

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

ATHLETIC HANDBOOK



2017-2018

El Toro High School
Laguna Hills High School
Mission Viejo High School
Trabuco Hills High School

Saddleback Valley Unified School District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity/expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.

STATEMENT OF PHILOSOPHY

Saddleback Valley Unified School District athletic programs are designed to provide students with the opportunities to develop both physical and mental strength. We believe that a successful athletic program helps our athletes develop a sense of pride, self-confidence and encourages leadership skills. Our athletes learn a self-discipline which will help them through their adult life, where the ability to maintain poise and self-control in all situations is vitally important. We encourage all athletes to strive to excel, and help them to understand that the path to success is hard work and determination. Sportsmanship is a key component to our athletic program and all our athletes are required to work diligently to achieve both individual and team goals and meet the athletic standards of the District.

Interscholastic athletics is a voluntary program in which participation is a privilege and not a right. Accompanying that privilege is the responsibility of the athlete to conform to the following guidelines established for all participants in the athletic program.

- **We believe the most important result of competition is the development of life-long values and skills.**
- **We believe winning is an attitude resulting from optimum preparation, concentrated effort, and a deep commitment to excel.**

TOP 10 RULES FOR COACHES AND ADVISORS TO LIVE BY

This is a friendly reminder of District policies and procedures that are to be followed by all sports, band/cheer coaches and program advisors:

1. Coaches are not to order equipment, supplies, materials, pay for tournaments, lodging, etc. without prior approval from school administration/ASB. Requisitions should be submitted to the appropriate individual (ASB office, AP, Athletic Director, Principal)
2. Coaches are not to accept or maintain any type of a credit account with vendors. Under no circumstances are coaches to receive a percentage of total sales in cash or merchandise. If this practice occurs, coaches risk termination and vendors risk the ability to do future business with SVUSD.
3. All reimbursements for pre-approved tournament expenditures, food, lodging, transportation, supplies, equipment, etc. need to be processed through the ASB office or District Office. Site administration can assist with the paperwork prior to a tournament/expenditure, which makes it easy to process reimbursements after the event.
4. For sports/ programs with a non-profit 501(c)3 Booster/Parent Organization, an annual Booster/Parent Organization Authorization of Renewal application must be approved by the principal and on file at the District Office.
 - Booster/Parent organizations must be registered with the California State Treasury Department and adhere to all state requirements for operation.
 - Booster/Parent organizations are required to submit to the District a copy of their bylaws and IRS filings each year.
 - An independent audit by a CPA or CFA is to be conducted every two years with the findings submitted to the District.
5. In accord with Board Administrative Regulation 1230 (Athletic Handbook page 17), booster/parent organizations financial records may be reviewed by site and District administration at any time and must be provided upon request.
6. No SVUSD employee is to be a signer on a 501(c)3 booster/parent organization checking account, nor can any SVUSD employee maintain a separate checking or bank account on behalf of their school sports team, performance group or club.
7. In accord with BP 1230, under no circumstances shall parent organizations, 501(c)3 booster/parent organizations or their individual members hire a person to be a District employee or pay any District employee directly. "Pay" includes all forms of compensation, including but not limited to, salary supplements or tangible objects. Reimbursements from parent organizations or 501(c)3 booster/parent organizations to coaches should be minimal (\$200 maximum as outlined in BP 3310); instead, purchases should be made through ASB or by booster/parent organizations directly.

CIF Rule 508. PENALTY FOR IMPROPER COACHING COMPENSATION - Any team, coached by any person receiving any part of the salary for coaching from other than school funds without the approval of the school's governing board, is ineligible. (Revised February 2009 Federated Council)

8. Any written information sent to parents related to monetary donations must have prior signed approval by the site administration.
9. Transportation donations should be made to SVUSD separate from sport contributions. Without transportation donations, athletic transportation may be reduced or eliminated.
10. Coaches will be compensated at the District SVEA contract rate for in-season duties. No additional pay may be earned for in-season duties (except for CIF play). All coach compensation for out-of-season duties must be organized and paid through SVUSD Community Services Department via submission of Form A.

Recent Legislative changes that all coaches/employees must adhere by:

- AB 1435 (Chapter 520/2012) adds athletic coaches, athletic administrators, or athletic directors employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1-12 to the list of "mandated reporters" for incidents of suspected child abuse or neglect. School districts are not required to provide training for mandated reporters regarding this responsibility, but are strongly encouraged to do so and, if training is not provided, must report to the Department of Education as to why it is not. Employers must provide a statement, to be signed by the employee, informing the employee that he or she is a mandated reporter and informing the employee of his or her rerouting obligations.
- AB 1575 (Chapter 776/2012) prohibits a pupil enrolled in a public school from being equipped to pay a pupil fee for participation in any educational activity, requires school districts to use a uniform complaint process to identify and refund illegally charged fees, and required public schools to establish local policies and procedures to implement the bill's provisions on or before March 1, 2013.

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II. ROLE/RESPONSIBILITIES OF ATHLETIC PERSONNEL

A. PRINCIPAL

1. The Principal of member schools shall verify the amateur standing and eligibility of each member of their teams. All CIF Southern Section eligibility rules apply in all games including practice, scrimmage, league, tournament and playoff.
2. The Principal shall verify the athletic eligibility of a student who has transferred to another school when requested to do so by an administrator from the second school.
3. The Principal shall notify the CIF Southern Section Office in writing, immediately, of incidents, forfeitures and the reasons for same, with copies sent to the opposing school.
4. Accountability Rule - The Principal is accountable for the interscholastic athletic program. The Principal, in effect, is the CIF Representative on campus.
5. The Principal shall ensure that all coaches meet all requirements and are cleared for employment/service prior to beginning an assignment.
6. The Principal shall provide proper oversight of all Athletic booster/parent organizations and independent 501(c)(3) school connected organizations that support student athletics.
7. The Principal will monitor student donations, contributions & fundraising guidelines compliance in accord with the State of California Constitution and SVUSD policies.
4. Responsible for all improvements of adequate facilities, this includes submittal of the required Facility Modification form, as necessary.
5. Resolves conflicts that may develop from time to time within the Athletic Department.
6. Attends all varsity home athletic contests and/or arranges for proper supervision of home athletic contests by administrative personnel.
7. Provides leadership in the selection, assignment oversight, and evaluation of athletic coaches and staff members.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Provides leadership and oversight in partnership with the Athletic Director of all sports budgets and voluntary student contributions.
10. Works with the school principal to ensure that all coaches meet all requirements and are cleared for employment/service prior to beginning an assignment.
11. Provides oversight of Automatic External Defibrillator (AED) program ensuring coaches are properly trained, and all school staff is informed of AED locations.
12. Works with the school Principal to ensure proper oversight of all athletic booster/parent organizations and independent 501(c)(3) school connected organizations that support student athletics.

B. ATHLETIC ADMINISTRATOR/ATHLETICS

1. Administers the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility.
2. The administrator in charge of athletics will work with the Athletic Director when an athlete violates school regulations and/or the athletic code. Decisions concerning an appeal will also be made in conjunction with the Athletic Director.
3. Responsible for administering all interscholastic policies and procedures working within the confines of the rules and by-laws of the CIF.

C. ATHLETIC DIRECTOR

1. Works under the direction of the high school administrator in charge of athletics.
2. Athletic Director shall supervise and coordinate the total athletic program.
3. Athletic Director shall keep the coaches informed of the current rules and regulations.

4. Athletic Director, together with the administrator in charge of athletics, will represent the high school at all league meetings and CIF meetings.
5. Athletic Director will work with the administrator in charge of athletics when an athlete violates school regulations and/or the athletic code. Decisions concerning an appeal will also be made in conjunction with the administrator in charge of athletics.
6. Responsible for the development of all interscholastic game schedules.
7. Supervises the cleaning, storage, and care of all athletic equipment along with maintaining an up-to-date inventory.
8. Arranges all details of visiting team needs, as appropriate.
9. Participates in special assignments and projects as required by the Principal or District administration.
10. Arranges the practice schedules for coaches on the fields and in the gymnasium.
11. Assumes responsibility to see that all athletes have a physical examination prior to the beginning of each season and assumes responsibility for processing all of the physical forms.
12. Responsible, along with the administrator in charge of athletics after consulting the head coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
13. Obtains officials and team physicians, as needed.
14. Prepares and administers the athletic program budget.
15. Approves requisitions, in cooperation with appropriate staff members, for supplies, uniforms, and equipment.
16. Oversees the athletic period.
17. Works with coaches to develop individual sports budgets and monitors voluntary student contributions.

D. COACHES

1. Conduct of Coaches

Above all else, athletics at the high school level is an educational endeavor. Athletes learn lessons that serve them for their entire lives.

Among these are sportsmanship, perseverance, teamwork, and appropriate responses to winning and to losing. For these lessons, each coach is the teacher.

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

Athletic Coaches in the SVUSD are expected to reflect a positive attitude in their approaches to and through their interactions with officials and opponents. There can never be justification for physical or verbal abuse of an athlete, nor personal degradation to any student in any form. Coaches are expected to treat every athlete with dignity and respect.

The Board expects all district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws and exercise good judgment when interacting with students and members of the school community.

Swearing and the use of obscenities are always inappropriate, whether at practice or during an event. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student is prohibited. (BP 4119.2, 4219.21, 4319.21)

Use of Alcohol or any other intoxicants

Athletic coaches will not consume alcohol or any other intoxicants prior to or during any school or school related event. (School related events include, but are not limited to, awards nights, booster/parent meetings, and all-day tournaments that involve parents and/or students.)

Ejection from an Athletic Contest

Upon ejection, the head or assistant coach shall be disqualified from participating in the remainder of the game and will be ineligible for the team's next contest. When ejected, the coach must leave the contest site.

The coach must turn in to the Athletic Director an Incident Report form (form available online at CIFSS.ORG) the next day. An incident report will be filed with CIF.

**2. Temporary Athletic Team Coaches
Saddleback Valley Unified School District
AR 4327 4127 4227 PERSONNEL**

At the first regular Governing Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. *(5 CCR 5594)*

Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches. *(5 CCR 5594)*

Competencies

The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of: *(5 CCR 5593)*

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area 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. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards

2. Coaching techniques

The Superintendent or designee shall establish qualifications in coaching theory and techniques in the sport or

game being coached as evidenced by one or more of the following:
Completion of a college course in coaching theory and techniques

Completion of inservice programs arranged by a school district or county office of education

- a. Prior service as a student coach or assistant athletic coach in the sport or game being coached
- b. Prior coaching in community youth athletic programs in the sport being coached
- c. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish 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 CIF.

4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology 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)*

Additional Competencies for Non-certificated Personnel

In addition to the competencies listed above, the Superintendent or designee shall determine that a non-certificated person employed as a temporary athletic team coach: (5 CCR 5592)

1. Has not 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.
2. Is 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.

Non-certificated coaches have no authority to give grades to students. (5 CCR 5591)

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 non-prescriptive 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

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

CSBA: (12/90 3/92) 6/97 ADOPTED: 11/06

3. Expectations of Coaches

- a. Emphasize the ideals of sportsmanship, ethical conduct, and fair play to athletes.
- b. Encourage the highest standards of conduct in athletes, and take prompt corrective action when standards are not met.
- c. Conduct themselves at all times in an exemplary manner, and choose carefully the language they use while coaching and working with athletes. Coaches need to always be concerned with the image they portray, but each coach must be especially aware of the use of inappropriate language in front of students. Profanity is not acceptable.
- d. Use positive methods to give encouragement.
- e. Show self-discipline and restraint in stressful situations involving officials, parents, and spectators.
- f. Be courteous to visiting players, coaches, and officials.
- g. Respect the integrity and judgment of officials, and teach this respect to players.
- h. Be responsible for fostering positive relations with parents and the public, remembering that negative behavior in the community reflects on the athletic program, school, District, and coach.
- i. Use tact, diplomacy, and sensitivity in maintaining a harmonious relationship with all school personnel.
- j. Keep a proper perspective in working harmoniously with personnel from other areas of the curriculum, encouraging athletes in sports coached by others, and in their academic endeavors.
- k. Understand and accept the rules of the game and regulations of governing bodies.

- l. Teach only tactics or techniques which are legal and sportsmanlike, in the spirit of the game, to avoid deliberate injury to an opposing player.
- m. Avoid contacting classroom teachers for the purpose of altering grades for academic qualification of athletes.
- n. Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to participate in fund- raisers or be required to pay a fee to participate. Staff is expected to emphasize the fact that donations/fund- raisers and individual student contributions are always voluntary. No students shall be barred from an activity because they did not participate in fund-raising or make voluntary contributions.

Legal Reference: EDUCATION CODE 51520; Prohibited Solicitations on School

4. Coach's Expectations For Student Athletes

Coaches will uphold CIF Code of Ethics and SVUSD Board Policy 5131.63 prohibiting the use and abuse androgenic/anabolic steroids and other performance enhancing drugs.

5. Policies

Policies, Rules & Regulations

Each coach is responsible for knowing and understanding the athletic policies, rules and regulations. Coaches' philosophies and procedures should follow the spirit as well as the letter of the District, California State Education Code, school, league, and CIF regulations.

Cooperates with other Coaches

Cooperation is an essential part of the school athletic program. Coaches will cooperate and support each other in an ethical manner, never second guessing or otherwise criticizing coaching ability.

Athletic Policies: Instructing and Reporting

Each coach is responsible to instruct the team concerning athletic policies. Each coach will report infractions of the athletic rules to the Athletic Director and to the Administrator in charge of Athletics as soon as possible.

A coach may permit:

1. An athlete to participate in practice and/or games on furlough days.

A coach will not permit:

1. A student to practice or participate on a team without administrative approval.
2. Athletes to use non-school transportation to and from athletic contests. Any exceptions must have prior administrative approval.
3. An assistant coach to begin or continue employment without clearance from SVUSD Personnel verifying that all required certifications are current & valid.
4. A volunteer to assist with coaching or interact with athletes at any time without clearance from SVUSD Personnel verifying that all Volunteer 2 paperwork has been submitted and approved.
5. The charging of a fee to student athletes as a condition of play.
6. A student, parent, booster/parent organization, or vendor to write a check made out in the coaches name. A coach will also not accept any cash or gift from a student, parent, booster/parent organization, or vendor under any circumstances.

Pursuant to Board Policy, if a coach knowingly violates these rules, they will be subject to disciplinary action. This may include written reprimand, suspension without pay or termination of employment.

6. Head Coach

Position Responsibilities

- a. Assures that the assistant(s) knows the CIF Blue Book rules, the Athletic Coaches Handbook, and all rules and regulations.
- b. Assures that each athlete trying out has had a physical exam, has completed the insurance and parent permission card, and has cleared any debts.
- c. Provides for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill. Each coach must fill out an injury report form for each injured athlete.
- d. Supervises athletes on all bus trips. This includes traveling on the school bus both to and from contests.

- e. Sees that the members of the team are dressed appropriately while representing the high school at athletic events.
- f. Clears with the Athletic Director the departure times for trips that involve loss of class time, and sees that the faculty is given adequate and appropriate notice.
- g. Explains all District, CIF, and high school athletic policies to all members of the team and has all athletes complete and sign the athletic code form.
- h. Prepares a schedule for the following year pursuant to CIF schedule deadlines. Clears any changes to the schedule with the Athletic Director.
- i. Coaches are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not.
- j. Submit a list of all award winners no later than one week following the completion of the season.
- k. **Profanity is not acceptable.**
- g. Strives to build good sportsmanship and develop good public relations in the school and community.
- h. Develops criteria for earning awards in season of sport. Notifies the Athletic Director, players, and parents of criteria. Submits a list of all award winners no later than one week following the completion of the season.
- i. Monitors the athlete by regular grade checks.
- j. Provides for supervision of the locker room at the beginning and end of each practice and game. (For safety and security reasons, make sure all team rooms are locked).
- k. Reports scores to both the Athletic Department and local newspapers on a weekly basis. This includes final records at the end of each season.
- l. **Alerts the Athletic Director or School Administrator in charge of athletics to any new athlete or the dropping of an athlete from the program.**
- m. Follows school procedure for athlete's transition to new classes at end-of-season.
- n. Conducts a pre-season parent informational meeting to promote communication, review budget and share expectations.
- o. Coaches stress to parents in pre-season meeting the importance of picking up their children on time so that the student athlete is not left alone.
- p. If an athlete is ejected, complete the Incident Report form and submit it to the Athletic Director the next day (form available online at CIFSS.ORG).
- q. **Must sign "Head Coaches' Clearance Statement" verifying that your staff has officially been cleared by SVUSD.**

Program Responsibilities

- a. Administers the entire program, including all lower level teams.
 - b. Directs the assignments and duties of assistant coaches.
 - c. Provides for the general upkeep and protection of program equipment.
 - d. Conducts a complete inventory of the equipment used in the sport at the end of the season and works directly with the equipment manager in issuing and collecting all equipment and uniforms for his/her sport. Sees that all uniforms have been returned at the close of the season.
 - e. Keeps records as requested by the Athletic Director, including taking roll and grading students if enrolled in an athletic period.
 - f. Prepare and submit the required electronic budget (see **Forms** section for sample) to the Athletic Director and Assistant Principal over athletics prior to the season of sport.
- 7. Hazing**
Hazing of students, initiation rites or pranks are not to be encouraged, promoted, perpetuated or tolerated. (Ed Code 32050-32051) Such behavior can easily escalate into personal injury or damage to property. Hazing of students by students should not be

overlooked or ignored by coaches. BP 5131, AR 5133.1, AR 5144.1

Coaches must investigate any alleged hazing incidents by his or her athletes and report the findings both to the Athletic Director and Athletic Administrator. A CIF Incident Report form must be submitted (form available online at CIFSS.ORG).

Coaches must read the statement below on Hazing, Initiation Rites/Pranks. **Statement to be read to all teams on the first day of practice:**

“Pranks, initiation rites, or hazing of teammates will not be tolerated. Such behavior can easily escalate in to personal injury or damage of property. Any violation of this policy will be considered as a serious breach of conduct. Your personal behavior should promote team morals and unity. As a good teammate, we expect you as a student athlete, to report any violations regarding hazing. Punishment for hazing may include suspension or dismissal from the team.”

Examples of traditional hazing include:

1. Forcing individuals to consume objects against their will;
2. Physical labor or abusive demands on the individual;
3. Any ritual or act that ensures acceptance on to a team.

