

Coronado Unified School District

Coaches Handbook

INTRODUCTION

To the Coaches of Coronado High School:

School athletic programs are primarily designed to be a positive educational experience for the youth of our community, not only as participants in wholesome activity, but as spectators and supporters as well. School coaches exert a tremendous influence, not only on the players under their direction, but also upon the community which they represent.

As a coach, you are charged with the responsibility to instill the attitudes of sportsmanship, good citizenship, fair play, cooperation, and self-discipline, in addition to developing the skill of the young men and women in your charge. This responsibility must be our first and most important goal on the way to building winning teams and lasting memories. It should not and cannot be taken lightly.

As a coach, you must recognize that your particular sport is a part of the total program and not an entity itself. Teamwork among coaches and the total school program provides the model for cooperation and respect within each sport.

This handbook was developed to assist you in carrying out your responsibilities as a coach by outlining procedures, standards and requirements. By adhering to these guidelines, you will make a significant contribution to the overall consistency and efficiency of the program and enhance the status of the Coronado Schools Athletic Department in the eyes of the youth, the community, and wherever our teams compete.

PROGRAM

Coronado High School participates in a program of interscholastic athletics involving young men and women throughout San Diego County. The high school is a member of the California Interscholastic Federation (CIF), San Diego Section, and the San Diego City Conference. League membership varies with each sport.

As members, we are bound by the constitution, by-laws and rules of each organization. The CIF publishes its rules in the "Green Book"; the City Conference publishes the "Blue Book". Both can be found online. Our own school district has rules which affect the conduct of our programs. This document should your primary guide to understanding the rules of the District. It is each coach's responsibility to know and abide by all rules and standards.

PHILOSOPHY

We believe that a successful winning athletic program depends on the ability of each athlete to live up to the standards listed below. Coaches need to understand that these standards cannot be upheld unless they are modeled by each coach.

1. Be respectful at all times.
2. Be a team player always.
3. Be on time whenever time is involved.
4. Be a good student in all subjects.
5. Be enthusiastic, industrious, dependable, loyal, and cooperative.
6. Be in the best possible condition, physically and mentally.
7. Keep emotions under control without losing aggressiveness.
8. Work constantly to improve without becoming satisfied. Strive to be the best that you are capable of being.
9. Never criticize or razz teammates.
10. Never be selfish, jealous, or egotistical.
11. Never expect favors.
12. Never waste time.
13. Never alibi or make excuses.
14. Never require repeated criticism for the same mistake.
15. Never grandstand, loaf, sulk, or boast.
16. Never have a reason to be sorry afterwards.
17. Work hard to improve yourself without being forced. You develop only by doing your best.
18. Take excellent care of your equipment and keep your locker neat and orderly.
19. When group activity is stopped to correct one individual, pay close attention so you will not require the same correction.
20. Adhere to all school rules.

BE SURE YOUR ATHLETES ARE AWARE OF THIS PHILOSOPHY

AWARDS

I. Letter and Certificate Awards

- A. All letter awards in athletics must be earned. In order for a player to letter, minimum standards and requirements must be met. Although the coach has some discretion players who letter are expected to participate in at least 85% of all activities at that level.
- B. The requirements and standards applied at the Varsity level in any sport are also followed at the Junior Varsity level.
- C. Athletes who finish the season in good standing but have not met standards should be awarded a participation certificate.
- D. Letter and Participation certificates will be printed by the Athletic Director's office. Coaches are responsible for submitting names of award winners to the AD at least one week prior to award presentations.

II. C.I.F. Awards

- A. A C.I.F. championship patch and/or pin will be awarded to any athlete who wins the C.I.F. championship in any individual sport.
- B. C.I.F. Championship patches and/or pins will be awarded to all athletes of a team which have won a C.I.F. championship of that sport.

CIF ETHICS

- I. A C.I.F.-San Diego Section CODE OF ETHICS has been developed to maintain the highest possible standards in our athletic program; to work toward the improvement of conditions in our program; and to promote a professional attitude toward high school athletics. All coaches, athletes and parents must review and sign the CIF Code of Ethics handout. Handout can be found on the CIF website or by contacting the Athletic Director.

