa.org to secure copies.

CLOSING #1: The athletic booster club has purchased a copy for each of our incoming student participants, and those will be distributed at the close of this assembly.

CLOSING #2: There are a limited number of copies of this guide which can be loaned for a specific period of time. If you would prefer to purchase your own copy at a very nominal cost, I will be glad to share the address where you can purchase one.

Risk of Injury/Failure to Warn

By the very nature of athletic activity, participants are at risk of physical injury. No matter how careful the players and the coach are, no matter how many precautions are taken, the risk cannot be eliminated. It can be reduced but never eliminated. The risk of injury includes minor injuries such as broken bones, dislocations and muscle strains. The risk also includes catastrophic injuries such as permanent paralysis or even death. It is important everyone understands these risks, and that students follow all safety directions from their coaches because they are established to reduce the risk of injury.

Sample Acknowledgement of Risk

In consideration of being allowed to participate in any way in the athletic program, and related events and activities, the undersigned:

1. Acknowledge and fully understand that each participant will be engaging in activities which involve risk of injury. The injury could be serious or catastrophic including permanent disability.
2. Assume all the foregoing risks and accept personal responsibility for damages following such injury, permanent disability or death.

Student signature _____ Date _____
Parent and Legal Guardian (signature/relationship) _____ Date _____

Engaging Effectively with Parents



Take Part
Get Set For Life™

Testimonial

Meet the Coaches Night

"A positive communication opportunity before each season for parents and athletes that eliminates many problems and common misconceptions concerning your athletic program."

"Meet the Coaches Night" was a very successful part of the football program during my 22-year tenure as a varsity coach. Now, as the director of athletics, I shared the experience with my coaching staff in the hope they would consider the same strategy, but as a group, for various reasons, they were hesitant and did not move in that direction.

After a few years of dealing with problems with parents and students stemming from a lack of understanding of our coaches and the aims and objectives of interscholastic athletics, I mandated a "Meet the Coaches Night" before each season.

At our preseason coaches' meeting, I put all fears and concerns aside by telling our staff that (a) we are a fine group of professionals, and that parents meeting us as a group would feel good about the director. I would reinforce our standards as well as our philosophy.

A memo was sent to all coaches notifying them of time, date and format. Included was an invitation for all parents and athletes.

"Meet the Coaches Night" starts with a general meeting in the auditorium. Our format includes the following:

- I. Pledge of Allegiance
- II. Invocation of Thanksgiving
- III. Introduction of our coaching staff
 - A. Our staff members are dressed formally and are seated on the stage with the principal and me
 - B. As I introduce each coach, I praise them with personal stories and list their professional qualifications.
- IV. Director's Message
 - A. Philosophy on interscholastic athletics
 - B. Student expectations
 - C. Parent expectations
 - D. Drug and alcohol policy
 - E. Cover all communication that originates from my office
- V. Introduction of building principal
 - A. Athletics' place in our high school
 - B. Academic eligibility
 - C. General support message
- VI. Individual Team Meetings
 - A. Individual team meetings are conducted in separate classrooms
 1. coaches address their individual sport and their aims and objectives for the season
 2. coaches reinforce message of the director and principal
- VII. Social Hour
 - A. After individual team meetings, we convene in the cafeteria for refreshments

In conclusion, as I stated to our coaches at our preseason meeting, "We have nothing to hide, we are good people doing a good job for kids." Because of that, most parents and students leave with a nice feeling, a better understanding of what we are all about, a better understanding of what is expected of them, and their role. I also witnessed a sense of appreciation at the social hour where I reinforce our commitment and our openness to them if they have any problems.

Another fringe benefit, our Booster Club membership drive is helped tremendously with all the parents meeting at once. "Meet the Coaches Night is a home run with bases loaded in my book, and I recommend it to all my colleagues.

*Anthony L. Cerullo, Director of Physical Education,
Health, Athletics and Recreation, Elwood Union Free School District*

Engaging Effectively with Parents



Take Part
Get Set For Life™

Sample Student Participant Contract

I, Charley Otto, have chosen to participate in basketball at North High School.

I commit myself to continuously working toward the goal of top physical fitness. To do anything which would harm my body would not be in my best interest or the best interest of my team and school.

I agree to remain free from tobacco, alcohol, steroids and other drugs during my sports season. I fully understand this pledge extends to seven days per week.

If I have a problem or if I need help fulfilling this contract, I understand the coaches, the substance-abuse coordinator and school counselors will be available to help me.

I have read and understand the athletic policies and the consequences for violations of these policies.