8. Assistant Coach Responsibilities

Program Responsibilities

- a. Have knowledge and understanding of CIF rules, high school athletic policies, and all school rules and regulations.
- b. Receive clearance from SVUSD Personnel **prior** to any coaching or interaction with students.
- c. Exercise proper control over equipment and materials under the coach's jurisdiction.
- d. Strive to build good sportsmanship and developing good public relations in the school and community.
- e. Supervise the shower/locker room at the beginning and end of each practice and game.
- f. Profanity is not acceptable.
- g. Coaches are responsible for the conduct and safety of students from the time they come under school supervision until they leave

school supervision, whether on school premises or not.

9. Physical Contact with Athletes

- a. Coaches must make every effort so that they are never alone with an athlete.
- b. When team or individual activity requires an overnight stay, there must always be a same sex chaperone in attendance. Under no circumstance should members of the opposite sex, coach or athlete, share a motel room.
- c. Coaches should position themselves to assure good and constant supervision.
- d. Coaches need to avoid physical contact with athletes including but not limited to stretching and massaging.

E. COACHES COMPENSATION

In Season

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, and not be subject to any bonus arrangement dependent upon the success of the school's team. Coaches may be paid by way of District and/or ASB account. Booster/ Parent Organizations may make a donation to the school's athletic program, but they cannot specify that the money specifically be utilized for a specific coach.

Any team, coached by any person receiving any part of the salary from other than school funds without the approval of the school's governing board, is CIF ineligible.

Out of Season

All coaches who receive pay outside of their season of sport must operate through the Community Services Department following the same procedures as Summer Conditioning if the activity involves student participation.

If a coach is going to be compensated by the booster/parent organization for working out of season, he/she must have the amount listed as a line item in their Sports' budget, and the money must be available prior to the beginning of the assignment. A Form "A" is required, as well as site administrator approval.

The coach may earn no more than \$55.00 per hour, and may not have a session lasting longer than 100 hours. The amount charged to the booster/parent organization may not exceed \$3.50 per hour per athlete. The payment must be made to the Community Services Department prior to the start of the assignment. The payment is subject to the current

15% deduction for services rendered by the Community Services Department. The payment will also be subject to applicable fringe deductions (this amount varies, and will be identified prior to submission of payment). In this case where the booster/parent organization is paying the fees for the athletes, it is still mandatory that all participants register through the Community Services Department to be adequately insured. This type of activity is reserved for athletes enrolled in the school, and no other athletes may participate in these sessions. (If the activity does not involve students, and it is outside the season of sport, it can go through ASB with approval from site administration).

In the case that a coach wants to run a pre/postseason program and charge his/her athletes, the same standards of Summer Conditioning will apply. The coach will need to complete a Form "A", and get approval from the site administrator.

Important items to note

- Coaches may not be compensated with any additional funds other than the contracted stipend during their season of sport.
- Additional duties which do not include student participation, and are out of season, can be run through ASB.
- Any compensation for activities which include student participation, and is outside the season of sport, must be run through the Community Services Department.

F. STUDENT DONATIONS

Student Fees, Donations, Contributions & Fundraising *Athletics, Cheer, Band, Curricular Programs*

The California Constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the SVUSD may not charge fees for school programs and co-curricular activities, except for those programs or activities where a fee is specifically authorized by law.

No school may offer course credit or privileges related to a curricular or extra-curricular activity in exchange for money or donations of goods or services from the student or student parents/guardians. Nor can credit or privileges be withdrawn for failure to pay money or donate goods or services. *This includes awarding extra credit to students for school supplies or donations.*

The law *does allow* school districts to request voluntary donations and to engage in fundraising

activities and programs. These donations and fundraising financial contributions *are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution voluntary.*

- Schools may require students to attend a fundraising event, but *if the students are unable to raise funds for the event the students cannot be prevented from participating in an educational activity.*
- Students may be expected to attend a fundraising concert, for example, if they are in the choir that is listed in the course syllabus and on the calendar of events *so long as attendance is the only requirement.*
- Members of an athletic, cheer or band team, for example, may be expected to help out with a fundraising sale at a back-to-school night, open house or especial event just as a coach might expect players to attend practices and games; however, *the students cannot be required to raise money as a condition of participation in the athletic, cheer, band or curricular program.*
- *Booster/Parent Organizations, foundations, community organizations and other associations that provide support to a school district or school program/activity are prohibited from charging fees for student participation in extra-curricular activities or team sports.*
- No student will be prohibited from being a member of an athletic team, cheer squad or band group as a condition of the school or team not receiving a donation, contribution, or meeting a fundraising goal.
- No student will be subject to a "fair share" monetary contribution.
- Coaches, advisors or booster/parent organizations will not send invoices or the like to students/parents requesting a monetary payment, or suggest that a "donation/contribution payment is due."

The law *prohibits* a school from requiring students to make a security deposit or other required payment for a uniform, costume, musical instrument, lock, locker, book, class apparatus, or other equipment.

The law *prohibits* a school from charging a student for a team sport uniform.

- *A school must provide a free uniform to any student who is a member of the school team.*

The free uniform must be substantially the same as those that are made available for purchase. Schools may allow students to purchase their own uniforms if they want to purchase uniforms. However, the purchase of a uniform cannot be a requirement to participate in a sport.

All SVUSD coaches (athletics, band, cheer) will submit to the Assistant Principal of Athletics the required program budget worksheet and a copy of the donation letter provided to students/parents at the beginning of their season of sport. *(see Forms section for sample)*

III. GOVERNING RULES AND REGULATIONS

A. CIF/DISTRICT/SCHOOL

1. Athletic Eligibility

The head coach must play many roles. The coach should act as a liaison between the community and school, creating a positive environment.

Read and understand the **CURRENT** C.I.F. Blue Book on eligibility. If you have ANY questions regarding eligibility, see the administrator in charge. The Transferring Student Athletic Eligibility forms will be used as part of the registration process at each high school and must be completed by the parent/guardian of **any** student who enrolls in high school after the first day of grade 9.

- a. Attendance Area - Student must live in our school attendance area. If not, the student **must** comply with District transfer request policy that must be approved by the district, the site principal where the student resides officially, and the new site principal where the student is requesting a transfer to attend.
- b. Parent or Guardian ("Court Appointed") - Student must live with parent or "**court appointed guardian**".
- c. Foreign Student - Student must be enrolled in a CIF approved exchange program. (CIF Southern Sections Blue Book #209.A(2)a-d)
- d. Student must meet all of SVUSD eligibility requirements:
 - 2.0 GPA or better at each quarter grading period;
 - No more than 1 "U" in citizenship;
 - No more than 1 "F" grade;
 - Eligibility waiver may only be used one time in the high school that he/she attends during all four (4) years of attendance.
- e. Passed Four (4) Classes - Twenty (20) units with a class value of five (5) units per class. Only one (1) class of which can be athletics or P.E. the previous grading

period. Student must pass four (4) classes the previous grading period, maintaining a 2.0 GPA on a 4.0 scale.

- f. Enrolled in Five (5) Classes - Student must be currently enrolled in 25 units.
- g. Eight (8) Semesters of consecutive attendance from the start of the 9th grade. (CIF Southern Sections Blue Book # 204)
- h. Age Requirement
 - A student, whose 19th birthday is attained prior to June 15 shall not participate or practice on any team for the following school year. A student whose 19th birthday is on or before June 14 is ineligible.
 - A student may not compete on a freshman (9th grade) team after he or she has reached his or her 16th birthday on or before June 15, 2015. (CIF Southern Section Blue Book 203.1)
 - A student may not compete on a sophomore or frosh-soph team after he or she has reached his or her 17th birthday on or before June 14, 2014. (CIF Southern Section Blue Book 203.2)
 - A student under 15 years of age may not play on a varsity football team; except by CIF waiver.

2. Athletic Clearance

All athletes must be cleared before taking part in any tryout, practice, scrimmage or contest. The following information must be on file in the athletic office:

- a. Athletic physical exam form
- b. Emergency card
- c. Insurance/Parent consent form
- d. Purchase of ASB card (encouraged, not required)
- e. Eligibility (grades, residence)
- f. Athletic Code Verification

3. Hardship Waivers

A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act,

condition, or event, which causes the imposition of a severe and nonathletic burden upon the student or his/her family. This must be approved through the CIF Southern Section office.

4. Academic Waiver

Students who are utilizing a waiver are fully eligible to practice, participate, hold office and/or compete during this academic quarter. Once a student has chosen to utilize a probationary waiver, the decision is final and cannot be revised once it has been signed by an administrator.

5. Student Eligibility/Ineligibility Schedule

Secondary student eligibility and ineligibility will go into effect seven (7) working days after grades are submitted to Information Services (Data Processing). **Ineligibility will become effective on the Monday after each quarter grade report card has been mailed home.** Coaches will receive a grading period calendar from the guidance office.

B. ATHLETIC PERIOD

The athletic period is devoted exclusively to eligible athletes and their training for competitive sports. District policy states that any athlete that becomes ineligible during the semester will be transferred out of the athletic period or they may choose to use their waiver.

CIF and District rules prohibit an athlete from participating in tryouts without their athletic or physical clearance on file.

Athletic Period Responsibility

Accountability of student athletes is most important. Each coach must have and use a roll card for each student athlete.

When a player is added to a team or is dropped from a team, the Athletic Director must be informed right away. Coach must make contact with the athlete and guidance specialists. In addition, the coach must personally contact the parent before dropping the athlete from the class. The student earns credits for the athletic period class and is accountable for attending through the end of the semester, **even after the competitive season ends.**

C. DISMISSAL FROM A TEAM

Depending on the seriousness of the incident, dismissal from a team may be done by the Coach of the team, Athletic Director or Administrator. Suspension, additional work, counseling, etc., are alternative ways of dealing with discipline problems. Administrators, coaches and athletes should be familiar with the District Athletic Code. Because of the seriousness and ramifications of suspension or dismissal, due process must be followed.

- A 24-hour grace or "cooling off" period.
- Student/Athlete communication with the head coach of the sport.
- Notification to the Athletic Director/Administrator.
- Parents notified regarding circumstances and reasons for the action.
- Athlete should be notified of his right to appeal.
- Athletes who are dismissed from or quit any sport may not participate in another sport during the same season.

The reasons for this policy are to reduce misunderstanding between all participants. The dismissed athlete still has the right to appeal his case to the Athletic Review Board. (Athletic Review Board's panel varies from school to school.)

Athletic Review Board

The Athletic Review Board was established to support the SVUSD Athletic Code and Student Athlete Conduct Standards, a document developed to ensure that athletes represent our district in a positive and appropriate manner. The document describes the eligibility requirements, behavioral standards and expectations of an athlete who participates on a SVUSD school team, and requires the signatures of the athlete and parent. The intent of the Athletic Review Board is to provide a process of review should an athlete be dismissed from an SVUSD school team for his/her violation of the Athletic Code and Student Athlete Conduct Standards. The Athletic Review Board is comprised of four members: two teachers/coaches, an administrator from another SVUSD high school and the ASB Athletic Commissioner (non-voting). *For any violation of the SVUSD Athletic Code and Student Athlete Conduct Standards, an athlete may have his/her athletic privilege revoked.*

Students who wish to appeal the dismissal from a SVUSD school team must follow the steps outlined below in the order listed:

- Meet with Athletic Director and/or Assistant Principal of Athletics
- Meet with Principal
- Request a review by the Athletic Review Board

The decision of the Athletic Review Board is final.

D. ATHLETIC CLEARANCE

1. Standards of Athletes

Athletes are observed in many areas of school and community life. An athlete must always remember that they no longer represent just themselves, but represents their team and school. Therefore, it is important that an athlete's attitude and behavior, both at school and in the community, be above reproach so that it will bring credit and honor to their team and school.

The following are the primary responsibilities and standards of all athletes:

- a. To remember that participation in athletics is a privilege and not a right; as such, the privilege may be revoked if the athlete does not abide by the athletic code and follow school and district policies.
- b. Any conduct (known to have occurred during or after school hours) by an athlete which brings discredit to himself/herself, the team, or the school is not acceptable, and may be grounds for suspension of athletic privileges. The athlete may ask the Athletic Review Board to review the case if there are extenuating circumstances. Acts that discredit the athlete, team, and school are, but not limited to, the following:
 - misbehavior
 - use of alcohol/drugs/steroids/tobacco (including chewing tobacco)
 - student convicted of a crime
 - acts of violence/vandalism
 - school related problems of a disciplinary nature

Students on school suspension are automatically ineligible to participate in, or attend, any school co-curricular activity.

- c. To always show class, be modest in victory and gracious in defeat. To maintain poise and self-control at all times. Never be profane, or cheat, or resort to illegal or unethical tactics at any time.
- d. To treat game officials with respect and courtesy at all times.
- e. To remember the main reason you are in school is to learn and maintain good grades in all classes. To have a proper attitude toward your school and show respect for all teachers and other members of your school's staff.
- f. To observe all school, district, and CIF policies, knowing that serious infractions may result in athlete's suspension or removal from a team by the coach and/or administration.
- g. Hazing of students, fighting, pranks and/or horseplay resulting in an injury or damage property are not considered in the best interests of school spirit and will be dealt with accordingly. Violations of required locker room conduct will not be tolerated. Horseplay results in personal injuries and damages equipment, both of which hurt the team.
- h. Conduct on the bus while traveling to and from contests is important to the morale and spirit of the team. District bus regulations will be adhered to at all times. Violations of these regulations may result in suspension.
- i. Athletes are obliged to observe training rules and relations as required by their coaches.
- j. Any athlete dropped from a team for disciplinary action before the season is over may not go out for another sport until the season of the sport from which he was dropped is over.
- k. When an athlete is transferred to a regular physical education period, i.e. from 7th period to 1st period, and fails to attend, the student will be considered truant and will be subject to school discipline procedures.
- l. Athletes are financially responsible for uniforms and equipment issued to them and must pay for anything not turned in at the end of the season. Any athlete not returning gear will not be permitted to receive another equipment issued or go out for a new sport until the equipment is either returned or paid for. The

athlete may also not receive any awards. All equipment is to be turned in to the equipment manager in accordance with established school guidelines.

- m. Sportsmanship
- Be courteous to all. This can be illustrated by respectfully addressing officials and by accepting an extra responsibility when acting as host.
 - Know the rules, abide by and respect officials' decisions. This can be accomplished by accepting your role as a teacher, by understanding the rules, and by utilizing appropriate avenues for questioning calls.
 - Win with character and lose with dignity. Openly congratulate coaches and players of opposing teams following the game and acknowledge good performances.
 - Display appreciation for good performances regardless of the team. Treat all team members with respect regardless of the emotions that often accompany athletic contests.
 - Exercise self-control and be positive with your team. The same behavior expected in games should also be enforced in practice environments.

2. Substance Abuse Policy and Procedures for Students Participating in Co-curricular Activities

In keeping with the goals of maintaining the schools of the SVUSD free from alcohol, drugs, steroids, narcotics, and look-a-likes, the following policy exists:

Board Policy

The Superintendent or designee shall take appropriate actions to eliminate possession, use or sale of alcohol and other drugs and related substances or paraphernalia on school grounds or at school-sponsored activities and events. Students possessing, using or selling alcohol or other drugs or related substances or paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulations. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, assigned additional community service

hours, and/or be restricted from extracurricular activities, including athletics. (BP 5131.6)

Procedure

When a student who participates in co-curricular programs violates this substance abuse policy, the following action will occur:

- a. The student will be immediately suspended for a 5-day period and may be recommended for expulsion by the principal. The suspension may be extended.
- b. The student will be immediately suspended from participation in all co-curricular activities pending an Expulsion Panel hearing and Board action, as appropriate.
- c. When the student returns from the suspension, the student will be provided with "terms and conditions" for his/her continued stay at the school site.
- d. If the Expulsion Panel finds that there are grounds for expulsion and the Board elects to expel the student but suspend the expulsion, the student may return to a school site but will be suspended from extra-curricular activities for a semester plus a semester from the date of the incident.
- e. A student will be allowed to participate in extra-curricular activities at the end of a specified provisional period, if he/she completes "terms" and "conditions" specified by Pupil Services and the school site principal and approved by the Board (90 days is equivalent to one semester and excludes weekends, holidays, and summer, spring, and winter vacation periods). The "terms and conditions" continue through the full 180-day period as condition of the student's continuing participation in extra-curricular activities.
- f. "Terms and conditions" will include items such as grade point average improvement, hours in community service and/or work detail, substance abuse counseling, and other activities that could be geared toward individual needs.

For any violation of Athletic code, the athlete may ask the Athletic Review Board to review the case if the circumstances are extenuating.

3. Athlete And Parent Complaint Procedure

For communication not specific to an individual coach, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.

Communication concerning District athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. Please adhere to the following district athletic communication protocol:

1. Player-Coach

To empower our athletes to learn personal responsibility, they must communicate their concerns/ questions directly to their coach before having someone else do this for them. Complaints regarding an individual coach must be made directly to the coach by the complainant. Every effort should be made to resolve the problem at this stage.

2. Player-Coach-Parent

If an issue still needs to be resolved after step 1, the player and coach should set up a meeting which will include the parent(s) or legal guardian(s) of the player. Communication with a coach regarding a concern should never take place at or immediately after a game or event.

3. Player-Coach-Parent-Athletic Director

If an issue still needs to be resolved with an individual coach after step 2, please submit the complaint in writing to the Athletic Director and he/she will set up a meeting with all those involved. A complaint form is available and attached for your convenience. The written complaint must contain the following:

- a. The name of the coach or the specific sport, level of competition, and/or the general athletic concern involved.

- b. A brief but specific summary of the nature of the complaint and the facts surrounding the complaint.
- c. The complaint must be signed by the complainants (both parent/guardian and athlete).

Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications.

Because playing time and level or position placement are the sole responsibility of the coach, any complaint or concern will be directed back to the head coach.

Appeal - Complaints regarding an individual coach or program not resolved with the Athletic Director will be referred to the school's administrator in charge of athletics for resolution. The administrator in charge of athletics shall receive a copy of the written complaint and a written report of the efforts made to resolve the problem. The complainant shall receive a written response. Complaints not resolved by the school's administrator in charge of athletics will be referred to the site Principal.

Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the athlete and parent complaint process.