EQUIPMENT AND UNIFORMS

I. Coaches' Responsibilities

- A. It is the head coach's responsibility to schedule a time with the Equipment Manager to issue/return equipment and uniforms to all levels of a particular sport. This may be delegated to a head JV coach or freshman coach, but the ultimate responsibility lies with the varsity coach.
- B. The coach(es) of any particular sport shall be present during equipment issue to provide supervision and assist the Equipment Manager.
- C. All coaches will make every effort to see all players take proper care of equipment and uniforms.

II. Athletes' Responsibilities

- A. Athletes should treat uniforms/equipment as though it were their own personal property. They must not abuse it. They must not share it. They must not trade it with any other athlete without first checking the equipment into the Equipment Manager, and then having it re-issued so that the changes are made on the proper forms. No trade should be made without the approval of the head coach.
- B. When players lose uniforms or equipment, they may not take part in any other sport until the items are found and returned or paid for in full.
- C. Athletes are financially responsible for all equipment checked out to them. No athlete:
 - 1. will be cleared from school until she/he is clear on equipment
 - 2. will receive credit for items turned in if they are not the items which had been checked out to her/him
 - 3. will receive any awards, trophies, or letters until she/he is clear in all areas
 - 4. who is a senior, will receive a diploma until clearance has been established

BE SURE YOUR ATHLETES ARE AWARE OF THESE POLICIES

ATHLETES WILL BE SUSPENDED FROM ATHLETICS UNTIL ALL MATTERS ARE CLEAR

EMPLOYMENT REQUIREMENTS

I. Non-Certificated Employees

- A. A non-certificated person may be employed to coach and supervise athletic teams in extra-curricular activities under the following conditions:
 - 1. The non-certified person selected is at least 21 years of age.
 - 2. The district has first determined that the non-certified person has not been convicted of any offense referred to in Education Code Section 45125 or any other offense involving moral turpitude or evidencing unfitness to associate with children.
 - 3. The district has on file a written statement from a licensed physician that the non-certified person is free from tuberculosis and any other contagious diseases.

II. Minimum Competencies For Employment

- A. An employee must be qualified in care and prevention of athletic injuries as evidenced by one of the following:
 - 1. Completion of National Federation of High Schools Fundamentals of Coaching Class.
 - 2. Completion of National Federation of High Schools Concussion in Sports Class
 - 3. First Aid and CPR/AED certificate
 - 4. a waiver may be obtained for this requirement until a coach has completed courses that will meet the requirements listed above. The coach must:
 - a. provide a specific plan to meet the agreed to requirement.
 - b. be under the direction of a qualified coach until the requirements are met.
- B. Employee must be qualified in coaching theory and techniques for the appropriate sport as evidenced by one or more of the following:
 - 1. have completed a college course in coaching theory and techniques.
 - 2. have completed an in-service arranged by a school district or the County Office of Education.
 - 3. have experience as a student coach or assistant coach.
 - 4. have experience in coaching in community youth athletic programs.
 - 5. have participated in organized athletics at the high school level or above.
- C. Employee must have knowledge of the rules and regulations pertaining to the sport to be coached and the league that sport is a part of, as well as the City Conference rules and regulations of the CIF.
- D. Employee must have knowledge of the rules and regulations pertaining to the sport to be coached and the league that sport is a part of, as well as the City Conference rules and regulations of the CIF.

FACILITIES

I. Rooms and Offices

A. Locker Room

1. Athletes will use only the locker issued to them and should be cautioned about locker room thefts and the importance of keeping their locker locked at all times.
2. Rough-housing and locker room horse play will not be tolerated. Coaches must insist on proper respect by their athletes toward all facilities.
3. Coaches will supervise their teams in the locker room. Practice ends when the locker room is empty and secure.

B. Equipment/uniform Storage Rooms

1. The Equipment and Uniform Storage rooms are handled and maintained by the Equipment Manager. He/she is responsible for that room and the material that is stored there.
2. Athletes are not allowed in the equipment room without an adult present.