I pledge to keep all rules and policies and to help all of my teammates abide by the same athletic rules and policies.

Student signature _____

As the parent/guardian of Charley Otto, I understand and support this contract and pledge my son has signed. Optimum health is the goal of our athletic program, and I support the school system nets efforts to attain this goal.

Parent/guardian signature _____ Coach's signature _____

Date _____ Date _____

Engaging Effectively with Parents



Take Part.
Get Set For Life.™

Athlete Triangle

Joining Forces

Parents

Once parents have gotten involved with school activities and **feel valued and supported by the school system**, they are much more willing to be part of an overall plan that can include organization of parent networks to host events for students, chaperone parties, develop lines of communication between parents, raise money and just become involved.

Or, parents also may choose to organize around issues such as good sportsmanship, citizenship, proper and improper fan behavior, and the need for adults to provide leadership.

Students

When students recognize their role and **feel valued and supported by the school system**, they, too, are more willing to get involved. Students may choose to look at issues such as the relationships of student participants to the student body, expectations of student participants and other student leaders, or development of clubs, such as a captain's club or a group that supports not using tobacco, alcohol and other drugs.

Coaches and Activity Sponsors

As coaches and activity sponsors become aware of the leadership role they occupy and begin to recognize the influence they can have on their students and **feel valued by and supported by the school system**, they tend to become more involved in the total school picture. This helps to create a positive school and community environment.

Coaches and activity sponsors can and do make a difference. They have a unique opportunity to observe, educate and influence those student performers who play and participate for them and with whom they have a special relationship.

School Administrators

When school administrators acknowledge their leadership position and **feel valued by and supported by the school system**, they can openly and warmly demonstrate their interest in the welfare of their students and faculty and community at large which, in turn, builds an environment conducive to a feeling of cohesiveness.

Engaging Effectively with Parents



Take Part
Get Set For Life™

Evaluation

Sample Evaluation Form

Activity or Sport: _____

Please check one: Parent _____
 Student _____

1. The purpose of the preseason meeting was made clear to me before the meeting.
 Yes _____ No _____

2. The information presented by the coach or activity sponsor was:
 Very helpful _____ Somewhat helpful _____ Not helpful _____

3. I understand the warning given regarding the possibility of injury.
 Yes _____ No _____

4. The small group discussion was:
 Very helpful _____ Somewhat helpful _____ Not helpful _____

5. I had an opportunity to ask my Questions
 Yes _____ No _____

Comments and suggestions for future meetings:

I would like a call from the:

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Principal | <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Coach |
| <input type="checkbox"/> Activities Sponsor | <input type="checkbox"/> Other: | |

Your name: _____
(ONLY IF YOU NEED A CALL)

Phone: _____

**VENTURA UNIFIED SCHOOL DISTRICT-HUMAN RESOURCES DEPARTMENT
EXTRA DUTY/EXTRA PAY EVALUATION REPORT**

Name: _____ Date: _____
 Site: _____ Position: _____
 If Applicable, Sport: Boys' Girls'

KEY: MS-Meets Standards *NI-Needs to Improve *U-Unsatisfactory N/A-Not Applicable
 *Supervisor must include comments about the rating

EVALUATION FACTORS

KNOWLEDGE OF JOB (See job description)	MS	*NI	*U	N/A
1. Has knowledge of routine and basic duties of position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has knowledge of specialization/technical duties and skills related to position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has knowledge of site/district rules and procedures required on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

SKILLS IN PERFORMANCE OF JOB	MS	*NI	*U	N/A
4. Exhibits appropriate skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintains organized activity schedule(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Meets activity schedule(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

ABILITY TO MAINTAIN EFFECTIVE RELATIONSHIPS WITH OTHERS	MS	*NI	*U	N/A
7. Relates well with staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Relates well with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Meets parents and members of the public in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Represents District in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

ABILITY TO FOLLOW DIRECTIONS AND ACCEPT SUPERVISION	MS	*NI	*U	N/A
11. Follows supervisor's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Applies good judgment in following procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Receptive to suggestions for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Communicates effectively with supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

WILLINGNESS & ABILITY TO DO JOB DEPENDABLY AND RELIABLY	MS	*NI	*U	N/A
15. Attendance is regular.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is punctual in reporting to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Carries out regular duties without need for constant supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is willing to do all duties required in position. (See job description)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

ABILITY TO ANALYZE SITUATIONS AND ADOPT AN EFFECTIVE COURSE OF ACTION	MS	*NI	*U	N/A
19. Recognizes limits of authority and refers serious or complex problems to supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS/SUGGESTIONS:				

OVERALL EVALUATION	MS	*NI	*U	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOALS:				

EVALUATOR'S SIGNATURE: _____ DATE: _____

It is understood that in signing this performance evaluation report you do not imply agreement with the evaluation but acknowledge having seen, discussed and reviewed a copy of this report.