Guidelines to Understanding Bylaw 510 - Undue Influence

Situation	Do's	Don'ts
Open Houses at high schools	<ul style="list-style-type: none"> - Open House: Academics, Student Life, etc. - component of the total school program at a school-wide Open House - may participate in the Open House 	<ul style="list-style-type: none"> - Sport specific Open House - Open House - - Invitation only "Open House"
Direct contact with Middle School students: phone, email, letters, etc.	<ul style="list-style-type: none"> - Contact after they are finished with middle school 	<ul style="list-style-type: none"> - Coaches cannot contact middle school students
Visitations to middle schools by high school staff	<ul style="list-style-type: none"> - Athletic Directors and Administrators - ntire athletic Program - may participate in the visitation 	<ul style="list-style-type: none"> - Coaches cannot visit middle schools - involved
How to hold camps for under high school age students	<ul style="list-style-type: none"> - Can be run by high school coaches - school contact information, etc. - must get facilities use and insurance coverage separate from their position as a high school coach 	<ul style="list-style-type: none"> - Have camps for under high school age students that practice or play games with the high school program
How to advertise your athletic programs	<ul style="list-style-type: none"> - School website - uted by Athletic Directors to Main Office of feeder middle schools 	<ul style="list-style-type: none"> - Direct email, phone calls, letters, etc., to students not currently attending your school - Newspaper, website, billboards, etc. that emphasize the athletic programs instead of the total school programs
Shadowing	<ul style="list-style-type: none"> - Randomly place students who are shadowing at a high school 	<ul style="list-style-type: none"> - Place students who are shadowing at a high school with a specific student at that school identified for their athletic experience
"Pop Warner Nights", etc. (Students are given free admission to high school sporting events if they wear their jerseys; students are recognized in pre-game and/or halftime ceremonies, etc.)	<ul style="list-style-type: none"> - Invite the entire student body of a feeder middle school, or schools, and host a Middle School Night at a high school sporting event. 	<ul style="list-style-type: none"> - Host "Pop Warner Nights" because the invitations are specifically directed to potential athletes, who are being given benefits and recognition not available to other potential high school students because of their participation in a youth athletic organization
Attendance at Pop Warner, NJB, AYSO, etc. games by high school coaches	<ul style="list-style-type: none"> - Attend as a spectator, not as a representative of your high school promoting your athletic program(s) 	<ul style="list-style-type: none"> - Athletic Directors and high school coaches should not make contact with under high school age students and parents
High School staff members coaching under high school age students on club teams, youth teams, etc.	<ul style="list-style-type: none"> - Coach under high school age students 	<ul style="list-style-type: none"> - Be connected to the high school program in any way
Parents of prospective students; incoming 9 th graders or potential transfer students, contacting a high school coach to get information on the school's sports program and/or information on how to transfer schools	<ul style="list-style-type: none"> - Refer all parents to the school administration: athletic director, assistant principal of athletics, etc. for information on specific sports programs and/or transfer information 	<ul style="list-style-type: none"> - Speak directly with parents, or meet parents of students who are not currently attending your school, without the involvement and participation of your school administration

IV. FINANCES

Budgets are developed in cooperation with the Athletic Director and Athletic Administrator during the spring of each year. When the budget is developed, dollar amount allocations are made to meet specific needs of each sport. Coaches may initiate expenditures for operations, equipment, and tournaments, but they must have the approval of the Athletic Director or school Administration. **(Note: Neither ASB nor the school will accept responsibility to meet payments if this procedure is not followed.)**

A. VENDORS

In accordance with Board Policy 3315 (below), no District employee or Board member shall accept personal gifts, commissions, expense-paid trips or items of value from individuals or companies selling or seeking to sell equipment, materials or services which are or may be utilized in the operation of District programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items of a nominal value such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

Saddleback Valley Unified School District BP 3315 BUSINESS AND NONINSTRUCTIONAL OPERATIONS RELATIONS WITH VENDORS

No District employee or Board member shall accept personal gifts, commissions, expense-paid trips or items of value from individuals or companies selling or seeking to sell equipment, materials or services which are or may be utilized in the operation of District programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items of a nominal value such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

This policy does not prohibit the acceptance of materials and/or services which are of use and benefit to the District and are accepted in the name of the District.

Legal Reference:

EDUCATION CODE

60071 Prohibited offers to influence adoption or purchase of instructional materials

60072 Acceptance of consideration or inducements by school official

60073 Penalties for violation of article

60074 Supplying sample copies

60075 Receiving sample copies

60076 Inapplicability of article; royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty
<http://www.leginfo.ca.gov/calaw.html>

ADOPTED: 05/74 (Previous Number BP 3313)

REVISED/READOPTED: 12/88, 12/89, 12/90, 09/92, 06/04

Saddleback Valley Unified School District AR 3315 BUSINESS AND NONINSTRUCTIONAL OPERATIONS RELATIONS WITH VENDORS

All suppliers' representatives shall have an appointment with a District representative relative to their products the first time they call. Subsequent visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances.

Purchasing personnel are not required to put their time absolutely and indiscriminately at the disposal of all salesmen, however frequent or at whatever time, or on what mission they may be calling. The purchasing manager must be the judge, but he is not relieved from his obligation of courtesy.

The District shall not extend favoritism to any vendors. Each order shall be placed on the basis of competitive bid requirements, quality, price and delivery with past service being a factor if all other considerations are equal.

The schools shall not solicit funds or materials from vendors, however worthy the purpose, unless the acceptance of funds and materials are of use and benefit to the District and are accepted in the name of the District.

No purchase will be made from an employee of the District or from a member of the Board, nor from a member of his/her immediate household which would create a conflict of interest and be in violation of California statutes.

No employee shall endorse any product of any type or kind in such a manner as will identify him in any way as an employee of the District without permission or approval of the District.

The purchasing department shall conduct all necessary negotiations for price.

When appropriate, the purchasing department should visit suppliers' places of business to acquaint themselves with the product lines carried and with the vendors' ability to serve the District.

Legal Reference:

EDUCATION CODE

39656 Delegation of Powers to Agents; Liability to Agent; Right of Agent to Insure Against Liabilities

39657 Delegation of Authority to Purchase Supplies and Equipment;

Limitations on Expenditures; Review; Personal Liability

GOVERNMENT CODE 1090 et seq. 87100 et seq.

<http://www.leginfo.ca.gov/calaw.html>

ADOPTED: 09/92 (Previous Number AR 3313)

REVISED/READOPTED: 06/04, 07/04

B. BOOSTER/PARENT ORGANIZATIONS

Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established by Administrative Regulations. Booster/Parent organizations must obtain their own tax identification number and should be incorporated as a separate not-for-profit entity by applying to the IRS as a 501 (c)(3) organization.

1. Organizational bylaws must be approved by the site Principal.
2. It is recommended that each coach present an annual budget to his/her Booster/Parent Organization.
3. All fund raisers must be approved by the ASB Director.
4. Vendors - when ordering equipment, **DO NOT prepay** the vendor for all equipment or services. If **you** sign the invoice, **you** are **accepting responsibility**, not the school.
5. **Under no circumstances shall booster/parent organizations or their individual members hire a person to be an employee or pay any District employees directly. "Pay" includes all forms of compensation, including, but not limited to, gifts or other tangible objects. Any funds received for the purpose of funding extracurricular positions shall be paid to the District, which will in turn hire the personnel and pay the appropriate wage or stipend.**

6. ASB student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, (coach and Athletic Director, and Administrator), the certificated employee who is the student organization advisor, and a student organization representative. (*Education Code 48933*)
7. **If you do not obtain prior approval for a purchase, you are responsible!**
8. All Booster/Parent Organization monies are required to be kept in an administrative approved banking account. Booster/Parent Organizations automatically grant the District the right to audit their financial records at any time.
9. New law now requires all 501(c)3 organizations to file annual tax returns with the IRS.
10. Pursuant to SVUSD Board policy 3290, the Booster/Parent Organizations will be informed by the coach of the purpose of all fund raisers benefiting the school or school groups. After the fund raiser is held, parents/guardians shall be told how much money was raised and how it was spent. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary educational experiences in partnership with the School's administration.
11. Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to participate in fund raisers or be required to pay a fee to play. Staff is expected to emphasize the fact that donations/fund raisers and individual student contributions are always voluntary. No students shall be barred from an activity because they did not participate in fund raising.
12. As stated in Board Policy 3290, "all gifts, grants and requests shall become District property".

1. GUIDELINES FOR SCHOOL CONNECTED & BOOSTER/PARENT ORGANIZATIONS

Legal Requirements

All Booster/Parent organizations, PTA and PTO's must obtain their own employment identification numbers. The club should be incorporated as a separate *not-for-profit* entity by applying to the Internal Revenue Service (IRS) as a 501(3)(c) organization (Form 1023). Any organization with gross receipts in excess of \$25,000 is required to file tax returns.

Laws for Booster/Parent Organizations

As a *not-for-profit* entity, the club or PTA/PTO must have a Constitution, By-laws and Articles of Incorporation. A requirement of being a corporation is to maintain an adequate set of books and accurate financial records. The responsibilities of the Board members for a charitable (Booster/PTA/PTO) organization include:

1. Safeguarding assets
2. Cash is invested in prudent investments
3. Preparing and using budgets
4. All necessary government filings are made.

Booster/parent organizations and school-connected organizations are not a legal component of the District, however since they are closely associated with the District, District administrators and Boards of Education have a vested interest in the success of the booster/parent organization or PTA/PTO. The school district governing board and administration have and must maintain exclusive control and management of its public school system to facilitate legal compliance and to protect the district as a whole against risks (e.g. liability). Aligned with this responsibility, *Education Code* Sections 51520 and 51521 require that any school-connected organization and/or activity be one that is authorized by law and permitted by the governing board of the public school district, which includes, but is not limited to:

- Any solicitation conducted on any district school premises, and/or
- Any solicitation conducted *on behalf of* any district school and/or the student body represented to be benefited by such solicitation.

Purpose and Relationship to District School-Connected Activities Must be Those Authorized by Law and the School Board

The Board of Education recognizes that parents/guardians may wish to organize for the purpose of supporting extracurricular programs such as athletic teams, academic teams, and musical groups. The board supports such activities and welcomes parental interest and participation. Functions such as fundraising and banquets are encouraged, supported and greatly appreciated by the district. As outlined in Education Code, in order to fulfill its legal and fiduciary requirements, the public school board must require groups desiring to raise money to benefit a student or students at any district school to submit an application (if new) or request for continuance (if previously approved) on an annual basis. Each application must contain the following information as required by Board Policy/Administrative Regulation 1230:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses, phone numbers and emails of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds/sign checks.
8. The signature of a site administrator who supports the request for authorization.
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
10. Liability and Crime Insurance for Auxiliary Groups

Note: *Verification of Liability and Crime Insurance will be collected by Risk Management.*

Authorization for school-connected or booster/parent organizations will be granted for one year with the condition that authorization may be revoked by the Superintendent or designee if considered necessary. Requests for subsequent authorization are required to be presented to the board annually, together with an annual financial statement showing all expenditures and all income from fund-raisers. Bylaws of the organization should also be included with submission of Application for Authorization or Renewal.

*An **annual** audit must be conducted by a certified CPA or certified financial planner for all booster/parent organizations and independent*

school-connected organizations. The Board of Education or District personnel reserve the right to review booster/parent financial records at any time.

Requests for school-connected or booster/parent organization authorization/renewal shall be submitted to the Director of Secondary Education by **August 8 of each year.** All requests shall include:

1. Items 1-9 listed above.
2. A copy of their annual audit.
3. A bank reconciliation and/or financial report from the end of the previous fiscal year.

Financial/Accounting Procedures

Each booster/parent organization, school-connected parent support group, etc., will elect a treasurer who will be responsible for the financial activities of the club or group. Each club or organization should have an established system of accounting. All accounting records must be maintained in a general ledger format. Financial statements must also be prepared. The club or group shall maintain an adequate system of internal controls to include the following:

1. Checks must have at least two signatures.
2. All expenditures must be approved by the operating Board of the club and be listed in the Board minutes.
3. Pre-numbered receipts should be used and recorded.
4. An *annual* budget must be prepared and should be re-evaluated during the year with an audit each year if assets/balance totals \$25,000 or more.
5. The treasurer shall prepare a monthly statement of receipts and expenses. This is to be presented to the club Board along with a copy of the bank statement and bank reconciliation.
6. An individual other than the Board treasurer shall review all records, including bank statements, invoices, disbursements, receipts, etc. at least once a year, and findings must be approved in the Board minutes.
7. School-connected organizations shall annually provide the Superintendent or designee with copies of bylaws, proposed yearly budgets, end of year financial statements showing all expenditures and income from fund-raising. These shall be submitted at the beginning of each fiscal year

(July 1), but not later than August 8. School-connected and booster/parent organizations are required to submit a financial audit conducted by a Certified Public Accountant or Certified Financial Planner. Organizations shall grant the District the right to audit their financial records at any time, either by District personnel or by an authorized auditor, should a need arise.

8. All fundraising on campus must be approved by the school principal or designee and conducted under the guidelines established for ASB, as outlined by the law.
9. Deposits shall be made in a timely fashion. Money may not be taken home at any time by any individual. Collected funds may be placed in the school safe if a deposit cannot be made immediately.
10. Follow all IRS and state guidelines as they relate to filing required tax returns.
11. Follow all required hiring procedures as outlined by the SVUSD Human Resources. No organization may hire an employee or directly pay an employee.

The following activities are specifically prohibited:

1. Those activities not allowed by bylaws, District or school rules and CIF regulations.
2. Encouraging or recruiting any student to attend a specific school in SVUSD.
3. Encouraging any student to participate in one activity over another.
4. Providing equipment, uniforms, clothing or fees for special training including extra or walk on coaches without prior approval from the Principal.
5. Providing awards to students outside the guidelines for school programs.
6. Providing gifts to students, teachers, and group advisors.
7. Suggesting to teachers, coaches, and advisors that certain students should participate in preference to others.

The following are common audit findings that must be corrected:

1. **Finding:** Revenue potentials are not prepared for major fundraisers and collection of funds.

Correction: The revenue potential should document the anticipated amount of revenue and expenditures associated with each event or activity to determine if it is to the best advantage of the organization to participate in the event.

2. **Finding:** Sub-receipts are not issued for fund raising events and other major activities.
Correction: Sub-receipts should be issued to individuals for collection of either cash or check or an approved alternative to sub-receipts should be used.
3. **Finding:** The booster/parent organization is directly hiring individuals to perform services at school district events.
Correction: Booster/parent organizations cannot directly hire individuals. The booster/parent group may donate funds to the school district to hire individuals according to district policy and hiring procedures.
4. **Finding:** Disbursements are not always supported by documentation.
Correction: To ensure that funds are only used for actual obligations of the booster/parent organization, disbursements for services should not be made unless valid documentation is attached to the request.
5. **Finding:** The individual that prepares the bank reconciliation for the booster/parent organization is also a signor on the account.
Correction: Someone who is independent of depositing and check writing duties should prepare bank reconciliations.
6. **Finding:** A school administrator is an authorized signor on the booster/parent organization bank accounts.
Correction: The activities of the booster/parent organization should be outside the control of the school district.
7. **Finding:** No annual budget was presented or approved by the booster/parent board.
Correction: An annual budget must be presented and approved.
8. **Finding:** Payments made to individuals for services provided as an independent contractor were not issued IRS Form 1099.
Correction: Booster/parent organizations are required by law to prepare and file IRS

Form 1099 for payments greater than \$600 to individuals or companies for services provided as independent contractors.

9. **Finding:** Checks made payable to cash.
Correction: All checks must be made payable to a company or individual.
10. **Finding:** Expenditures made that are not in the approved budget.
Correction: All expenditures that are made by coaches or others must adhere to the approved budget.

Saddleback Valley Unified School District BP 1230 COMMUNITY RELATIONS SCHOOL CONNECTED ORGANIZATIONS

The Governing Board recognizes that parents/guardians may wish to organize clubs, associations or booster/parent groups for the purpose of supporting curricular and/or extracurricular programs such as athletic teams, academic teams, Model United Nations, and performance groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, parent/guardian clubs must have a written statement of purpose and bylaws. Any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for relationship between school-connected organizations and the district.

Under no circumstances shall booster/parent organizations or their individual members hire a person to be a District employee or pay any District employee directly. "Pay" includes all forms of compensation, including but not limited to, salary supplements or tangible objects. Any funds received for the purpose of funding extracurricular positions shall be paid to the District, which will in turn hire the personnel and pay the appropriate wage or stipend.

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to

determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35160 Authority of governing boards

38130-38138 Civic Center Act, use of school property for public purposes

38131 Use of civic center by public

38134 Groups which may use school facilities without charge

48931 Authorization for sale of food by student organization

48932 Authorization for fund-raising activities by student organization

49431 Sale of food to elementary students during the school day

49431.2 Sale of food to middle, junior, or high school students

Sale of beverages at elementary, middle, or junior high schools

51520 Prohibited solicitations on school premises

51521 Fund-raising project

BUSINESS AND PROFESSIONS CODES

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education program

15500 Food sales in elementary schools

15501 Food sales in high schools and junior high schools

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNTIED STATES CODE, TITLE 20

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

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal.3d728

Management Resources:

CDE LEGAL ADVISORIES

School District Liability and "Hold Harmless" Agreements, LO: 4-89 WEB

SITES

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

CSBA: 6/87, 9/89, 12/90, 7/04

Adopted: 12/90

Revised/Readopted: 02/07

Revised per 07/07 CSBA

Board approved: 11/13/07

Saddleback Valley Unified School District AR 1230 COMMUNITY RELATIONS SCHOOL CONNECTED ORGANIZATIONS

Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate at the school. The request for authorization shall contain:

1. The name of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership

4. qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
5. The names, addresses and phone numbers of all officers
6. A list of specific objectives
7. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
8. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
9. The signature of the principal of the supporting school
10. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
11. An agreement to provide evidence of liability insurance as required by law

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Any program, fund-raising or other activity sponsored by parent/guardian organizations shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcement of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or District.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

CSBA: 12/90
Adopted: 09/92
Revised: 12/05
Readopted: 02/07
Revised: 11/07

V. LIABILITY AND EMERGENCY PROCEDURES

Liability Implies Responsibility

A. NEGLIGENCE

Liability implies responsibility and it is synonymous with supervision. Every teacher or coach is constantly liable for the results of his/her actions while performing his/her duties.

A teacher or a coach is bound by law to exercise care which a "person of ordinary prudence would exercise under comparable circumstances."

Under the Education Code S44807 and S44808, a school district has the responsibility to supervise students while on the school campus. It is the coach's responsibility under California law to supervise at all times the conduct of the children on the school grounds and to enforce those rules and regulations necessary for their protection.

Either a lack of supervisors or ineffective supervision may constitute a lack of ordinary care. Violations of the accepted standard of care revolve around the following unique circumstances that may be present in any given situation. California courts categorize these circumstances in the following five areas:

1. Whether teacher/coach or adults were present or nearby;
2. How long the teacher/coach left the students unsupervised;
3. Age of students;
4. Nature of the activities students are engaged in and;
5. Rules and regulations established by the school district.