C. Training Room

1. The Athletic Trainer is responsible for the care and maintenance of the training room.
2. If an athlete is using the whirlpool, coaches or the trainer must make sure he/she is being supervised.

D. Weight Room

1. The weight room is never to be left unattended by a coach for any reason when it is being used.
2. When supervising the weight room, coaches must be in a position to maintain complete vision and control.
3. Lights must be turned out and doors locked when leaving.
4. Never allow horseplay in this room.

KEYS

II. Key Policies

- A. District policy prohibits the loaning of keys to students.
- B. If you should lose your keys, immediately notify your Head Coach, the Athletic Director, the Maintenance Supervisor and the Principal's Office.
- C. Anyone who loses their keys resulting in the necessity to re-key individual rooms or the entire gym will be required to pay for the re-keying.

FINANCES

I. Sources of Income

- A. Funding for the Athletic Department programs are generally received from the following sources:
1. District Budget
 2. Gate Receipts
 3. Team Fund Raisers (A.S.B. accounts)
 4. Booster Clubs

II. Ordering of Equipment or Supplies

1. Head coaches are responsible for determining the necessary purchases for their program. Department guidelines require the purchase of necessary items (i.e. – items required to conduct a contest in a given sport) before resources are spent on items of secondary importance (i.e. – travel bags, warm-ups)
2. All orders for items purchased with resources from category #1 or #2 above must be approved by the Athletic Director and the order must be purchased on an Athletic Department requisition.
3. Items purchased from category #3 above are at the discretion of the coach and are placed on an ASB requisition. Purchases must adhere to rules established by the ASB.
4. Booster club purchases are the responsibility of the coach and the leaders of the booster club. Coaches should encourage booster leaders to purchase in the best interest of the program according to the guidelines referred to above.

INJURIES

I. Procedures and Responsibilities

- A. If judgment is needed to determine the seriousness of an injury, the opinion and recommendation of the trainer always takes precedence.
- B. In the event of an injury that is considered not to be serious or needing immediate medical attention, the student should be taken to the trainer for first aid and a telephone call made to the parents advising them as to the need for medical treatment.
- C. In those cases of serious injury, the student should not be moved. If available, the trainer should be notified and summoned to the scene of the accident. The trainer will then take charge of the patient and will determine the proper course of action to be taken. In some cases, this may be the immediate removal of the patient to the hospital, or the summoning of the paramedics to come to the patient. In any event the coach is to lend any assistance that may be necessary to help the trainer with the injured athlete.
- D. In the event the trainer is unavailable, it is the responsibility of the coach in charge to make the athlete as comfortable as possible and immediately contact the paramedics. The coach should immediately notify the parents and let them assume responsibility as soon as possible. If parents are not immediately available, the coach should continue to attempt contact until it is made.
- E. In the event of a serious injury, completion of the game or practice will always be considered of secondary importance.

- F. Each injury that a student receives at school should have first aid attention immediately. If there is any question concerning the seriousness of the injury, the patient should receive medical attention as soon as possible. TAKE NO CHANCES.
- G. Do not move the student until the condition has been carefully evaluated. Send for the head coach or the trainer in charge of injuries to make a decision if the student is to be moved to the training room or if an ambulance is to be called.

PARTICIPATION AND ELIGIBILITY

II. C.I.F. Regulations

- A. C.I.F. eligibility rules will apply to all athletes at Coronado High School. There is absolutely no leeway in these requirements and care must be taken in being exact in reporting eligibility. Coaches are urged to communicate with athletes and keep them informed of the importance of maintaining their eligibility.
- B. Eligibility Rules
 - 1. It is important that everyone understand the CIF eligibility rules because the penalties that result from non-compliance are necessarily strict and usually penalize all of the teammates in addition to the coach. Be sure you, as a coach, understand the following points:
 - a. If an athlete attains her/his 19th birthday before September 1 of the current school year, she/he cannot participate in interscholastic activities.
 - b. If an athlete is in her/his fifth year of high school, she/he cannot participate in interscholastic activities. Students get eight consecutive semesters of eligibility.
 - c. An athlete must live within the geographical boundaries of Coronado High School or have been accepted as an approved inter-district transfer to be eligible. If the athlete is an inter-district or has moved as the result of a parent or guardian, he/she may have to attend school 180 days before participating in any CIF contest. See Athletic Director for clarification of any specific situation.
 - d. CIF has academic requirements to participate, but since they are less strict than Coronado's, they will be covered with other school rules.
 - e. An athlete must pass a physical examination before practicing or playing with a CIF team.