NOTE: The employee has ten (10) working days to attach a rebuttal, if desired, prior to this evaluation being filed in the employee's official personnel file.

EMPLOYEE'S SIGNATURE: _____ DATE: _____



10932 Pine Street
Los Alamitos, California 90720

Code of Ethics – Athletes

DO NOT SEND TO CIF SOUTHERN SECTION

A copy of this form must be kept on file in the athletic director's office at the local high school.

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 503.I).

By signing below, both the participating student athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We recognize that under CIF Bylaw 202, there could be penalties for false or fraudulent information. We also understand that the _____ (school/school district name) policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Printed Name of Student Athlete

Signature of Student Athlete

Date

Signature of Parent/Caregiver

Date

Revised 6/17

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3100 Budget)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parent/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

(cf. 3553 - Free and Reduced Lunch Program)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall provide professional development opportunities to

administrators, teachers, and other personnel to learn about permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

8263 Child care eligibility

8760-8773 Outdoor science and conservation programs

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38085 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant aliens

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4622 Notice

UNITED STATES CODE, TITLE 8

1184 Foreign students

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: February 26, 2013 Ventura, California

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)
2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

(cf. 5143 - Insurance)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)
4. Student fingerprinting program (Education Code 32390)
5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)
6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and as long as exemptions are made for indigent and disabled students (Education Code 39807.5)
8. Transportation to and from summer employment programs for youth (Education Code 39837)
9. Rental or lease of personal property such as caps and gowns used by seniors in

graduation ceremonies (Education Code 38119)

10. Deposit for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

11. Fees for community service classes. (Education Code 51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

13. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

(cf. 5125 Student Records)

Actual costs of duplication for copies of public records,(Government Code 6253 (cf. 1340 - Access to District Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

(cf. 5020 Parents Rights and Responsibilities)

15. Parking on school grounds. (Vehicle Code 21113)

Food sold at school subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Funds)

(cf. 3553 - Free and Reduced Priced Meals)

(cf. 3554 - Other Food Sales)

16. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

17. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

(cf. 6200 - Adult Education)

18. Preschool and child care and development services (Education Code 8239, 8263)

(cf. 5148 - Child Care and Development)

19. Physical education uniforms

(cf. 6142.7 - Physical Education and Activity)

Regulation VENTURA UNIFIED SCHOOL DISTRICT
approved: February 26, 2013 Ventura, California

Board Policy

Summer Sports Leagues

BP 3541.11

Business and Noninstructional Operations

The California Interscholastic Federation (CIF), the ruling body for high school interscholastic sports in the State, amended its rules to allow school coaches and teams to participate in summer sports league programs. Coaches and students have expressed interest in participating in summer sports leagues in order to promote summer training and competitiveness with other teams during the school year. Coaches in the past have volunteered their time to run summer sports league programs. Since such activities are in the best interests of student athletes in the district, the Board hereby declares that such summer sports league programs are district sanctioned activities. This sanctioning allows coaches to use school facilities and equipment and also provides school district liability insurance protection for the coaches.

The Board has sanctioned summer sports leagues with the understanding that such programs will continue in the fashion that they have been conducted until now with no funding being provided by the district for summer sports league coaching stipends, entry fees, or transportation.

Schools are not required to have summer sports league programs. Such programs will exist only where coaches volunteer to run a program. Coaches who choose to participate in summer sports leagues do so voluntarily. Their participation is not required. However, if they do participate they are required to provide proper supervision for students and see to it that each student and each student's parent or guardian signs the permission slip/release which accompanies this Board Policy as E 3541.11. Coaches are also required to follow all applicable district rules, Board Policies and regulations, as well as applicable CIF rules.

Participation in summer sports leagues shall be voluntary for student athletes too and may not be made a condition for either participating on a team or starting on a team during the regular school year.

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: December 14, 1999 Ventura, California

Board Policy

Temporary Athletic Team Coaches

BP 4127

Personnel

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

(cf. 5131.63 - Steroids)

All coaches shall be subject to Board policy, administrative regulation, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.1 - Bus Conduct)
(cf. 6145.2 - Athletic Competition)

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Qualifications

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and with district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

All High School Coaches and Head Coaches at any level must:

* Meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches,

* Possess a credential issued by the Commission on Teacher Credentialing or possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024); prior to beginning his/her duties

Any noncertificated employee or volunteer in a district-sponsored interscholastic/other athletic program, other than a High School Coach or Head Coach, must:

* Meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches.

* Obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

Any middle school or elementary school volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Any coach under 21 cannot be the head coach, cannot transport/drive students, cannot work in paid-coaching assignments, and must always be under the direct supervision of a fully qualified coach.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

45125.01 Interagency agreements for criminal record information

45347 Instructional aides subject to requirements for classified staff

45349 Use of volunteers to supervise or instruct students

49024 Activity Supervisor Clearance Certificate

49030-39033 Performance-enhancing substances

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997)14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376

Management Resources:

CSBA POLICY BRIEFS

Steroids and Students: What Boards Need to Know, July 2005

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance

Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://ww.csba.org>

California Athletic Trainers' Association: <http://www.ca-at.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

Policy VENTURA UNIFIED SCHOOL DISTRICT

adopted: November 10, 2015 Ventura, California

Administrative Regulation

Temporary Athletic Team Coaches

AR 4127
Personnel

Qualifications

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas:

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of in-service programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation.
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Competencies for Noncertificated Personnel

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with

children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach at the high school level or as a head coach at any other school level shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

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 when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution

10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics

11. Avoid suggesting, providing or encouraging any athlete to use nonprescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General or the American Medical Association

(cf. 5131.63 - Steroids)

12. Avoid recruitment of athletes from other schools

13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates

Regulation VENTURA UNIFIED SCHOOL DISTRICT
approved: November 10, 2015 Ventura, California

Board Policy

Extracurricular And Cocurricular Activities

BP 6145

Instruction

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and cocurricular activities related to the educational program, including materials and equipment related to the activity.

(cf. 3260 - Fees and Charges)

(cf. 3452 - Student Activity Funds)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in the previous grading period

including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173.1 - Education for Foster Youth)

The Superintendent or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

(cf. 6164.5 - Student Study Teams)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy, administrative regulation and/or school policy/code of conduct. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

Student Fees Litigation Update, ELA Advisory, May 20, 2011

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, or Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Association of Directors of Activities: <http://www.cadal.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: June 11, 2002 Ventura, California
revised: February 26, 2013

Administrative Regulation

Adding A Cif Sport

AR 6145.3

Instruction

The Governing Board recognizes that the athletic programs of comprehensive high schools constitute an integral component of the educational programs. These programs provide participants with an opportunity to promote physical wellbeing, enhance self-confidence, build school spirit and promote a positive school climate while learning values such as teamwork and sportsmanship. Participants also discover leadership opportunities, and become a source of community pride. All district high school athletic programs shall be designed to meet the students' interest and abilities and be varied in scope to attract wide participation; therefore, all comprehensive campuses strive to provide equal access to a sport program.

- (cf. 5137 - Positive School Climate)
- (cf. 6011 - Academic Standards)
- (cf. 6142.7 - Physical Education)
- (cf. 6145 - Extra Curricular and Co-curricular Activities)
- (cf. 6145.2 Athletic Competition)
- (cf. 7110 Facilities Master Plan)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

When adding a sport, the program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

- (cf. 0410-Nondiscrimination in District Programs and Activities)
- (cf. 5145.3-Nondiscrimination/Harassment)
- (cf. 5145.7-Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

- (cf. 1312.3 - Uniform Complaint Procedures)

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs such as athletic teams, debate teams or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district' vision for student learning.

(cf. 12300 - School-Connected Organizations/Boosters Clubs)

Addition or Deletion of a CIF Sport

The Governing Board recognizes that there are many criteria to consider with the addition or deletion of a CIF sport. When a written request is made for the addition or the deletion of a CIF sport, the Superintendent or designee will seek input from district stakeholders, such as Athletic Directors, principals, parents, coaches, etc. to conduct a feasibility study that considers facility usage, start up and maintenance expenses, availability of competition, administration of programs, student body interest, and community support.

Once the data has been reviewed, the Superintendent and Executive Cabinet will analyze the information and make a recommendation.

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: January 23, 2018 Ventura, California

Exhibit

Steroids

E 5131.63
Students

AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN REGARDING USE OF STEROIDS

Name of Student: _____

Directions: As a condition of membership in the California Interscholastic Federation (CIF), the Governing Board of the Ventura Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student's violation of the district's policy regarding steroids may result in discipline against him/her, including, but not limited to, restriction from athletics, suspension, or expulsion.