Under the guides of supervision, it is the coach's responsibility to monitor and promote safe practice that would curb rash or reckless conduct. Prior knowledge of potentially dangerous or reckless conduct must be immediately acted upon by the coach. Failure to do so may constitute negligence.

Certain elements are necessary for a successful lawsuit based on negligence. Negligence may be found for: ignorance, forgetfulness or where a person did not act in accordance with the judgment of a reasonable prudent person in the same position.

1. **Every student must have a current "physical or pre-participation screening" form on file in the athletic office before tryouts begin.**

2. Check all equipment and facilities.
3. Usually a coach is sued because of an alleged failure to meet one of the following duties:
 - a. warn players about the possibility of being injured
 - b. properly condition a player for the specific activity
 - c. properly supervise players at all times
 - d. offer proper equipment and facilities
 - e. offer proper instruction
 - f. give proper first aid or emergency care
4. Establish training rules that not only include the standard items such as the avoidance of alcohol, drugs, smoking, etc. but also include policies about transportation, equipment care, the reporting of injuries to the athletic trainer, hazing/initiation rituals, and team pranks. Include such items as proper rest and nutritional needs.
5. Establish an emergency procedure.
6. Work with your athletic trainer. If the trainer says, for example, your best spiker cannot play in the championship volleyball game, accept that decision as if it were written in stone.
7. Don't allow an injured player to return to participation without the approval of the athletic trainer.
8. If an athlete has been seen by a doctor for an injury or illness, only a doctor can release the athlete to participate. Accept only a written release.
9. Know the basics of equal competition, especially in the early stages of the season. In football, for example, athletes should be matched for contact drills based on size and ability.
10. Under no circumstances is an athlete or athletes to be left on their own to workout or practice.
11. If a potential legal situation does arise, avoid unnecessary communication. Take care of the injured player and be considerate and professional. Do not, however, **offer your opinion**, accept blame or give unnecessary information to the public at large.

12. Understand the scope of legal responsibilities that comes with assuming a coaching position, i.e. proper supervision, planning and instruction, matching participants, safety, first aid and risk management.
13. Properly inform coaching assistants, athletes and parents/guardians of the inherent risks associated with sport so that decisions about participation can be made with informed consent.
14. Participate in continuing education regarding rules changes, improvements in equipment, philosophical changes, improved techniques and other information in order to enhance the safety and success of the athlete.
15. **Any injury, however minor, relating to the head, neck, or back, should be referred to the athletic trainer immediately, and the coach should follow-up with the trainer after practice including a phone call home.**

B. EMERGENCY CARDS

In the process of athletic clearance, the parents of each student **must** provide emergency medical information and treatment authorization. Copies of these emergency cards will be provided to the coach. Each coach **must** have this emergency information and authorization with him/her at every practice and game.

C. INJURY REPORT

Should you have a student injured during practice or an athletic contest, an injury report must be filed within 24 hours. If the athletic trainer sees the individual that day, he/she will initiate the form. If the athletic trainer is not available or the student does not see him/her, it is your responsibility to initiate the form.

There are two sections to the injury report:

1. The first section is to be completed by the athletic trainer or coach who makes an assessment of the injury, gives first aid and makes the decision regarding referral for medical care.
2. The third section is completed by the coach, signed and forwarded to the Athletic Director, who will then forward the form to the administration.

The completion of this form is important to help the athlete in an insurance claim and to protect the school, as well as yourself, from **possible liability claims**.

“911” Insurance Policy

ASCIP (Alliance of Schools for Cooperative Insurance Programs) provides SVUSD with a **“911 Insurance Policy”**. This policy states if it is necessary to summon professional emergency medical assistance (such as an ambulance, paramedic or fire department) in order to safeguard the health of a student or other non-employee, the coverage is limited to the initial medical evaluation and treatment at the site and to the transportation of the injured / ill individual to a medical facility. Cost per occurrence shall not exceed \$2,500. Do not hesitate to call 911 if the need arises. The family may send the ambulance and ER bills directly to Risk Management for processing.

Please note: this coverage excludes SVUSD employees and SVUSD registered volunteers (both covered by Workers’ Compensation Insurance).

Injury Procedure

In any injury beyond small cuts, abrasions, etc., the following procedure shall be followed:

1. Have an emergency card for every member of your squad available at all practices and athletic events.
2. Take a training kit with you to all athletic events. These kits can be checked out through the athletic trainer.
3. When an injury happens make the athlete as comfortable as possible using first aid procedure for shock prevention. Contact the paramedics immediately.
4. Contact the parents immediately.
5. Under no circumstances will a coach allow the injured athlete to be taken to a doctor by another student.
6. Fill out an accident report on the injury and send it to the office within 48 hours.

When not in compliance with District guidelines and policies, you subject yourself to personal liability.

Be concerned first and foremost for the health and safety of the athletes in your charge.

D. ATHLETIC TRAINERS

A Consultant Agreement must be signed and Board approved between a Physical Therapy Office of the schools choice and SVUSD Board of Education. Athletic trainers are to provide assistance to coaches by caring for injured athletes. When an athlete is under the trainer's care, **only the trainer may release him for further participation.** Athletic trainers are not SVUSD employees, however when working with SVUSD students they must adhere to SVUSD/CIF rules, policies and regulations.

Trainer's Responsibilities

Under the supervision of the team physician and the Athletic Director, the trainer supervises the training room, administers first aid, and serves the training needs of the athletes and coaches.

1. Supervises the training room
2. Conduct clinical education programs for student trainers, aides, coaches, etc.
3. Reports all serious injuries to the family doctor and Athletic Director.
4. Maintain accurate record keeping (athletes name, sport, injury, treatments, referrals, follow-up, return to competition).
5. When an athlete has seen a doctor, only a doctor may release the athlete for further participation.
6. Handles all first aid, such as taping, wrapping, massage, whirlpools, scratches, burns, cuts, etc., resulting from athletic injuries.
7. Responsible for promoting the athletic training program at your assigned high school to administrators, coaches, athletes, and students.
8. Responsible for administration of prevention and care of athletic injuries (essential First Aid, CPR/AED and concussion training).
9. Know and communicate to/instruct administrators, coaches, aides, and student trainers on the appropriate activation of the

Emergency Medical System (EMS) at your assigned site for practices as well as for all contests.

10. Define the role and duties of student trainers.
11. Responsible for maintaining good hygiene of self, student trainers, training room, and field of play.
12. Maintain and monitor proper documentation and medical records of athletic injuries (injury reports, school accident reports, treatment logs, doctor's notes, etc.).
13. Monitor records to assure all athletes are in compliance with the school's insurance coverage and program.
14. Injured athletes will be provided with a Parental Injury Report to be given to the parent and Athletic Administrator.
15. Maintain appropriate athletic training supplies both in the training room and at all contests. Maintain and update a supply and equipment inventory, prepare supply orders, and ensure prudent usage of supplies so that appropriate injury protection and management will be possible. Coordinate with Athletic Director.
16. Maintain open communication with coaching staff regarding player status.
17. Provide appropriate procedures for the prevention, assessment, and treatment of athletic injuries.
18. When conflicts arise, the higher risk sport will be given first priority.
19. Carry out assigned duties related to all sports.
20. Maintain a professional atmosphere at all times.

***Disagreements between coach and trainer shall be reported to Athletic Director or Athletic Administrator.**

CONCUSSION

A Fact Sheet for Coaches

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

CIF Bylaw 313 – Play It Safer

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- "Don't feel right."
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT CAN HAPPEN IF I KEEP PLAYING A STUDENT WITH A CONCUSSION OR RETURNS TOO SOON?

Athletes with the signs and symptoms of concussion should be removed from play immediately (CF Bylaw 313). Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries and concussions are no different. It is your duty as a coach to place the health and safety of your student-athletes ahead of winning.

WHAT A COACH SHOULD DO IF YOU THINK YOUR PLAYER HAS SUFFERED A CONCUSSION

Any athlete even suspected of suffering a concussion must be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. The new "CIF Bylaw 313" now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student-athletes. A coach's job is to ensure everyone follows these guidelines.



IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.



For more information and resources, visit www.cifstate.org/health_safety/ & www.cdc.gov/concussion



VI. TRANSPORTATION

The coach is responsible for enforcing behavior rules and regulations on the bus.

A. TRANSPORTATION REQUEST

The following information summarizes guidelines developed by the District regarding the use of transportation for events scheduled at the high school level. If a school varies from these guidelines, the school budget, ASB, or ASB club account should be prepared to cover the transportation cost of the particular event.

Transportation requests are to be filled out and handed to the designated site person a minimum of twenty (20) working days in advance. Exceptions would be tournament and CIF contests. The coach will submit requests prior to the beginning of the season.

It shall be the responsibility of the Principal and the District employee in charge of the field trip to make whatever provisions are necessary to ensure the safety and welfare of the students attending the field trip.

B. TRANSPORTATION SCHEDULING GUIDELINES

1. Scheduling transportation for all co-curricular events for K-12 students in our District must be scheduled through First Student transportation services. As stated in Administrative Regulation (AR) 6153, "*all District sponsored co-curricular transportation is limited to Orange County*". Every effort should be made to schedule all co-curricular contests/events at the high school level within Orange County with the following exceptions:
 - a. CIF-SS play-off competition
 - b. Cross Country team participation in the Mt. Sac Tournament
 - c. Aquatic team participation in the Belmont Tournament
 - d. Track team participation in one invitational outside of Orange County, not to exceed 100 total miles round trip.
2. In the event a scheduled athletic contest is scheduled outside of Orange County (including pre/post season), the District *will not* fund a recliner-type bus. This also

applies to all tournaments regardless of location. Note: if a program elects to use a recliner-type bus, SVUSD *will not* pay a portion of the trip.

3. Transportation for athletic contests and tournaments is limited to Orange County. The District will not pay for transportation to tournaments outside of Orange County, except as noted under B #1. All transportation costs for tournaments outside of Orange County are the responsibility of the school to be paid by SRA site budget, sport, booster/parent organization or ASB.
4. Special requests for buses with restrooms and/or reclining seats will be honored by First Student; however the cost will not be funded by District transportation funds at any time or for any reason, and will be the responsibility of the school, sport, booster/parent organization or ASB.
5. Transportation for weekends and holidays: Limited transportation may be provided for away contests on Saturday, Sunday or holidays, depending on location and costs, excluding league play and CIF playoffs.
6. No busing will be provided for any athletic contest, tournament or invitational outside of the CIF defined season of sport.
7. Buses will not be permitted to stop for food when driving to/from athletic contests held within Orange County. Special requests may be honored with prior approval only.

C. ATHLETIC TRANSPORTATION DONATION

1. The SVUSD suggests a \$75 transportation donation for each athlete, per sport, who elects to utilize District Transportation. Donations are tax deductible and non-refundable.
2. Transportation donations are requested at the beginning of each sport season and submitted to the ASB office.
3. Transportation donations will be returned if the athlete is "cut" from the roster upon verification of the coach, prior to the first away contest.
4. No student should be "required to pay" a transportation donation.

Athletic Trips

1. All trips will be made by school provided transportation or by utilizing the "**Notification of Extracurricular Events That Do Not Require School-Provided Transportation**" form. No one is exempt from this policy.
2. All school and District policies will be enforced during the duration of the athletic trip. The coach is directly responsible for the control of the students. A coach or certificated employee must ride on the bus with the team – No exceptions.
3. Drivers/coaches will enforce the following student behavior rules:
 - a. Pupils must not leave their seats while the bus is in motion.
 - b. No unnecessary noise or commotion shall be permitted on the bus.
 - c. There must be no tampering with the bus or bus equipment.
 - d. All pupils must sit facing the front of the bus.
 - e. Pupils are not to use vulgar or profane language.
 - f. Pupils are not to leave debris of any kind on the bus.
 - g. Pupils are not to shoot or throw anything while on the bus.
 - h. Pupils are not to put head or arms out the window.
 - i. Pupils are not to smoke or light matches on the bus.
 - j. Pupils may not cross the street or highway to the rear of the bus.
 - k. No eating is allowed on the bus.
4. A coach or certificated team supervisor may not instruct the bus driver to deviate from the designated travel route provide by the transportation department. This includes stopping before or after local contests for food or side trips. All stops must be included on the original transportation request.
5. Emergency Procedures (always carry District card with phone numbers)
 - a. Ensure safety of students.
 - b. Use emergency phone numbers.
 - c. Call Athletic Director.
 - d. Site administration of any concerns when you return.

Field Trip Roster

Occasionally it will be necessary to have team members released from classes for an athletic contest or tournament before the end of the school day. In such instances, an alphabetical team roster will be distributed to the faculty and attendance office one week prior to the event, including date and time students are to be released.

D. GUIDELINES ON TRANSPORTING STUDENTS

1. Privately owned vehicles that are parent driven may be used for co-curricular trips when authorization has been given by the Principal. Drivers of vehicles must show the Assistant Principal verification of insurance and that all District forms are completed and submitted per Board Policy 3541.43 "Authorization for Use of Privately Owned Vehicle" (see **Forms** section for sample)
2. When school transportation is provided, all students will be expected to utilize that transportation. If an exemption is requested the student and parent will be responsible for the student transportation to and from the designated event(s). The parent and student must have written permission for such exemption on file with the school.
3. Students cannot be required to attend a function when transportation is not provided. No penalties or punishments can be imposed on a student for being late or not attending because of transportation problems.
4. Co-curricular events which do not have school provided transportation will be the total responsibility of the student and parent. No District employee will arrange or organize the student transportation to the site. (This is a liability issue. Understand this rule!)

E. SAFETY

1. When students who have been on a field trip return to school after the close of the school day, or on weekends, the coach is responsible for seeing that all students are either picked up by parents or other responsible adults or leave via their own vehicles. No student is to be allowed to remain at school alone to wait for a ride. Coaches who schedule after school, evening or weekend activities (athletic workouts, rehearsals, club meetings, etc.) assume responsibility for the safety of students attending the activities.

2. Accurate records shall be maintained to ensure that all students are accounted for prior to departure from school and the return back to school. In the event students are unaccounted for and unable to be located, the following procedure shall be followed:
 - a. The Principal or his designee shall be contacted for directions on how to proceed.
 - b. Parents of the missing student(s) shall be contacted and informed of the situation, with assurance that all necessary steps are being taken to provide for the welfare of the child or children.
 - c. Local authorities may be contacted to assist in locating the missing student(s).
 - d. If necessary, a supervising adult shall remain while the other students are returned to school. A request for auxiliary transportation to aid the remaining participants will be made, if required.

F. OVERNIGHT/OUT-OF-STATE FIELD TRIPS

(see page 68)

1. The proposed trip has a supervising coach for the initial group of 10 students and responsible adult chaperone for additional groups of 10 or less.

2. The request for the proposed trip, overnight/out-of-state checklist form, has been **submitted at least two months in advance** of the contemplated departure date on the District approved extended field trip form. (see the following forms for the field-trip matrix and check-off list)
 - a. The provision of financial assurance and appropriate security in the form of a bond to cover traveling and living expenses for all participants (where applicable).
 - b. The establishment of an agreement that no pupil is excluded from the field trip because of lack of sufficient funds.
 - c. The submission of a plan for fund raising activities, for the accounting of funds through the school's ASB office, and for return of the funds if not used for the purposes specified by the contributors (where applicable).
 - d. Participating students must receive teacher permission PRIOR to the trip from each teacher whose class the student will miss.
 - e. Written confirmation from hotel/motel must verify reservations for the dates of the field trip and number of students needing lodging.

VII. HIRING PROCEDURES

A. HIRING OF COACHES

This section will detail the process for hiring all coaches whether they are certificated or classified "walk-on"; District-paid stipend, ASB funded contractual stipend, or ASB funded non-contractual additional coach, volunteers or program instructor/coach. In addition, the most asked questions will be answered, and a checklist for schools and coaches provided.

As you go through this, keep in mind that coaches will fall into three general categories by funding source and four general categories by employment status.

1. Funding Source

- a. Coaching assignment provided in the SVEA contract and stipend paid with District funds.
- b. Coaching assignment provided in the SVEA contract and stipend paid through the

- c. District with ASB or Booster/Parent Organization funds.
- c. ASB funded non-contractual additional coaching assignment in addition to those provided in the SVEA contract and paid with ASB or Booster/Parent Organization funds as an ASB worker/coach. ****Note: The total amount may be for an amount different than contained in the SVEA Contract, but may not exceed the varsity coach amount listed in the SVEA contract.**

2. Employment Status at Time of Recommendation

- a. Current certificated SVUSD employee, returning "walk-on" classified SVUSD employee both of whom have previously had coaching references checked.
- b. First time "walk-on" classified employee who must have coaching references checked.
- c. Volunteer.
- d. Program instructor/coach.

Also keep in mind that the Principal or designee is responsible for ensuring that the procedures within this notebook are followed. In addition to these procedures, prior to the beginning of each season the Principal or designee will do the following:

1. Review the list of coaching assignments on the list of "Extra Duty Sports Assignments" for each sport. Only those positions noted will be paid with District funds. Number and payment for additional coaches/ASB workers is only limited by ASB or Booster/Parent Organization funds available.
2. Ensure that all staff members involved in recommending coaches to be hired are trained on the information within this notebook.
3. Remember that Human Resources must issue authorization for a coach to begin work and that no coach begins an assignment, in any capacity, prior to authorization. Pay for assignments begun after the beginning of the season may be delayed. It is a California Education Code/Board Policy violation to allow a coach to work before being cleared or hired.

B. HIRING PROCESS

1. All coaches (paid or volunteers) must be cleared / hired through the District before they begin working.
2. All coaches must be cleared by the Athletic Administrator to coach.
3. The school will be responsible for completing the hiring packet before the new candidate is sent to Human Resources for fingerprinting and pre-employment paperwork.

This includes:

- SVUSD Application
- Reference check form completed by the Athletics Administrator or Principal
- CIF/NFHS coaching education certificate
- CPR/AED and first aid cards
- Concussion in sports certificate
- Heat or Water safety/lifeguarding card if required
- **Child Abuse Reporting information provided by Human Resources**
- Athletic coach qualification check list completed and signed by either the Athletics Administrator or Principal and signed by the candidate

- Recommendation for employment completed and signed by the Athletics Administrator or Principal

Upon completion of the hiring packet the references should be scanned to Sue Snyder, Susan.Snyder@svusd.org. At this time the candidate should be given the remainder of the packet excluding the references and told to contact Sue Snyder, (949)580-3360 in Human Resources. Sue will make an appointment for the coach to receive finger-printing information.