III. Coronado District Regulations

- A. Parental Consent
 - 1. An athlete must have the written consent of her/his parents or legal guardian to participate.
- B. Insurance Coverage
 - 1. Athletes must be covered by adequate insurance as defined by California Education Code section 32221. If athletes have no insurance or wish to supplement insurance, a low cost policy specifically designed for athletes is available through Stevens-Myers. Please see the Athletic Director.

- C. Attendance
 - 1. An athlete must attend a minimum of four classes (two on block days) the day of the contest. The only exception is if the Principal or Athletic Director has excused the athlete prior to the absence.
- D. Team Rules
 - 1. Team rules will vary from sport to sport. Coaches should clearly define team rules for the athletes and their parents before the season starts.
 - 2. Athletes are expected to abide by all rules established by the coach.
 - 3. If it becomes necessary for a coach to dismiss an athlete for violation of team rules, the coach will communicate the situation to the Athletic Director prior to taking action.
- E. Academic Eligibility
 - 1. Athletes must maintain a 2.0 GPA.
 - 2. Athletes may have no F's or incompletes.
 - 3. Academic Probation
 - a. If at the end of a six-week grading period, an athlete has become ineligible, he/she may enter a period of probation.
 - b. To qualify for probation and athlete must enter into a contract with the appropriate teacher(s). The terms of the contract will be established by the teacher(s). The contract must be signed by the athlete, the teacher, and the athlete's parent/guardian. See the Athletic Director for contract forms.
 - c. Before an athlete on probation may participate, the condition that led to probation must be remedied. (For example, if an athlete is ineligible because of an 'F' grade, the 'F' must be brought to a 'D' or higher before the athlete may participate.)
 - d. The following restrictions apply:
 - e. An athlete may have only one probation period per school year.
- F. Disciplinary Action Guide
 - 1. All students are expected to follow the code of conduct outlined in the District's Disciplinary Action Guide.
 - 2. Violation of certain sections of the Disciplinary Action Guide will result in an athlete's indefinite suspension from a sport. Several examples are as follows:
 - a. The use or possession of alcohol at school or at a school function.
 - b. The use or possession of narcotics or other harmful substances at school or at a school function.
 - c. Possession of a weapon at school or at a school function.
 - 3. If an athlete is suspended for any reason or any period of time, he/she may not participate during this period of suspension.
 - 4. Coaches should obtain and read the Disciplinary Action Guide and demand compliance among team members.
- G. Equal Opportunity
 - 1. The Coronado Unified School District is committed to providing equal opportunities for both sexes in all educational programs and activities which it conducts and for all employees and applicants for employment.
 - 2. Notwithstanding the requirements of Title IX, a high school may operate separate teams for members of each sex where selection for each team is based upon competitive skill or the activity involved is a contact sport. However, when a high school operates no such team for the opposite sex, and athletic opportunities for

members of that sex have been previously limited, members of the excluded sex must be allowed to try out for the team, unless it is designated as a girls' sport.

H. Coach's Responsibility

1. Coaches should inform their athletes of these regulations and impress them with the very serious consequences if they break any of the regulations. Coaches should not take anything for granted regarding eligibility. Contact the Athletic Director if you have any questions.

SCHEDULING

I. Establishing a schedule

- A. The Head Coach in any sport is responsible for establishing the schedule for all levels of that sport.
- B. The City Conference will publish a league schedule for all members of the appropriate league.
- C. Coaches must add additional non-league contests according to the points allotted to their sport by CIF. See the Green Book. Coronado encourages a schedule with the maximum number of points.
- D. Coaches must obtain approval from the Athletic Director before scheduling:
 1. Games with teams located outside San Diego County.
 2. Games which require a student to miss more than two periods of class time.