Signature of student athlete Date

Signature of parent/guardian Date

Exhibit VENTURA UNIFIED SCHOOL DISTRICT
Version: November 22, 2005 Ventura, California

Board Policy

Athletic Competition

BP 6145.2

Instruction

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

- (cf. 3541.1 - Transportation for School-Related Trips)
- (cf. 5030 - Student Wellness)
- (cf. 5137 - Positive School Climate)
- (cf. 6142.7 - Physical Education and Activity)
- (cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student-athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

- (cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

- (cf. 1260 - Educational Foundation)
- (cf. 1321 - Solicitation of Funds from and by Students)
- (cf. 1325 - Advertising and Promotion)
- (cf. 1700 - Relations Between Private Industry and the Schools)
- (cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with federal and state law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal and state laws (Title IX, 20 USC 1681-1688; Education Code 200-262.4; 5 CCR 4900-4965).

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The

Superintendent or designee shall ensure that equivalent opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district interscholastic athletic program, while the principal or designee at each participating school shall be responsible for the site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Eligibility requirements for participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by the CIF satisfy CIF eligibility requirements.

Education Code 49010-49011 and the California Department of Education's (CDE) Fiscal Management Advisory 12-02, Pupil Fees, Deposits, and Other Charges, clarify that districts may not charge a fee for student participation in extracurricular activities, regardless of whether the activity is elective.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

However, pursuant to Education Code 32220-32224, the district may charge a fee for required medical and accident insurance for athletic team members that is not paid for with school district or student body funds, as long as costs for insurance are covered for those determined to be financially unable to pay; see the accompanying administrative regulation and AR 5143 - Insurance. The district may also charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program.

(cf. 3260 - Fees and Charges)
(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of the student athletes. Student-athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Ethics adopted by CIF.

Students and staff may be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)
(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

Education Code 49475 requires that a student at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not returned until a health care provider provides written clearance. Education Code 33479.5, as added by AB 1639 (Ch. 792, Statutes of 2016), and CIF bylaws require that a student athlete who passes out or faints, or is known to have passed out or fainted, while participating in or immediately following an athletic activity be removed from participation and not be allowed to return until he/she has been evaluated and given written clearance to return to participation by a health care provider. See the accompanying administrative regulation.

Education Code 33479.5 and 49475 specify that these requirements do not apply during an athletic activity occurring within the regular school day or in physical education class unless it constitutes a practice, interscholastic practice, or scrimmage. However, to promote student safety, it is recommended that district staff remove a student from an athletic activity at any time of day if he/she exhibits the symptoms of a concussion or sudden cardiac arrest.

In the event of an injury or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate; and contact parent/guardian.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination o
270-271 Athletes' Bill of Rights
17578 Cleaning and sterilizing of football equipment
17580-17581 Football equipment
32220-32224 Insurance for athletic teams, especially:
32221.5 Required insurance for athletic activities
33353-33353.5 California Interscholastic Federation; implementation of policies, insurance
program
33354 California Department of Education authority over interscholastic athletics
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
35160.5 District policies; rules and regulations
35179 Interscholastic athletics
35179.1 California High School Coaching Education and Training Program
35179.5 Interscholastic athletics; limitation on full-contact practices
48850 Interscholastic athletics; students in foster care and homeless students
48900 Grounds for suspension and expulsion
48930-48938 Student organizations
49010-49013 Student fees
49020-49023 Athletic programs; legislative intent, equal opportunity
49030-49034 Performance-enhancing substances
49458 Health examinations, interscholastic athletic program
49475 Health and safety, concussions and head injuries
49700-49701 Education of children of military families
51242 Exemption from physical education for high school students in interscholastic athletic
program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
4920-4922 Nondiscrimination in intramural, interscholastic, and club activities
5531 Supervision of extracurricular activities of students
5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31-106.42 Discrimination on the basis of sex in education programs or activities
106.33 Comparable facilities
106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 602 F. 3d 957
McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275
Kahn v. East Side Union High School District, (2004) 31 Cal.4th 990t
Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students
Against Discrimination, March 2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and
Parents/Guardians

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February
22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague
Letter, April 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources:

<http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: January 23, 2018 Ventura, California

Administrative Regulation

Athletic Competition

AR 6145.2

Instruction

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic program by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes. The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments

b. When the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and a continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be

retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and contact parent/guardian. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475).

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating in the athletic activity, sign and return an acknowledgement that they

have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Additional Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8

3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, or prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

Regulation VENTURA UNIFIED SCHOOL DISTRICT
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