4. Reference checks must be completed on all walk-on coaches upon initial hire.
5. No coach may begin until he/she has been cleared by Human Resources. Clearance from Personnel is defined as approval on the ATM of the coaching assignment. No coach may have contact with players until approved.
6. If a coach begins working before clearance from Human Resources and/or authorization from the Athletic Administrator, their pay will be delayed until they are cleared. It is California Education Code/Board Policy violation to allow a coach to work before being cleared or hired. Pay will be for days worked only after the coach has been cleared for hire.
7. No coaches may be hired and paid directly by ASB, booster/parent organization, or any other organization. Money must be paid to the District. The District will hire and pay all coaches. See CIF Blue Book also.
8. Add 10 percent to your costs for non-District funded positions.

C. CalSTRS Contribution

- D.** *CalSTRS has determined that coaching is an outgrowth of the Physical Education teaching curriculum. The fact that there is an extra duty salary schedule for these stipends as well as being part of the SVEA contract **makes them subject to retirement.** If ASB is reimbursing the district for these stipends, the cost should be increased to accommodate the CalSTRS employer contribution rate of 14.43% for 2017/18. Employees should be made aware that they will be contributing to CalSTRS for these payments as well.*
- E.** *ASB workers are performing tasks with no definitive job titles or descriptions. Furthermore, there are no set pay rates on a salary schedule, nor are they part of any contractual agreements. For these reasons, CalSTRS has determined that these payments are non-creditable, or **not subject to retirement.***

1. Stipend Categories District Funded

Those positions identified in the SVEA Contract which are paid via the contractual stipend by the District.

ASB Funded Contractual Assignments

Those positions identified in the SVEA contract which are not currently being funded by the District, and which are paid by the ASB through the District via the contractual agreement.

ASB Funded Non-Contractual Assignments

Those positions not identified in the SVEA Contract which are additional coaches (ASB workers) as per the total salary you negotiate, and paid via a stipend amount and not over the allocation district stipend. **Negotiated salary not to exceed the amount listed in SVEA Contract.**

Two-Sport Stipends (for stipend amounts see page 64)

1. SVUSD certificated teachers receive a two-sport stipend when they work two District-funded and/or ASB-funded contractual assignments in one year.
2. The District will pay the two-sport stipend if the second sport is a District-funded position.
3. With non-District funded contractual positions, the second sport can be responsible for the two-sport stipend, funded through ASB, or it can be split between the two sports.
4. Additional (non-contractual) coaching assignments (ASB worker) will not be counted as one of the two assignments for the two-sport stipends.

Stipend Plus Required Fringe Benefits

If the coaching stipend will be paid by the District through ASB funds, the SVUSD Accounting Department will send an invoice to ASB at the conclusion of the sport for the total amount of the stipend plus required fringe benefits (i.e. Social Security Taxes, Medicare, Unemployment Insurance, etc.). ASB will ensure that appropriate sources (boosters/parent organization, etc.) receive and pay the bill. Remember that fringe benefits must be added to the salary. To determine the amount of fringe benefits, figure an additional 18% more than the stipend amount to be paid.

Stipend for SVUSD Teacher Coaching At Another School

A stipend is paid to any SVUSD teacher who teaches at one SVUSD school and coaches at another. This is in lieu of a release period.

CIF Stipend

A pro-rated stipend is provided to a coach who coaches during CIF based on the duration of post-season competition.

For further clarification:

- In team sport such as baseball, football, soccer, and volleyball, only coaches that have been called up to the varsity for playoffs due to a significant number of their JV and

Freshman athletes joining the varsity squad for District paid CIF post season compensation.

- In individual sports such as track and swimming where the entire team has qualified, the head coach and the coaches that work with the specific athlete(s) can submit the CIF post season pay. However, when an athlete such as a shot putter qualifies for CIF only the head coach and the specific shot put coach will qualify for District paid CIF post season compensation.
- Coaches of sports whose teams and/or individuals qualify for CIF post season play shall be paid for each week beyond the season. The pay shall be equal to that which they receive weekly during the season for coaching if a team is involved, and one-half of that amount if individuals are involved. Advisors of support groups like pep squad, drill team, marching band who group actually perform in post season competition shall be paid three (3%) of their annual stipend for Extra Duty Pay for each week of participation in CIF activities.
- Additional coaches paid through the ASB and not paid for through an official District stipend qualify for the District paid extra CIF compensation as outlined above.

• CIF Pay Calculation Formula (for CIF Pay Calculation Sheet see page 68) **Stipend Amount** divided by the **Number of Weeks of the Sports Season** equals the coaches' **CIF pay**.

2. District Support of Costs For Away Competitions at State and National Coach(es)

- Coach-transportation / accommodation
- Coach stipend (per contract)
- Coach meal allocation of \$50.00 per day, per coach (meals only). The meal limits are listed as follows: Breakfast - \$10, Lunch - \$15, Dinner - \$25. It is important to save all detailed receipts (*no credit card receipts*) – See “State Competition Coaches’ Reimbursement” on Athletic/Booster/Parent Organization Haiku site
- **There is no reimbursement for purchased student meals.**

Student Athletes

- Local Transportation (school bus only)

3. Requirements For Valid CPR / First Aid / Steroid Physiology / Water Safety & Concussion Certifications

Coach needing certification for CPR / AED / First Aid / Steroid Physiology Training / ASCC / Water Safety / Concussion must take the appropriate course(s) and bring the verification card(s) to Human Resources. When the coach has completed the course(s), but whose card(s) will not be available until after his/her assignment are to begin, should bring the "letter of completion" to Human Resources immediately and bring the card(s) as soon as they are available.

These items must be current prior to picking up a "new hire packet."

- **TB Test / Information provided by Human Resources**
- 1st Aid Certification (may not be an online class)
- CPR Certification (may not be an online class)
- AED Certification (may not be an online class)
- Concussion Certification
- One option for classes in Laguna Hills, www.surefirecpr.com
- NFHS Certification ("NFHS Fundamentals of Coaching")
 - www.nfhslearn.com click the link that says "get certified"
 - The cost should be less than \$50.

Once these items are completed and turned in to the school's office manager, the "new hire packet" will be handed to the new prospective employee. He/she must then go to Human Resources for the FBI Fingerprinting process.

You must contact Human Resources for instructions to be fingerprinted for FBI clearance.

- Must be completed by all non-certificated employees, paid or volunteer positions, who work with pupils.

Once the prospective coach has been issued the certificate, an e-mail will be sent by CTC to the applicant verifying that the certificate has been granted.

Print the certificate and present it to the school. The school should make a copy of the certificate and include it with all the other paperwork that the coach needs to bring to Human Resources with the Request to hire and all other corresponding information.

F. PROCEDURES FOR EXTRA DUTY ASSIGNMENTS AND RETIREES

All vacant extra duty assignments must be ported at least 5 days per the contract and offered to current employees. No assignments can be offered to SVUSD retirees or "walk-ons" unless it is verified that there was no interested, qualified current teacher. A perception that the retiree may be "more qualified" to take the position over a current qualified teacher, is not a justification to be used. Retirees who have served from 2010-2011 in coaching assignments, may continue until the position becomes vacant.

D. PROCEDURES FOR HIRING SVUSD CERTIFICATED OR RETURNING "WALK ON" CLASSIFIED EMPLOYEE OR VOLUNTEER COACHES

PRIOR to the first day of coaching:

1. Principal approves of recommendation to hire coach.
2. The PRINCIPAL must ensure that the employee who will be coaching has fulfilled **ALL** requirements on "Athletic Coach Qualification/Competency Verification" sheet only at initial hiring as a coach or for a change of sport. Please submit form to Human Resources.
3. **School submits a copy (front and back) of VALID required cards: CPR/AED, Steroid, First Aid, ASCC and if applicable, Water Safety.** Please attach to "Athletic Coach Qualification/Competency Verification" sheet. If coach does not have required certificates, it will not be possible to input assignment on the ATM screen. Coach must be informed that certificate(s) has expired. Coach is not to begin work. He/she must submit certificate(s) to the school prior to inputting the assignment on the screen. (Note: No online classes are acceptable for CPR/AED certification)
4. PRINCIPAL authorizes staff to input all coaches on the ATM screen. Note: Separate input is required for each sport, the two-sport stipend, the release period stipend, and CIF stipend. If the coach is a non-contractual, additional coach, indicate total amount to be paid as a stipend.
5. The District will approve assignments on the ATM screen. School can check approval by viewing the ATM screen for dates of "Categorical Review" and "Human Resources Review." Both must be approved. (Approvals will be done on a daily basis.) When both are approved, the employee is authorized to begin work.

6. If the coaching stipend will be paid through ASB funds, the SVUSD Accounting Department will send an invoice to ASB at the conclusion of the sport for the total amount of the stipend salary plus required fringe benefits (i.e., Social Security Taxes, Medicare, Unemployment Insurance, etc.). ASB will ensure that appropriate sources (boosters/parent organizations, etc.) receive and pay the bill. **Remember that fringe benefits must be added to the salary for the total which must not exceed the amount on the supplemental pay salary schedule.** To determine the amount of fringe benefits, figure an additional 10% more than the stipend amount to be paid.

An employee (whether funded by the district or ASB) SHALL NOT BE PERMITTED TO COACH UNTIL ALL OF THE ABOVE REQUIREMENTS HAVE BEEN COMPLETED AND THE ASSIGNMENT HAS BEEN APPROVED ON THE ATM SCREEN. Coaches who are approved to begin work by Human Resources after the season begins, will have their pay prorated.

E. PROCEDURES FOR HIRING NEW "WALK-ON" CLASSIFIED EMPLOYEES AS COACHES/ VOLUNTEER COACHES

PRIOR to the first day of coaching:

Coach with **Personnel Requisition**, Pre-Hire Form, and Coaching Packet will go to Human Resources by appointment.

**Retired teachers cannot be hired as classified walk-on coaches. They will need to have a valid credential and will be hired as a substitute teacher.

When coach comes to Human Resources with **Personnel Requisition**, Pre-Hire Form, and Coaching Packet, he/she will be given paperwork to begin the fingerprinting process and instructions on how to complete all other forms required by Human Resources.

Once all required paperwork is received from the school and the fingerprint report has been received. Human Resources will contact the coach for an appointment to complete the hiring process.

Coaches cannot work until they receive an authorization to begin signed by Human Resources.

An employee (whether funded by the district or ASB) shall not be permitted to coach until all of the above requirements have been completed and the assignment has been approved on the ATM screen. Coaches who are approved to begin work by Human Resources after the season begins, may have their pay delayed.

Allowing a coach to work before being cleared or hired is a California Education Code/Board Policy violation.

F. PROCEDURES FOR ACCEPTING VOLUNTEERS AS COACHES

PRIOR to the first day of coaching:

1. Principal approves of recommendation for volunteer to coach.
2. PRINCIPAL must ensure that the volunteer coach meets **ALL** requirements on "Athletic Coach Qualification/Competency Verification".
3. PRINCIPAL authorizes staff to input information from "**Volunteer Registration Form II**" for all new or returning volunteers on volunteer screen.
4. PRINCIPAL directs a new volunteer coach to Human Resources with the following:
 - a. Completed "Athletic Coach Qualification/Competency Verification" for each sport coached with copy of any new, valid required cards (front and back): CPR/AED, Steroid, First Aid, ASCC, Concussion and, if applicable, Emergency Water Safety. (**Note: No online classes are acceptable for CPR/AED certification)
 - b. Completed volunteer coach registration and screening information.
5. In addition to the above, a new volunteer, who is not a District employee, will be instructed to submit the following to Human Resources:
 - a. California driver's license.

- b. TB testing (which requires three days)
 - c. Fingerprinting (Results of criminal background fingerprint check must be received by the District from the Dept. of Justice prior to beginning assignment)
 - d. Completed pre-Volunteer II materials
6. After completion of above, Human Resources will approve volunteer assignment on volunteer screen and issue an "Authorization to Begin Volunteering" for a new volunteer.

7. The volunteer coaching assignment is valid until June 30, and MUST be renewed each year, as needed.

The volunteer who will be coaching SHALL NOT BE PERMITTED TO COACH until all of the above requirements have been completed and he/she has been authorized to begin volunteering.

VIII. COMMUNITY RELATIONS/ADVERTISEMENTS

Saddleback Valley Unified School District BP 1325 COMMUNITY RELATIONS ADVERTISING AND PROMOTION PUBLIC INFORMATION MATERIALS

The Governing Board desires to promote positive relationships between schools and the community in order to enhance community support and involvement in district schools. The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians
2. Distribution of promotional materials of a commercial nature to students or parents/guardians
3. Paid advertisements on school property, including but not limited to billboard advertisements and corporate sponsorships
4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications, including websites and social media
5. Products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor

Prior to distribution, posting, or publication, the Superintendent, principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy. The Superintendent, principal or designee may selectively approve or disapprove distribution of materials, publishing of copy or posting of advertisements based on the criteria listed below, but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity. The use of promotional materials, advertisements or sponsorships does not imply district endorsement of any identified products or services. Schools are encouraged to include a disclaimer in school publications and yearbooks stating that the school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal or designee shall not accept for distribution any materials, advertisements or corporate sponsorships that:

1. Are lewd, obscene, libelous or slanderous (Education Code 48907)
2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools (Education Code 48907)
3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides have been invited to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act
4. Discriminate against, attack or denigrate any group on account of any unlawful consideration
5. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including but not limited to materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children
6. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy
7. Distribute unsolicited merchandise for which an ensuing payment is requested
8. Proselytize or position the district on any side of a controversial issue

The Superintendent or designee also may consider the educational value of the materials, advertisements, or corporate sponsorships, the age

or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the school publication staff and advisor in accordance with law and Board policy.

Before publication, the Superintendent or designee shall review all advertising to assure that it complies with the provisions of this policy.

Public information materials approved by the Superintendent or designee may be disseminated by students on a voluntary basis. All surveys or questionnaires requiring student or parent/guardian response must be approved by the Superintendent or designee prior to dissemination. Students shall not be asked to distribute commercial advertising.

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

48907 Student exercise of free expression

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

COURT CASES

DiLoreto v. Downey Unified School District, (1999) 196F.3d 958

Yeo v. Town of Lexington, (1997) US 1st Circuit Court of Appeals, No. 96-1623

Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760F.Supp. 856

Bright v. LAUSD, (1976) 134 Cal.Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Lehman v. Shaker Heights, (1974) 418 U.S.298

CSBA: 6/92, 6/96, 11/01, 4/13

Readopted: 09/92

Revised: 10/93

Revised/Readopted: 9/4/07

Revised: 10/08/13 Board approved: 11/12/13

Saddleback Valley Unified School District AR 1325 COMMUNITY RELATIONS ADVERTISING AND PROMOTION Distribution of Materials

Materials generated by nonstudents may be distributed or posted in district schools only when prior approval has been granted by the Superintendent or designee.

Unless generated by the school, surveys or questionnaires requiring student or parent/guardian response also must be first approved by the Superintendent or designee. All materials to be distributed shall bear the name and contact location of the sponsoring group.

Before publication, the Superintendent or designee shall review all advertising copy to assure that it complies with the provisions of Board policy and administrative regulations.

Before paid advertisements, including billboards and corporate sponsorships may be placed on school property, the Superintendent or designee shall review all language, logos, and size specifications.

District schools shall not distribute unsolicited merchandise for which an ensuing payment is requested.

CSBA: 6/92, 6/96

Revised/Readopted: 5/07

Saddleback Valley Unified School District BP 1700 COMMUNITY RELATIONS RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

The Governing Board recognizes that private industry and the schools have a mutual interest in maximizing student achievement in order to prepare students to be productive citizens and contribute to the economic health of the community. The Board shall encourage local business involvement in efforts that support the core mission and goals of the district and promote the academic, social, and physical well-being of students.

The Board and the Superintendent or designee shall develop strategies to initiate business partnerships and shall communicate with business partners about district needs and priorities. The Superintendent or designee may assign district staff to coordinate community/business outreach efforts on behalf of the district and work to ensure equitable distribution of business involvement across all district schools.

Businesses and industry and/or their representatives may support district schools and programs by:

1. Volunteering in the classroom or school, providing special instructional programs or assemblies, and serving as tutors or mentors for individual students
2. Donating funds, products, instructional materials, or services that serve an educational purpose

3. Purchasing advertisements in school-sponsored publications, on websites or on school property in accordance with law and Board policy
4. Serving on advisory committees in order to provide business expertise or perspectives
5. Working with district staff to ensure the relevance and rigor of the district's career technical education program and providing work opportunities for students enrolled in these programs
6. Engaging in other activities approved by the Superintendent or designee that are designed to increase student learning or support school operations

The Board urges employers to further support the schools by recognizing their employees' needs as parents/guardians, accommodating their needs for child care, and supporting their involvement with their children's schools.

The Superintendent or designee may publicly acknowledge the support of a business partner in district communications, but shall not unduly promote or endorse any commercial activity or products. He/she also may recommend Board commendation to those individuals and/or businesses that have made extraordinary contributions to the district.

The Superintendent or designee shall regularly report to the Board regarding the district's progress in

establishing and sustaining business partnerships and the ways in which businesses have supported district programs.

Legal Reference:

8070 Career technical education advisory committee
 35160 Authority of governing boards
 Broad authority of school districts
 41030-41037 Gifts and bequests
 51760-51769.5 Work experience education 52300-52499.66 Career technical education

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career & Technical Education Act of 2006, especially:
 2354 Local plan for career technical education, business involvement

Management Resources:

CSBA PUBLICATIONS:

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

Maximizing School Board Governance: Community Leadership, 1996

COUNCIL FOR CORPORATE & SCHOOL PARTNERSHIPS

PUBLICATIONS:

A How-To Guide for School-Business Partnerships

NATIONAL ASSN OF STATE BOARDS OF ED PUBLICATIONS:

Building Business Support for School Health Programs, 1999

WEB SITES

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

CA Consortium of Education Foundations: <http://www.cceflink.org>

CA Dept of Education, Parents/Family & Community: <http://www.cde.ca.gov/ls/pf>

Council for Corporate and School Partnerships:

<http://www.corpschoolpartners.org>

National Association of State Boards of Education: <http://www.nasbe.org>

CSBA: 10/85, 9/91, 3/07, 3/08

Readopted: 09/92

Revised: 10/93

Revised: 6/08 (Replaced with 3/08 CSBA) Board approved: 7/8/08

Coaches may not use facilities for financial gain pre-post and during the season unless approved by Community Services.

FREQUENTLY ASKED QUESTIONS

HAZING

Q: Are players allowed to participate in initiation nights, pranks or hazing activities?

A: No!

Q: Would prior knowledge of a hazing incident and failure to act upon knowledge, constitute disciplinary action against the coach?

A: Yes!

Q: Would senior team members who "kidnap" new team members, paint their faces, and take them to a public place constitute a hazing incident?

A: Yes, defamation of property or person constitutes hazing.