II. Changing Schedules

- A. Any attempt to change a schedule must be accomplished in conjunction with the Athletic Director.
- B. When changing a schedule, a coach must:
 1. Contact and obtain the consent of the opponent.
 2. Notify the appropriate assignment secretary, if the game involves officials.
 3. Provide the specifics of the new contest in writing to the Athletic Director at least ten days before the contest is to be played.

III. Scheduling Make-up Games

- A. Coach's Responsibility
 1. Contact opponent to arrange new date.
 2. Check with Athletic Director to ensure there are no conflicts with facilities.
 3. Notify the appropriate assignment secretary if the game involves officials.
 4. Provide the specifics of the new contest in writing to the Athletic Director as soon as the contest has been arranged and assignment secretary has been notified.

STAFF RESPONSIBILITIES

- I. The Athletic Director will:
- A. Serve as the primary contact for the individual coaches.
 - B. Direct and supervise the athletic programs.
 - C. Attend all City Conference meetings.
 - D. Prepare an annual budget for the operation of the athletic programs.
 - E. Assume responsibility for the purchase and maintenance of all athletic equipment.
 - F. Supervise the scheduling of all athletic contests.
 - G. Enforce all rules of eligibility and other rules and policies governing athletic contests.
 - H. Review and approve all transportation requests.
 - I. Make certain that coaches are aware of all C.I.F., league, and district rules and regulations governing their sports. Interpret the specific applications of all rules and regulations.
 - J. Assist the selection and evaluation of the athletic staff.
 - K. When necessary, arrange for contracts with other schools and have them signed by the principal.
 - L. Supervise the payment of officials.
 - M. Be responsible for the preparation and upkeep of all fields and the gym for athletic contest and activities.
 - N. Assist visiting schools by relaying all information relative to times, dressing facilities, bus parking, officials, and all other pertinent information necessary for competition.
 - O. Be the official athletic representative at all athletic contests attended.
 - P. Arrange for a physician at all home varsity football games.
 - Q. Arrange for adequate supervision, timers, and ticket help at athletic contests as necessary.
 - R. Provide for all game supplies and equipment needed for any athletic contests, including scoreboards and players' benches.
 - S. Be responsible for coordination of the use of all athletic facilities.
 - T. Maintain an athletic calendar for the use of facilities and athletic contests.
 - U. Be responsible for maintaining eligibility lists.
 - V. Give complete support to game officials.
 - W. Encourage the coaching staff to give diligent attention to each athlete with regard to his/her physical condition before, during, and after each contest.
 - X. Provide community leadership in developing interscholastic athletics as a character building program.
 - Y. Encourage prudent judgment on the part of the coaching staff regarding the suspension of athletes.
 - Z. Encourage the coaching staff in continuous effort to master the principles of good teaching and good coaching.
 - AA. Serve as a liaison between staff members.
 - BB. Work in close harmony with the director of student activities, assistant principal, principal, and student council on all athletic events.
 - CC. Be responsible for scheduling and conducting regular coaches' meetings
 - DD. Attend meetings of the All Sports Booster Club

II. Head Coaches (Varsity coach of each sport) will:

- A. Take responsibility for the overall organization and administration of her/his sport's program.
- B. Before the season starts, the head coach will:
 1. Be sure all athletes are properly cleared for participation by having Athletic Eligibility & Physical Form completed correctly.
 2. Assist the Equipment Manager in keeping an accurate record of all uniforms and equipment.
 3. Inform athletes of eligibility rules and team rules.
 4. Establish a season schedule for all levels of their sport.
 5. Determine uniform and equipment needs for the up-coming season.
 6. Place orders for needed uniforms and equipment so they will be delivered well before the season begins.
- C. During the season, the head coach will:
 1. Supervise all games and practice sessions.
 2. Teach students the skills necessary to be competitive.
 3. Ensure that students are treated fairly and impartially.
 4. Supervise assistant and JV coaches to ensure that all responsibilities are met.
 5. Maintain effective relationships with parents and the public.
 6. Protect students from unnecessary safety risks.
 7. Keep the Athletic Director informed of all activities.
 8. Check the Weekly Schedule for accuracy and report discrepancies to the Athletic Director.
 9. Clear purchases with District funds through the Athletic Director.
 10. Confer with the Athletic Director and Principal before dismissing an athlete from a team.
- D. At the end of the season, the head coach will:
 1. Turn in a list of letter and certificate winners and award winners (CIF, League and Team) to the Athletic Director.
 2. Assist the Equipment Manager in collecting and properly storing all equipment, uniforms, and supplies.
 3. Verify with the Equipment Manager an inventory of all supplies, uniforms, and equipment.