CONTACT WITH ATHLETES

Q: Can a coach assist in stretching an athlete?

A: No. refer athlete to athletic trainer.

Q: Can a coach massage an athlete in preparation for competition?

A: No.

Q: Can a coach teach partner stretching to the athletes?

A: Yes, however same gender partner stretching should be encouraged whenever possible.

Q: Is the coach responsible to monitor inappropriate dress?

A: Yes, school dress codes must be enforced.

Q: During a Saturday tournament, when the team has a 4 to 5 hour break, can the team disburse to a variety of locations to eat lunch?

A: No, the coach is responsible for the safety and supervision of athletes at all times.

Q: Can a coach split his team and leave the weight room or pool, leaving a "captain" in charge while the coach is gone?

A: No, if the coach finds it necessary to leave, he/she must remove all students and secure facility.

Q: Can a coach arrange a "player-only" practice?

A: No, arranging or requiring a "players-only" practice is not appropriate at any time.

FEES

Q: May a school still receive donations from parents and guardians?

A: Yes. School districts, schools, programs, and classes can and do seek and accept donations of funds and property, and this practice is permissible as long as the donation is truly

voluntary and in no way a prerequisite to participation in the program or activity. Therefore, any statement or explanation related to a donation that could lead a reasonable person to believe the donation may not be truly voluntary is to be avoided. Access to educational programs must not be tied to either the willingness or the ability to pay a fee or request a fee waiver.

Q: May a school still fundraise?

A: Yes. As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. You may require students to attend a fundraising event; however, if they are unable to raise funds for the event, you cannot prevent them from participating in an educational activity. It is important to distinguish required fundraising from required attendance at a fundraising event, as attendance at a fundraising event is the same as attendance at practices, games, rehearsals, or performances which are all an expected aspect of participation. For example, expecting the members of a vocal ensemble to attend a fundraising concert that is listed on the course syllabus and on its calendar of events does not violate the "free school" guarantee (provided attendance is the only requirement). Another example is when members of an athletic team are expected to help out with a fundraising sale at a Back to School Night, Open House or other event – just as a coach can expect players to attend practices and games, the coach can expect players to attend a fundraising event as long as the requirement is to attend rather than to raise money as a condition of participation in the activity or program.

Q: May a school charge fees for uniforms for teams sports?

A: No. A school must provide a free uniform to any student who is a member of a school team. Further, the free uniform must be substantially the same uniform as those which are made available for purchase. Students may purchase their own uniforms if they so choose and want to keep it; however, buying a uniform cannot be a requirement to participate in a sport.

Q: May a school require team members to purchase Spirit Packs?

A: No. Spirit packs may be sold; however, cannot be a requirement of students as a prerequisite to participate in a sport. If there are *required* practice uniforms, they must be provided free of charge to any student who is a member of the school team in question.

Q: What if a school only charges fees to those students who can afford them; and has a waiver process for those who cannot?

A: A waiver process based on financial need or inability to pay does not make an otherwise impermissible fee permissible.

Q: May a school charge “lab” fees for certain courses or programs?

A: Yes. There are specific fees, charges and deposits are that legally permissible by law:

- Charges for optional attendance as a spectator at a school or District sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.

- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.
- Fees for transportation of pupils to places of summer employment.
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Q: In the past, students who play a sport, participate in extracurricular activities, i.e. drama, music, cheer, ASB, etc. have been required to purchase an ASB card/sticker. Is this still acceptable?

A: No. ASB stickers/cards are optional item for all students. Students cannot be required to buy ASB stickers/cards as a condition to participate in a sport, program, or club/organization.

Q: Key Club, California Scholarship Federation (CSF), National Honor Society (NHS), and perhaps others have collected dues from students in the past because they pay annual registrations to organizations on the national level. Is it still ok to collect these dues/fees from students?

A: Students cannot be required to pay the dues as a condition for membership in the organization or club at the school level. Additionally, membership in the national level

organization/club cannot be a requirement for membership in the school level club.

Q: In the past some classes like Art or Ceramics have charged each student a "materials fee" for creations that students take home and keep. Is it still ok to charge students for extra materials?

A: Students may be charged for materials if they choose to take home what they make. However, students should be able to make things they do not take home if they do not want to pay for extra materials. Understandably, this means that students (1) make things that that they do not take home and we throw it away; or (2) in the case of a ceramics course, they cannot fire their clay items in the kiln, so that the clay remains reusable.

Q: I have a question that isn't answered above, what should I do?

A. *Parents, guardians, students, faculty, and staff* should direct questions about school-specific matters needing clarification/explanation directly to the school's principal. *Principals* should contact Educational Services for guidance and support with responses to school-specific questions about student fees, charges, deposits, donations and fundraising.

SCHOOL CONNECTED ORGANIZATIONS

Q: Can players knowingly contribute towards a coaches' gift to be presented at a banquet?

A: Yes, however it is recommended that the gift not be excessive. Funds collected for a nominal gift may not be deposited to or dispensed from ASB.

Q: Can Booster/Parent Organizations use booster/parent funds to buy coaches gifts for an end of the year banquet?

A: No, but individual donations may be collected for that purpose. The dollar amount should not be excessive. Funds collected for a nominal gift may not be deposited to or dispensed from ASB.

Q: Can Booster/Parent Organizations use booster/parent funds to purchase equipment for a specific school or program?

A: Yes; however once purchased, equipment becomes property of the school district if equipment is installed or stored on district property.

TRANSPORTING STUDENTS

Q: Can an athlete go home after a game with his/her parent or legal guardian?

A: Yes, if face-to-face contact with parent has been made at time of release. However, some athletic programs or specific teams may choose to keep all athletes together on the team bus. (Coaches should check with their Athletic Dept to determine the transportation policies at their school).

Q: Can an athlete go home from an away game with someone other than his/her parent or legal guardian?

A: No

HIRING PROCEDURES

Q: Can a coach or volunteer begin before he/ she is cleared for employment/service and authorized to work by Human Resources?

A: No! This is a violation of Education Code and Board Policy.

Q: Are classified coaches given the "two-sport" stipend?

A: Yes. Regular classified employees who coach two sports will be eligible. **However, "additional coach" positions do not qualify for the two-sport stipend.**

Q: When is the coach paid?

A: Payment for a stipend position is given only when all employment requirements have been met, on the payday within the pay period at the conclusion of the sport coached. Payment for additional coaches (ASB workers) is given after all employment requirements have been met.

Q: Can a coach be given a bonus, tip, gift, etc., for "a job well done"?

A: No. This is not allowed by board policy and is in violation of CIF rules.

Q: How do I know number and type of District approved coaching assignments?

A: Refer to assignments listed on Extra Duty Sports Assignments. Only non-asterisked assignments on this list will be paid through District funds.

Q: Are new coaches expected to have fingerprint results on file within a one week time?

A: No. Fingerprint verification could take 1 to 30 working days or longer. Plan accordingly because a coach is not allowed to work or be in contact with student athletes until fingerprints are on file with the District Office.

Q: If a SVUSD teacher is hired as a coach funded through District stipend on a first sport and does the second sport through ASB, is he/she eligible for the two-sport stipend and/or release period?

A: If both positions are contractual, stipend positions and the two-sport stipend must be provided by ASB or the District (whichever funded the second sport. The District will provide the release period). If only one or neither of the positions is contractual, neither the release period nor the two-sport stipend must be provided.

Q: When a coach is funded through ASB, can the total amount be negotiable?

A: If the position is a non-contractual, non-stipend position, the total amount can be negotiated for both certificated and classified staff.

Q: Can Booster/Parent Organizations or ASB hire additional coaches?

A: No, the booster/parent organizations may not hire additional coaches and pay them directly. The booster/parents may provide funds for the District to hire additional coaches and donate to ASB. These coaches must meet all employment requirements for coaches.

Q: Are specialty coaches (i.e. choreographers, trainer in particular area, etc.) required to have the same requirements as a coach (First Aid, CPR/AED, Steroid, Concussion etc.)?

A: Only coaches whose athletic teams are competitive must meet all requirements. Cheer/Pep Squad coaches are required to be cleared in First Aid & CPR/AED/CIF Steroid, Concussion. Advisors for Color guard, and Marching Band, are required to be cleared in First Aid/CPR/AED, Steroid, and Concussion.

Q: Can specialty coaches be hired as independent contractors?

A: No. They must be hired by the District as employees. Under the guidelines of IRS, they are not independent contractors.

Q: Does a conditioning coach need to meet the same requirements as a regular coach?

A: A conditioning coach whose athletic team is competitive must be hired as a program instructor/coach and meet all requirements of a regular coach. A conditioning coach whose athletic team is not competitive does not need to meet the coaching requirements, and is hired directly as a program instructor.

Q: What happens when a SVUSD teacher coaches a sport at a different school other than where he/she teaches?

A: In addition to the stipend for the sport and the two-sport stipend (if eligible), he/she will receive a stipend for coaching at a different school. No release time is given.

Q: What happens when a coach is cleared for employment after the season begins?

A: His/her pay may be delayed until he/she is cleared. It is California Education Code/ Board Policy violation to allow a coach to work before being cleared or hired.

Q: Must a coach or volunteer possess current certificates (First Aid/CPR/AED, Steroid, Concussion and/or water safety) before beginning an assignment?

A: Yes. A coach must possess required certificates which are current and valid for his entire season, or submit a Letter of Verification indicating that the courses have been completed and the cards will be submitted to Human Resources as soon as they are available.



Sports Extra Duty/Payment Process

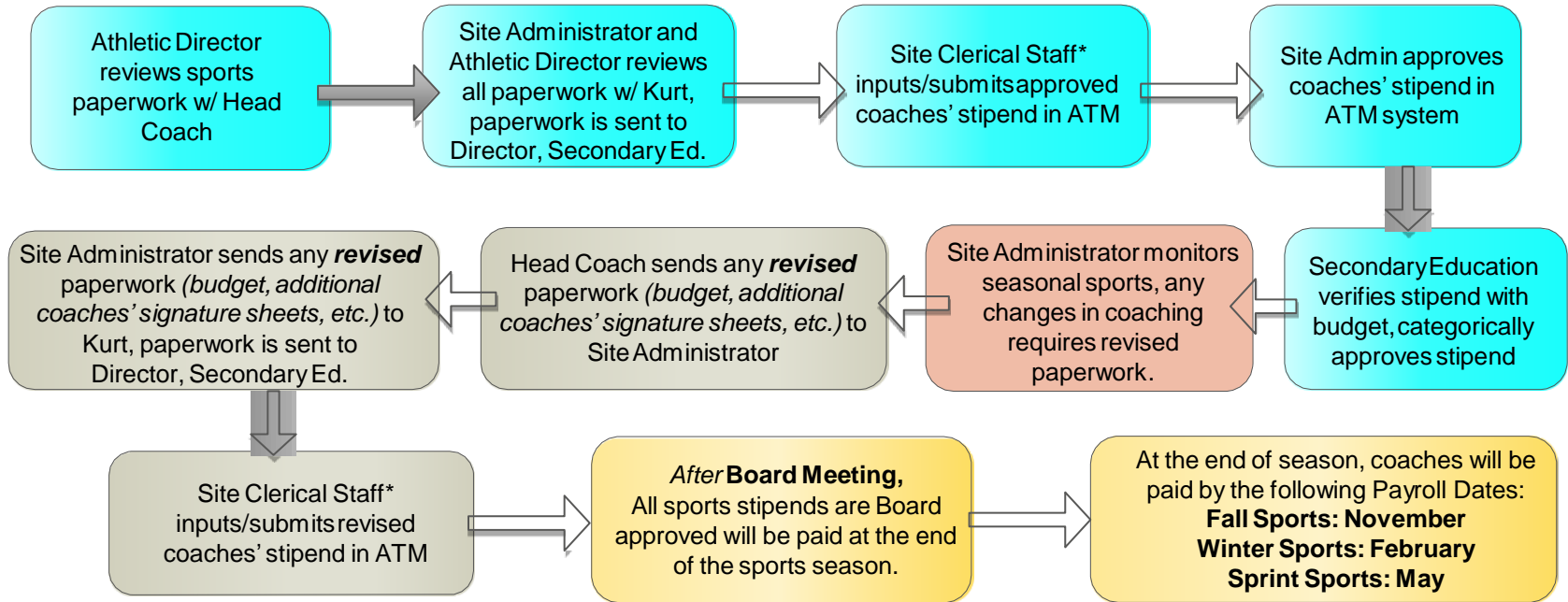
All sports budget forms are available on the Athletic/Boosters Haiku at the end of July

Site Administrator share required paperwork with Head Coaches:

- Budget Form
- Head Coaches' Signature Page
- Coaches' Signature Sheet
- Donation Letter

Deadline to submit completed paperwork to Site Administrator

- Football*: June 15
- Other Fall Sports: August 8
- Winter Sports: November 1
- Spring Sports: February 1



*Preliminary Football budget is due **June 15**; the final Football budget listing the updated extra duty stipends is due **August 8**.

ATHLETICS PARENT DONATION LETTER AND PAPERWORK REQUIREMENTS

Please note that in all **Athletic Booster/Parent Organization, Foundation, Association, other parent organization and coach** communication to parents or students, only references made to “contributions”, “donations”, “voluntary”, “suggested” and “needed to operate” should be used. **No language such as “student fee”, “participation fee”, “required”, “mandatory”, “required payment plans”, “fair share”, “balance due” or “in order to play / participate” should be used.**

- ***A designated site administrator must sign off on the communications to parents/students when soliciting donations of any kind.***

 - ***All communications from coaches seeking donations or voluntary contributions must contain the paragraphs below.***

 - ***Submit the following items to the Director of Secondary Education at the beginning of each sports season:***
 - 1. A electronic copy of the Sports’ Budget (includes coaches’ salaries and signed by the Assistant Principal, Athletics)***

 - 2. Parent Donation letter***

 - 3. Coaches’ Signature Page***

 - 4. Head Coach Clearance***

 - 5. Athletic Competition Schedule***
-



HEAD COACH CLEARANCE STATEMENT

2017-2018

Head Coaches are required to sign this document stating that all coaches in his/her program (anyone having contact with a player) have been cleared by SVUSD and have been provided a copy of the Athletic Handbook.

I, _____:

- Have read and understood the SVUSD Athletic Handbook and have verified (by the coaches signature page) that each of mycoaches has read and understood the SVUSD Athletic Handbook.
- Have ensured that each of my paid coaches and volunteers have been cleared by personnel for employment. I have also checked that all required certifications are current & valid.
- Have read and understood the CIF Blue Book.
- Understand that students may not be charged a fee or cannot be required to make a donation to participate in an SVUSD program.
- I also have informed every coach in this sport that our AED's are located:
 - #1 location _____
 - #2 location _____
 - #3 location _____
- Have submitted the following to my Assistant Principal of Athletics:
 - Head Coach Clearance Statement
 - Coach Signature Page (for each coach)
 - Donation request letter; sent to parents from me
 - Donation request letter; sent to parents from boosters
 - An electronic copy of my budget

Payment listed below is based on completion of entire season. Reduced time worked will result in payment being prorated.

TOTAL AMOUNT OF STIPEND: \$ _____

(This amount should match Budget Sheet)

Payment for a stipend position is given only when all employment requirements have been met, on the payday within the pay period at the conclusion of the sport coached. A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, not be subject to any bonus arrangement dependent upon the success of the school's team. Coaches may be paid by way of District and/or ASB account. Booster clubs may make a donation to the school's athletic program, but they cannot specify that the money specifically be utilized for a specific coach.

Any team, coached by any person receiving any part of the salary from other than school funds without the approval of the school's governing board, is ineligible. *(15-16 CIF BlueBook pg 118)*

Name: _____

Sport: _____

School: _____

Signature: _____

Date: _____



COACH SIGNATURE SHEET

School Year 2017-2018

(one form per coach)

IMPORTANT: This athletic coaching form is for the 2017-2018 school year and is valid for this year only. There is no coaching career status (tenure) in SVUSD. Please be sure to fill out this form completely. Incomplete forms will be returned to principals and no payment will be made until all paperwork is completed.

My signature below indicates that I have received and read the entire SVUSD Athletic Handbook for the 2017-2018 school year. I understand that student athletes may not be charged to participate in any SVUSD athletic program or be required to make a donation to participate in an SVUSD sport (suggested donations are acceptable). I am also aware that I must be cleared for employment by the SVUSD Human Resources Department before beginning my coaching assignment; this also means that all required certifications are current and valid.

NAME OF COACH / ASSISTANT COACH: _____

I agree with the following information regarding my coaching position as listed below:

Season of Sport (circle one):			School (circle one):			
FALL	WINTER	SPRING	ET	LH	MV	TH
Name of Sport:		Position:		Gender of Sport:		
				BOYS	GIRLS	
Level of Sport (circle one):						
VARSITY	JV	SOPHMORE	FROSH/SOPH	FROSH		

Payment listed below is based on completion of entire season. Reduced time worked will result in payment being prorated.

TOTAL AMOUNT OF STIPEND: \$ _____
(This amount should match Budget Sheet) See page 2

Payment for a stipend position is given only when all employment requirements have been met, on the payday within the pay period at the conclusion of the sport coached. A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, not be subject to any bonus arrangement dependent upon the success of the school's team. Coaches may be paid by way of District and/or ASB account. Booster/Parent Organizations may make a donation to the school's athletic program, but they cannot specify that the money specifically be utilized for a specific coach.

Any team, coached by any person receiving any part of the salary from other than school funds without the approval of the school's governing board, is ineligible. (16-17 CIF BlueBook pg 112)

Each person listed below is to sign this form:

1. Coach / Asst Coach / Additional Coach: _____ Date: _____

2. Head Coach: _____ Date: _____

3. Assistant Principal, Athletics: _____ Date: _____



Band/Cheer Extra Duty/Payment Process

April

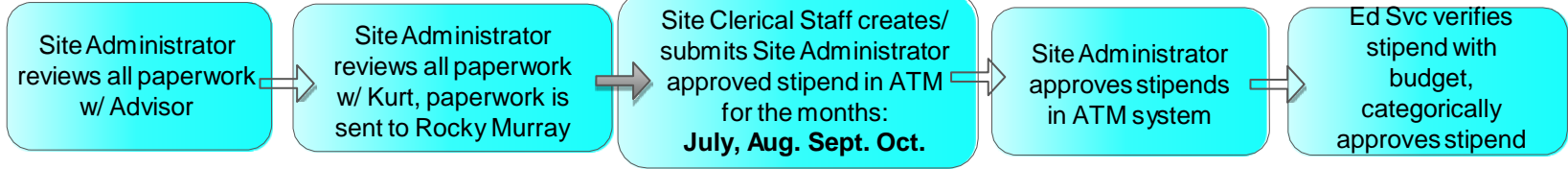
School Site Band/Cheer Booster Meeting

- Site Administrator share required paperwork with Advisors:**
- Budget Form
 - Head Coaches' Signature
 - Coaches' Signature Sheet
 - Donation Letter
 - Organizational Bylaws
 - Financial Audit or last year's IRS Tax filing
 - Officer Information
 - Insurance Verification

Deadline to submit paperwork to Site Administrator:

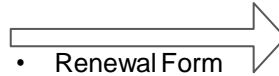
Administrator: June 15

June



July

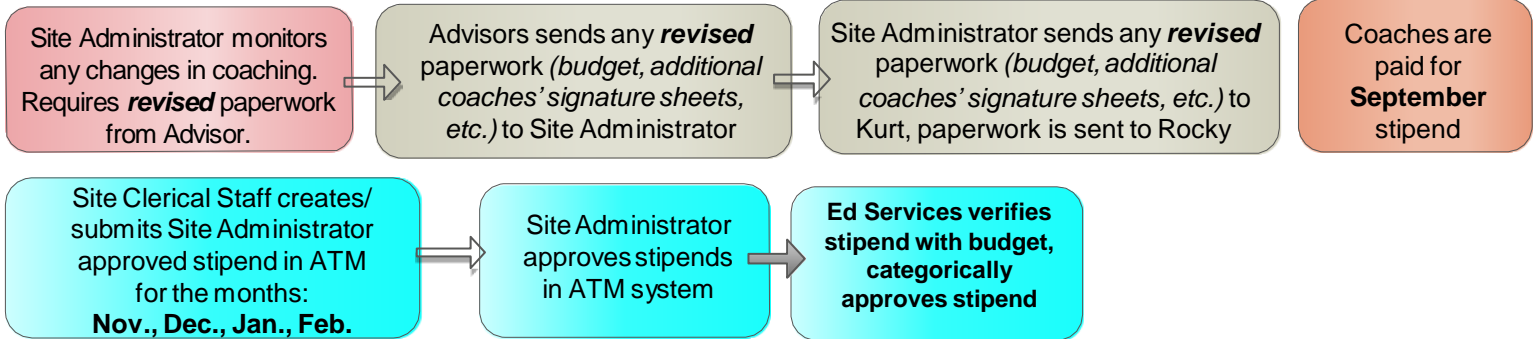
After July Board Meeting
All stipends are Board approved for August payment



August

Coaches are paid for the **July/August** stipend

September



October

After October Board Meeting
All stipends are Board approved for November payment

Coaches are paid for **October** stipend



November

Coaches are paid for the **November** stipend

Note: In **February**, Site Clerical Staff inputs for stipends for months: **March, April, May June** for monthly stipend and follow the same process as listed in Sept.

BOOSTER/ PARENT ORGANIZATION, FOUNDATION, ASSOCIATION, PARENT DONATION LETTER AND PAPERWORK REQUIREMENTS

Please note that in all **Booster/Parent Organization, Foundation, Association, other parent organization and coach** communication to parents or students, only references made to “contributions”, “donations”, “voluntary”, “suggested” and “needed to operate” should be used. **No language such as “student fee”, “participation fee”, “required”, “mandatory”, “required payment plans”, “fair share”, “balance due” or “in order to play / participate” should be used.**

- ***A designated site administrator must sign off on the communications to parents/students when soliciting donations of any kind.***
 - ***All communications from coaches seeking donations or voluntary contributions must contain the paragraphs below.***
 - ***Submit the following items to the Director of Secondary Education at the beginning of each sports season:***
 - 1. A electronic copy of the Program’s Budget (includes coaches’ salaries and signed by the Assistant Principal, Athletics/ASB Director)***
 - 2. Booster/Parent Organization Application for Authorization or Renewal***
 - 3. Organization Bylaws***
 - 4. Financial Audit or IRS Tax filing (from the previous year conducted by a CPA or Certified Financial Planner)***
 - 5. Officer’s Information***
 - 6. Insurance Verification (collected by Risk Management)***
-



BOOSTER/PARENT ORGANIZATION APPLICATION FOR AUTHORIZATION or RENEWAL

School Year 2017 - 2018

Education Code 51521 requires that any school-connected organization apply for authorization to the school principal and be authorized by the governing school board. The following information must be provided to the Director of Secondary Education by **August 8, 2017**.

Please include the following documents with the Booster/Parent Organization Application for Authorization or Renewal application:

- **Officer Information**
- **Budget** (include name of coaches/advisors & stipend \$ amount)
- **Organization Bylaws**
- **Financial Audit or IRS Tax Filing** (from the previous year conducted by a CPA or Certified Financial Planner)
- **Insurance Verification** (collected by Risk Management)

School: _____ Date: _____

1. Name of Organization: _____

2. Membership Qualifications: _____

3. Name, address, phone number and email address of **all** officers:

Position	Name	Address	Phone	Email

4. Brief description of the organization's purpose: _____

5. List the objectives for school year 2017-18: _____

BOOSTER/PARENT ORGANIZATION APPLICATION FOR AUTHORIZATION or RENEWAL

School Year 2017-2018

Page 2 of 2

6. Financial Information:

NAME OF BANK(S)	NAMES OF THOSE AUTHORIZED TO WITHDRAW FUNDS & SIGN CHECKS <small>(must have a minimum of two)</small>
1.	1.
2.	2.
	3.
	4.

7. Desired use for any funds remaining at the end of the year if the organization is not continued or authorized to continue in the future:

Signature of Booster/Parent Organization President:

Signature

Date

Signature of Site Administrator Supporting the Request for Authorization or Renewal:

Signature

Title

Signature of Principal:

Signature

Date

Authorization granted by the Board of Trustees of the Saddleback Valley Unified School District shall be valid for one year from the date of such action. All requests to continue existence will require a renewal authorization to be approved by the District Board of Trustees at the November or December board meeting.



ATHLETICS/CO-CURRICULAR/BOOSTER PARENT DONATION LETTER

Dear Parent,

The Saddleback Valley Unified School District is very proud of the extensive co-curricular programs offered at the comprehensive high schools. Through limited state funding, the District provides financial support for these programs, which may include stipends for one (or more) coach/advisor for each program, officials, CIF membership fees, facilities and their general maintenance. However, costs for athletics and co-curricular programs continue to exceed the limited state allocations, thus necessitating booster/parent organization support and the request for suggested contributions from participants.

Participation in the _____ High School _____ program (and booster/parent organization) is strictly voluntary, and no student will be denied the opportunity to participate in a SVUSD co-curricular activity because of a parent or guardian's failure to participate in fundraising activities, failure to devote time or resources to the booster/parent organization, or failure to purchase uniforms, or other accessories or equipment. Parents or students who do not participate in the organization will not be publicly identified.

In an effort to provide a comprehensive program for students at all levels, the _____ High School _____ program is suggesting a voluntary, non-refundable contribution in the amount of \$ _____ per student to fulfill our annual operating budget of \$ _____ which includes _____.

If additional funds to augment the program are not raised in the amount noted above, the school may find it necessary to scale back the program. We are encouraging all parents to contribute to the program, and are most hopeful that the needed funds will be raised. We often receive inquiries about our nonprofit status. Please accept this letter as certification that the Saddleback Valley Unified School District qualifies as a not-for-profit organization. We are a state educational institution, which is considered a political subdivision of the State of California. Because of this, we are considered a nonprofit state entity rather than a private 501 (c)(3) nonprofit organization. (Note: if the parent organization is a non-profit 501(c)(3) it should be noted)

Additionally, parents and students may be asked to participate in fundraising activities throughout the year in an effort to provide even greater financial support for the program. Participation is encouraged and greatly appreciated. However, lack of participation in these fundraising activities by a parent or guardian will not affect their student's ability to participate.

Thank you for your continued support,

Coach's Signature

Assistant Principal's Signature

Date

Saddleback Valley Unified School District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity/expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.



Band/Cheer Extra Duty/Payment Process

April

**School Site
Band/Cheer
Booster Meeting**

Site Administrator share required paperwork with Advisors:

- Budget Form
- Head Coaches' Signature
- Coaches' Signature Sheet
- Donation Letter
- Organizational Bylaws
- Financial Audit or last year's IRS Tax filing
- Officer Information
- Insurance Verification

Deadline to submit paperwork to Site Administrator:

June 15

June

Site Administrator reviews all paperwork w/ Advisor

Site Administrator reviews all paperwork w/ Kurt, paperwork is sent to Rocky Murray

Site Clerical Staff creates/ submits Site Administrator approved stipend in ATM for the months: **July, Aug. Sept. Oct.**

Site Administrator approves stipends in ATM system

Ed Svc verifies stipend with budget, categorically approves stipend

July

After July Board Meeting
All stipends are Board approved for August payment

• Renewal Form

August

Coaches are paid for the **July/August** stipend

September

Site Administrator monitors any changes in coaching. Requires **revised** paperwork from Advisor.

Advisors sends any **revised** paperwork (*budget, additional coaches' signature sheets, etc.*) to Site Administrator

Site Administrator sends any **revised** paperwork (*budget, additional coaches' signature sheets, etc.*) to Kurt, paperwork is sent to 5RFN\

Coaches are paid for **September** stipend

Site Clerical Staff creates/ submits Site Administrator approved stipend in ATM for the months: **Nov., Dec., Jan., Feb.**

Site Administrator approves stipends in ATM system

(G6HUYLFH verifies stipend with budget, categorically approves stipend

October

After October Board Meeting
All stipends are Board approved for November payment

Coaches are paid for **October** stipend

→

November

Coaches are paid for the **November** stipend

Note: In **February**, Site Clerical Staff inputs for stipends for months: **March, April, May June** for monthly stipend and follow the same process as listed in Sept.

BAND/CHEER EXTRA DUTY/PAYMENT PROCESS

Saddleback Valley Unified School District

£#. Band/Cheer Stipend ATM Approval Steps

All approval steps need to be completed prior the extra duty approval due date in order to be submitted to the next monthly Board Meeting. The coach receives a check a month after the Board Meeting based on the Payroll calendar.

Approval Step Information

Approval Step: HUMAN RESOURCES

Approval Steps	On
CREATION	10/23/2014 07:38:37 AM
SUBMISSION	10/23/2014 07:38:49 AM
ACTIVITY DIRECTOR	10/23/2014 07:42:50 AM
BUDGET	10/23/2014 08:57:09 AM
EDUCATIONAL SERVICES	10/29/2014 09:48:58 AM
HUMAN RESOURCES	10/29/2014 01:05:50 PM
TO PAYROLL	
TO BOARD	
ON HOLD	
CANCEL	

Approved by Educational Services after band/cheer budget and other required paperwork has been approved by Site Administrator, submitted to Kurt Walker, and stipend/budget has been verified by Donna Perez.

From the Site Administrator approved budget form, Clerical Staff creates/submit coach stipends into ATM. Stipends need to be entered two months prior to coaches' payment. All stipends need to be approved by the Board prior to Payroll processing checks.

This stipend missed the October 1st deadline for extra duty approval by the Activity Director in order to be approved at the October Board Meeting. This stipend will now be submitted at the November 18th Board Meeting for approval which will be paid in December.

SVUSO revised 11/16/2014

BAND/CHEER ASB CERTIFICATION REQUIREMENTS



Saddleback Valley Unified School District

BAND/CHEER ASB CERTIFICATION REQUIREMENTS

Job Code & Description	Pay Type	Rate	A	W	O	REQUIREMENTS				
						C	F	F	A	
83X368 ASB K-8 MUSIC UNIT	\$1000 per unit	#Units				CP	F	FA		
83X369 ASB K-8 MUSIC STIPEND	Detennined by Site	1				CP	F	FA		
83X370 ASB HS CHORAL UNIT	\$1000 per unit	#Units				CP	F	FA		
83X371 ASB HS CHORAL STPEND	Detennined by Site	1				CP	F	FA		
83X372 ASB HSMUSIC UNIT	\$10.00 per unit	#Units				CP	F	FA		
83X373 ASB HSMUSIC SPEND	Detennined by Site	1				CP	F	FA		
83X374 ASBCOLORGUARDUNIT	\$1000 per unit	#Units				CP	F	FA	S	
83X375 ASB COLOR GUARD SPEND	Detennined by Site	1				CP	F	FA	S	
83X376 ASB CHEER UNIT	\$1000 per unit	#Units	A			CO	CP	F	FA	S
83X377 ASB CHEER STIPEND	Detennined by Site	1	A			CO	CP	F	FA	S
83X383 ASB HS BAND UNIT	\$1000 per unit	#Units	A			CO	CP	F	FA	
83X384 ASB BAND STPEND	Detennined by Site	1	A			CO	CP	F	FA	
Z001	Frst Aid Cert									
Z002	CPR Certificate									
Z003	Water Safety Certificate									
Z004	Water Safety /Lifeguard Certificate									
ZOOS	ClF/Steroid Certificate									
Z006	AED Certificate									
Z007	ASCC Certificate or Fingerprint Clearance									
Z015	FBlin Lieu of ASCC									

SVUSD revised 11

ETHS
 LHHS
 MVHS
 THHS



Saddleback Valley Unified School District

ATHLETIC CLEARANCE FORM

Name <hr style="border: none; border-top: 1px solid black;"/>	Student ID <hr style="border: none; border-top: 1px solid black;"/>
Last	Grade
First	Student ID

STUDENT _____ BIRTH DATE _____ GRADE _____
Last First Middle Initial

PARENT/GUARDIAN _____ HOME PHONE _____

ADDRESS _____
Street City Zip Code

FATHER'S EMAIL _____ CELL PHONE _____

MOTHER'S EMAIL _____ CELL PHONE _____

OTHER GUARDIAN'S EMAIL _____ CELL PHONE _____

ATHLETE'S EMAIL(optional) _____ CELL PHONE _____

In the absence of a parent, please call the following person(s) in case of an emergency:

Printed Name	Relationship	Home/Work/Cell Phone

TO: PARENTS/GUARDIANS AND STUDENTS

It is our goal to provide a rewarding, educational experience for your student. In line with that goal, SVUSD offers voluntary participation in a wide range of interscholastic athletics/extra-curricular activities. Participation is a privilege, not a right, therefore we strongly adhere to requirements of academic eligibility and citizenship/behavior. We support our coaches in allowing them their professional freedom to make coaching choices and decisions that are sport specific, without parental pressure. We strive to teach our student athletes the concepts of team goals and school pride as opposed to individual honors and recognition. We also recognize your love and concern for your child. If there is a conflict in these objectives, we are here to resolve them.

Please take the time to carefully read, understand all the information, complete and sign where indicated.

The INFORMATION IS MANDATORY AND MUST BE COMPLETELY FILLED OUT PRIOR TO ANY STUDENT'S PARTICIPATION in athletics.

ELIGIBILITY: Falsified information by any student, parent or guardian (court appointed) shall result in the student being declared ineligible for any sport up to 12 months.

We appreciate your support and thank you in advance for your cooperation.

AREA BELOW FOR OFFICE USE ONLY

1. **Complete SPORTS SCREENING:** Exam Date: ____/____/____

2. **Complete ATHLETIC INFORMATION FORM**

3. **FINE LIST CLEARANCE:**

FALL	WINTER	SPRING
Owe: Library \$ ____ / ASB \$ ____	Owe: Library \$ ____ / ASB \$ ____	Owe: Library \$ ____ / ASB \$ ____

4. **CLEARANCE CARD TO ADMINISTRATOR FOR SCHOLASTIC ELIGIBILITY CHECK:**

FALL	WINTER	SPRING
Date: ____ / ____ / ____	Date: ____ / ____ / ____	Date: ____ / ____ / ____

CIF Code of Ethics

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 523).

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 SVUSD policy regarding the use of illegal drugs will be enforced for any violations of these rules.

SVUSD Athletic Code and Student Athlete Conduct Standards

Any conduct known to have occurred during or after school hours, or as part of a school activity, by an athlete that brings discredit to him, his team, or his school, is not acceptable and will not be tolerated. Such acts may cause the athlete to be disciplined by the coach and/or said acts to be reviewed and disciplined by the school administration. Disciplinary action may include withdrawal from athletics, community service, counseling, restriction of athletic privileges, and/or suspension or expulsion from school. Violation of the CIF's Code of Ethics may also result in severe disciplinary action by the coach or school administration.

Acts that Discredit the Athlete, Team and School, Not Limited to the Following:

Violations That Warrant Suspension or Expulsion, Dismissal from Team, or Withdrawal from Athletics

1. Student convicted of a crime, including theft of school and/or personal property
2. Acts of violence/vandalism on or off campus
3. School related problems of a disciplinary nature, including threats, bullying, harassment, or hazing
4. Being in possession of or having used alcohol, drugs, or narcotics, on or off school premises, or at any school related activity
5. Selling or furnishing alcohol, drugs, narcotics, or substances represented to be said substances on or during school related activities

*Violation of the above examples may also result in immediate removal from the athletic program for one year from the date of the incident.

Violations that Warrant Coach or School Disciplinary Action

- Use of obscene language or obscene act, posting inappropriate pictures or phrases on the public internet that reference sexual activity or illegal drug or alcohol use

- Unauthorized use of school uniforms and/or equipment
- Insubordination to coaches or other school personnel
- Failure to maintain required academic standards and attendance standards
- Improper conduct on the bus
- Violation of C.I.F. or District regulations governing eligibility

PARENT CONTRIBUTIONS

Transportation

To reduce the financial encroachment on the district's instructional program, our district suggests a donation of \$75.00 per student, per sport, for those receiving transportation. This also includes Band, Drumline, Color Guard & Pep Squad. Services will only be provided to events/contests occurring within Orange County. At the beginning of each season of sport or co-curricular program, parents of participating students are encouraged to make a \$75.00 donation to Saddleback Valley Unified School District submitted to the Activities Office at your school. Donations are tax deductible and non-refundable. No student will be denied the opportunity to participate if they do not make a donation.

Voluntary Contributions

The Saddleback Valley Unified School District is very proud of the extensive co-curricular programs offered at the comprehensive high schools. Through limited state funding, the District provides financial support for these programs, which may include stipends for one or more coach/advisor for each program, superb facilities, transportation, officials, CIF membership fees and general maintenance of the facilities. However, costs for athletics continue to exceed the limited state allocations, thus necessitating booster/parent organization support and the request for suggested contributions from participants. **As such, a continued lack of funding may result in athletic programs being reduced and/or team levels eliminated.**

Participation in any school sports program and booster/parent organization is strictly voluntary and no student will be denied the opportunity to participate in a SVUSD co-curricular activity because of a parent or guardian's failure to participate in fundraising activities, failure to devote time or resources to the booster/parent organization. However, they may request voluntary donations and assistance in fundraising activities and programs. ***These donations and fundraising financial contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.***

DONATIONS ARE TAX DEDUCTIBLE & NON-REFUNDABLE.