III. All coaches will:

- A. Assist in the overall organization and administration of their team in close association with the head varsity coach of their sport.
- B. Have knowledge of the information contained in the current C.I.F. Green Book, the regulations of the Coronado Unified School District and Coronado High School.
- C. Understand the policies and procedures contained in the Coaches Handbook relating to their own responsibilities and the responsibilities of their athletes.
- D. Clearly establish team rules and make sure they are communicated to the parents and the athletes at the beginning of the season.
- E. Be responsible for the training of managers if used.
- F. Organize practice so the maximum can be accomplished in a reasonable amount of time. Avoid over practicing.
- G. Instruct players in the proper etiquette of addressing game officials. Referees should always be addressed with respect.

- H. Immediately remove players from the game who are rude or discourteous to officials.
- I. Not tolerate disrespect or insubordination from team members or from members of any other team at Coronado High.
- J. Supervise team room behavior at home and away games.
- K. Promote the total athletic program at Coronado High School. Participation of coaches as spectators in all sports is encouraged. The practice of suggesting or coercing young people to limit themselves to one sport is not in the best interests of traditions of the total athletic program and will not be tolerated.
- L. Supervise athletes at all times in order to maintain a positive school image.

IV. Coaches Conduct

- A. Coaches are expected to set an example for their athletes in terms of appearance, language and habits.
- B. No coach will make a remark which would tend to influence an athlete away from any sport which the athlete has participated in, and no coach will attempt to recruit a student who has participated in a sport which operates the same season without first talking to the head coach of the effected sport and the Athletic Trainer.
- C. All coaches must set an example of good sportsmanship for players and spectators.

TRANSPORTATION

I. District Vehicles

A. General Rules

1. Transportation to and from contests is by school bus or authorized district vehicles whenever possible.
2. Only licensed employees hired specifically as bus drivers will be permitted to drive a bus.
3. Requests for transportation and transportation changes are handled by the Athletic Director in conjunction with the Transportation Department.
4. Extended trips in conjunction with an athletic event must be accompanied by the appropriate field trip request forms.
5. Coaches should realize that the bus driver is legally in authority on a school bus.
6. Coaches should have emergency telephone numbers for the Coronado Unified School District Transportation Department and all members of the team available in the event that a transportation problem should arise.
7. Providing transportation for non-team members will be at the discretion of the individual coach.
8. Size of Travel Squad may have to be restricted by the mode of transportation available.

B. Parent Drivers

1. Parents can be organized to drive their own vehicles to provide transportation for a team when district transportation is not available.
2. Parents should understand that their own insurance is primary in case of an accident. District insurance will only apply after the primary resources are exhausted.

II. Student Drivers

- A. In certain emergency situations, a student may drive himself/herself to an away contest provided:
 - 1. the student has a valid driver's license and proper insurance.
 - 2. the parent has written a note giving their student permission to drive.
 - 3. the note is presented to the coach and Athletic Director for approval.
- B. **UNDER NO CIRCUMSTANCES MAY STUDENTS TRANSPORT OTHER STUDENTS.**

III. Chartered Transportation

- A. In general, money is not available for chartered transportation. The availability of chartered transportation will depend upon moneys available in the district transportation budget, A.S.B. funds, and booster club resources.
- B. Chartered transportation will only be considered for contests which are held outside San Diego County.