PARENT CONSENT AND ACKNOWLEDGEMENT ITEMS

Academic Eligibility

Parents understand that to participate in athletics my son/daughter must be academically eligible at the end of the last grading period; GPA of 2.0 or higher, no more than 1- "F", no more than 1- "U" in Citizenship. A one-time waiver may be used with parental and administrative approval. I understand that this probationary period for athletics cannot be granted if my son/daughter does not meet the CIF eligibility and SVUSD requirement: Athlete must have passed four classes in the previous quarter (or trimester for incoming 9th grade students) and must be currently enrolled in five classes. Falsified information by any student, parent or guardian (court-appointed) shall result in the Student being declared ineligible for any sport up to 12 months.

Uncleared Fine List

I understand that my student must be cleared from all financial obligations (lost textbooks, library fines, unreturned equipment and uniforms, returned checks, etc.) and off the official fine list in order to participate in athletics. These fines can be paid in the library.

Sports Screenings

I understand that sports screenings are valid for one calendar year and to be cleared for a sport, a sports screening must be valid during the entire season of sport.

Transportation

Limited transportation will be provided to co-curricular and athletic activities. Please refer to the district transportation letter for the list of included activities. I understand that transportation may not be provided for my athlete's activity.

Athletic Cut Policy

I understand that all sports require students to try out and must meet minimum standards as designated by the coach.

Classroom Dismissal

Teachers have the right to withhold students from early dismissal due to academic or discipline issues. I give permission for my son/daughter to miss class due to an athletic event.

Notice Of Open/ "Free" Period

I am aware that my athlete is scheduled into 7th period athletics. I understand that some athletic teams MAY NOT meet during this time, but hold daily practice or scheduled games at a later time during the day thus leaving period 7 "free". I expressly acknowledge that this free period will be considered non-school hours for my student and that he/she is released from school. As a result, I understand and acknowledge that the school will have no liability with respect to my athlete's coming or going to school during the free period, pursuant to Education Code Section 44808.

Attendance/Missing Practice Or Contest

- An athlete must consult with the coach if a practice or contest must be missed.
- An athlete must attend school for a minimum of 4 periods (a minimum of 240 minutes) on the day of a co-curricular activity/event.

According to Board Policy and Administrative Regulation 6145.1, students absent from school on days of competition are not eligible to participate, e.g., a student absent all day cannot participate in an evening football game. A student must attend school on the day of competition or performance for at least a minimum of 240 minutes.

School Equipment and Uniforms

1. An athlete is financially responsible for all uniforms and equipment issued to him/her.
2. The uniforms and equipment are to be used only when it represents the school.
3. An athlete who fails to turn in all equipment and uniforms will not receive any awards or grades and will not be permitted to go out for another sport until financial records are cleared.

Dropping/Quitting A Sport

My child understands that the proper way for him/her to withdraw from a sport for reasons beyond his/her control is to make personal contact with the coach/advisor and to obtain his/her approval. A withdrawal from athletics may result in a schedule change. My child also knows that if he/she drops/quits that they forfeit the opportunity to participate in another sport until that current sport has concluded, including playoffs and may result in a failing grade for that particular class. Furthermore, my child knows that they forfeit receiving any award and will not be allowed to attend the banquet.

Treatment Consent

I understand that immediate first aid will be administered, if needed.

Concussions

I understand that Education Code (EC 49475) states that an athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.

My signature below is confirmation that I have read this document in its entirety and agree to the policies that govern participation in SVUSD athletics.

Student Signature

Date

Parent / Guardian Signature

Date



CO-CURRICULAR TRANSPORTATION LETTER

May 2017

Dear Parents:

The Saddleback Valley Unified School District is pleased to provide limited transportation to co-curricular and athletic activities. To reduce the financial encroachment on the district's instructional program, it is suggested at the beginning of each season of sport or co-curricular program listed below, a donation of \$75.00 per student to Saddleback Valley Unified School District. This donation should be submitted to the Activities Office at your school. The co-curricular programs include Band, Drumline, Color Guard, and Pep Squad. For those programs receiving transportation, services will only be provided to events/contests occurring within Orange County. For athletes, transportation is only provided during the season of sport and the CIF playoffs. For teams not listed below, transportation for CIF playoffs will also be provided. Donations are tax deductible and non-refundable.

FALL	SPRING
Football Cross Country Drumline Pep Band Pep Squad (V only)	Boys Swimming Girls Swimming Boys Track & Field Girls Track & Field

CO-CURRICULAR ACTIVITIES / Limit 6 Trips (Competitions)
Band Color Guard Drumline

Thank you for your support,
 Saddleback Valley Unified School District

revised 6/2017

This form must be submitted to the coach/supervising teacher 24 Hours PRIOR to the event.

Saddleback Valley Unified School District
**TRANSPORTATION EXEMPTION
FORM (single date)
Transportation Provided**

It is hereby requested that my student _____

be exempted from utilizing school transportation to ___ from ___ the following event:

EVENT

REASON

DATE

I, the parent/guardian, will assume full responsibility for my student _____, to be driven home

by _____ from the above activity.

By my signature below, I agree to waive all claims against the District and to indemnify and hold the District, its officers, agents and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind including death, bodily injury or illness that may occur during any portion of the transportation phase.

- I understand that students may not drive other students, per BP3541.1
- I understand that this form must be submitted 24 hours *PRIOR* to the event

Parent/Guardian Name

Student's Name

Parent/Guardian Address

Parent/Guardian Signature

Athletic Administrator Signature

Parent/Guardian Signature

Date

Athletic Administrator Signature

Date

This form must be submitted to the coach/supervising teacher 24 Hours PRIOR to the event

Saddleback Valley Unified School District

TRANSPORTATION EXEMPTION FORM (multiple dates)

Transportation Provided

It is hereby requested that my student, _____, be exempted from utilizing school transportation for the following event(s):

<u>EVENT</u>	<u>REASON</u>	<u>DATE</u>

(Please list additional events on the back of this page)

By my signature below, I accept responsibility for arranging and providing for the transportation for the named student. I further acknowledge that the District does not provide any type of insurance including liability, collision, comprehensive or medical coverage during the transportation of the named student in connection with the described activity. I agree to hold the Saddleback Valley Unified School District, its Board, officers, agents and employees harmless from all claims, losses, costs, attorney fees and expenses arising out of any liability or claim of liability for personal injury, bodily injury or death that may occur while transporting the named student.

IT IS FULLY UNDERSTOOD AND AGREED THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY FOR, ANY INJURIES OR LOSSES RESULTING FROM THIS ALTERNATIVE TRANSPORTATION ARRANGEMENT.

By my signature below, I agree to waive all claims against the District and to indemnify and hold the District, its officers, agents and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind including death, bodily injury or illness that may occur during any portion of the transportation phase.

Parent/Guardian Name

Student's Name

Parent/Guardian Daytime Phone

Coach/Advisor Signature Date

Parent/Guardian Signature Date

Athletic Administrator Signature Date

revised 6/2017

_____ High School

GOLF TRANSPORTATION EXEMPTION FORM
Transportation NOT provided

It is hereby requested that my student _____
be exempted from utilizing school transportation to and from the following events:

All golf practices located at _____ for the 20____ Season.

All golf matches **(see reverse side for schedule)** for the 20____ Season.

I, the parent/guardian, will assume full responsibility for my student _____, to be driven to and from all events listed above.

By my signature below, I accept responsibility for arranging and providing for the transportation of the named student. I further acknowledge that the District does not provide any type of insurance including liability, collision, comprehensive or medical coverage during the transportation of the named student in connection with the described activity.

I agree to hold the Saddleback Valley Unified School District (District), its Board, officers, agents and employees harmless from all claims, losses, costs, attorney fees and expenses arising out of any liability or claim of liability for personal injury, bodily injury or death that may occur while transporting the named student.

IT IS FULLY UNDERSTOOD AND AGREED THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY FOR, ANY INJURIES OR LOSSES RESULTING FROM THIS ALTERNATIVE TRANSPORTATION ARRANGEMENT.

By my signature below, I agree to waive all claims against the District and to indemnify and hold the District, its officers, agents and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind including death, bodily injury or illness that may occur during any portion of the transportation phase.

- I understand that students may not drive other students, per BP3541.1
- I understand that this form must be submitted 24 hours *PRIOR* to the event

Parent/Guardian Name

Student's Name

Parent/Guardian Address

Parent/Guardian Signature

Athletic Administrator Signature

Parent/Guardian Signature

Date

Athletic Administrator Signature

Date



SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

**NOTIFICATION OF EXTRA-CURRICULAR EVENTS THAT
DO NOT REQUIRE SCHOOL-PROVIDED TRANSPORTATION**

Pursuant to Saddleback Valley Unified School District Administrative Regulation 6153 (Local Field Trips), there are some events for which parents/students will be responsible for providing transportation. Usually these events involve fifteen (15) or fewer students after 2:00PM, events held after 4:30PM, or events held on non-school days. Listed below are events for which students will be responsible for providing their own transportation:

Name of extra-curricular group: _____

Name of advisor or coach: _____

Student Name: _____

Event: _____ Location: _____ Date: _____

I understand that the school will not be providing transportation for the event listed above.

Parental acknowledgement: _____

Parent Signature

Date

Advisor or Coach Signature

Date

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

AUTHORIZATION FOR USE OF PRIVATELY OWNED VEHICLE

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restrain system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops. In case of emergency, keep all students together and call 911 and the district office.

CSBA: 3/02, 11/07

Adopted: 5/08

COACHING - HIGH SCHOOL FALL SPORTS 2017/18

Job Code	Position	Amount	Job Code	Position	Amount
Boys' Sports			Girls' Sports		
83X228	Cross Country, Varsity	\$ 2,797	83X016	Cross Country, Varsity	\$ 2,797
83X230	Cross Country, JV	\$ 2,252	83X018	Cross Country, JV	\$ 2,252
83X231	Cross Country, Frosh/Soph	\$ 2,252	83X019	Cross Country, Frosh/Soph	\$ 2,252
83X236	Football, Varsity	\$ 5,266	83X251	Golf, Varsity	\$ 2,143
83X238	Football, Asst. Varsity	\$ 3,487	83X253	Golf, JV	\$ 1,780
83X240	Football, JV	\$ 3,487	83X050	Tennis, Varsity	\$ 2,688
83X242	Football, Soph	\$ 2,797	83X052	Tennis, JV	\$ 2,143
83X244	Football Asst Soph	\$ 2,252	83X053	Tennis, Frosh/Soph	\$ 2,143
83X245	Football, Asst. Soph (65+)	\$ 2,252	83X064	Volleyball, Varsity	\$ 2,797
83X246	Football, Frosh	\$ 2,797	83X066	Volleyball, JV	\$ 2,252
83X248	Football, Asst. Frosh	\$ 2,252	83X067	Volleyball, Frosh/Soph	\$ 2,252
83X249	Football, Asst. Frosh (65+)	\$ 2,252			
83X278	Water Polo, Varsity	\$ 3,196			
83X280	Water Polo, JV	\$ 2,651			

COACHING - HIGH SCHOOL WINTER SPORTS 2017/18

Job Code	Position	Amount	Job Code	Position	Amount
Boys' Sports			Girls' Sports		
83X218	Basketball, Varsity	\$ 4,286	83X008	Basketball, Varsity	\$ 4,286
83X220	Basketball, JV	\$ 2,760	83X010	Basketball, JV	\$ 2,760
83X221	Basketball, Soph	\$ 2,216	83X011	Basketball, Soph	\$ 2,216
83X223	Basketball, Frosh	\$ 2,216	83X013	Basketball, Frosh	\$ 2,216
83X256	Soccer, Varsity	\$ 3,632	83X024	Soccer, Varsity	\$ 3,632
83X257	Soccer, JV	\$ 1,998	83X026	Soccer, JV	\$ 1,998
83X357	Soccer, Frosh/Soph	\$ 1,998	83X027	Soccer, Frosh/Soph	\$ 1,998
83X284	Wrestling, Varsity	\$ 3,523	83X070	Water Polo, Varsity	\$ 3,196
83X286	Wrestling, JV	\$ 2,542	83X072	Water Polo, JV	\$ 2,651
83X287	Wrestling, Frosh/Soph	\$ 2,542			

COACHING - HIGH SCHOOL SPRING SPORTS 2017/18

Job Code	Position	Amount	Job Code	Position	Amount
Boys' Sports			Girls' Sports		
83X206	Baseball, Varsity	\$ 3,632	83X032	Softball, Varsity	\$ 3,632
83X208	Baseball, Asst Varsity	\$ 2,688	83X034	Softball Asst Varsity	\$ 2,688
83X210	Baseball, JV	\$ 2,688	83X036	Softball, JV	\$ 2,688
83X211	Baseball, Frosh/Soph	\$ 2,143	83X037	Softball, Frosh/Soph	\$ 2,688
83X252	Golf, Varsity	\$ 2,143	83X021	Lacrosse, Varsity	\$ 2,797
83X254	Golf, JV	\$ 1,780	83X022	Lacrosse, JV	\$ 2,252
83X293	Lacrosse, Varsity	\$ 2,797	83X025	Lacrosse, Frosh/Soph	\$ 2,252
83X294	Lacrosse, JV	\$ 2,252	83X042	Swimming, Varsity	\$ 3,632
83X296	Lacrosse, Frosh/Soph	\$ 2,252	83X043	Swimming, Asst Varsity	\$ 3,087
83X259	Swimming, Varsity	\$ 3,632	83X044	Swimming, JV	\$ 3,087
83X360	Swimming, Asst Varsity	\$ 3,087	83X056	Track, Varsity	\$ 3,632
83X260	Swimming, JV	\$ 3,087	83X058*	Track, Asst Varsity	\$ 2,688
83X262	Tennis, Varsity	\$ 2,688	83X059*	Track, Asst Varsity (70+)	\$ 2,688
83X263	Tennis, JV	\$ 2,143	83X061*	Track, Asst Varsity (100+)	\$ 2,688
83X265	Tennis, Frosh/Soph	\$ 2,143			
83X266	Track, Varsity	\$ 3,632			
83X268	Track, Asst Varsity	\$ 2,688			
83X269	Track, Asst Varsity (70+)	\$ 2,688			
83X271	Track, Asst Varsity (100+)	\$ 2,688			
83X272	Volleyball, Varsity	\$ 2,797			
83X274	Volleyball, JV	\$ 2,252			
83X275	Volleyball, Frosh/Soph	\$ 2,252			

CIF PAY CALCULATION SHEET

Saddleback Valley Unified School District



CIF PAY CALCULATION SHEET

Fall Sports

iCross Country 11 weeks
 iFootball 12 weeks
 iGolf (Girls) 10 weeks
 iTennis (Girls) 11 weeks
 iVolleyball (Girls) 11 weeks

Winter Sports

iBasketball (B&G) 13 weeks
 iSoccer (B&G) 13 weeks
 iWater Polo (Girls) 13 weeks

Spring Sports

iBaseball/Softball 13 weeks
 iGolf (Boys) 12 weeks
 iLacrosse (B&G) 13 weeks
 iRoller Hockey 12 weeks
 iSwim (B&G) 12 weeks
 iTennis (Boys) 12 weeks
 iTrack (B&G) 12 weeks

OFFICE USE ONLY

Job Code: 83X304
 Formula in ATM Comment
 Section
 Cert 01 B0142-XX 1115

Sport	Submitted Date	Dates Worked		
SAMPLE			$\$ 2,000$ divided by <u>10</u> weeks = $\$ 200$	
Coach's Name	Position	Stipend	# of weeks	CIF Pay
				#DIV/0!
Coach's Name	Position	Stipend	# of weeks	CIF Pay
				#DIV/0!
Coach's Name	Position	Stipend	# of weeks	CIF Pay
				#DIV/0!
Coach's Name	Position	Stipend	# of weeks	CIF Pay
				#DIV/0!
Coach's Name	Position	Stipend	# of weeks	CIF Pay
				#DIV/0!

SVUSD revised April 2015

OVER-NIGHT FIELD TRIP PROCEDURES

1. The proposed field trip has a supervising Coach/Advisor for the initial group of ten (10) students and responsible adult chaperone for additional groups of 10 or less.
2. The following documents must be submitted to the Director, Secondary Education **at least two (2) months in advance** of the contemplated departure date.
 - **SVUSD Field-Trip Matrix**
 - **SVUSD Overnight/Out-Of-State Checklist**
 - **Itinerary**
 - **Student List**
 - **Student Emergency Contact Information** (revisions may be sent prior to the actual field trip date)
 - **Voluntary Excursion/Field Trip Waiver and Medical Authorization** (if needed)
3. Substitute Coverage
If sub coverage is required for teacher's other classes when on the over-night field trip, teachers are required to reserve their sub and office manager are required to put in the request in the Human Resources, Calendar of Events.
4. Mode of Transportation
 - a. School Bus
 - b. Charter Bus (Site funds only)
 - c. Privately Owned Vehicle (copies of each document as listed below)
*Per Assembly Bill 626, K-12 schools in California **MAY NOT** use a 15-passenger van to transport students even if seating capacity is reduced to 10 occupants or less, including driver.*
 - i. Transportation Exemption Form
 - ii. Parent CA Driver's License
 - iii. Proof of Insurance
 - d. Airline Reservations
 - i. The Coach/Advisor makes reservation arrangements with airlines and verifies if they accept purchase order or check.
 - ii. **It is not mandatory to go through a travel agent.**
 - iii. **If the airlines accept a purchase order**, Coach/Advisor submits a requisition and attaches a copy of the airline reservation. School Administrator signs requisition and forwards it to the Director, Secondary Education for district processing.
 - iv. **If the airlines does not accept a purchase order**, Coach/Advisor submits a request to ASB. The ASB Office prepares a check for the Coach/Advisor to submit to the airlines.
 - v. **If the airlines does not accept a purchase order or check**, Coach/Advisor submits a requisition to School Administrator and notes on the requisition, "**USE DISTRICT CREDIT CARD-PURCHASE ORDER AND CHECK ARE UNACCEPTABLE PAYMENT**". Include a copy of the airlines reservation and list of students attending the field trip.
 - vi. **Written confirmation from airlines must verify reservations for the dates of the field trip/number of students must be submitted to the Director, Secondary Education as part of the field trip packet.**
 - vii. **IF airline reservations are necessary for last minute travel** (*i.e.* CIF or State competitions), Coach/Advisor submits a request to ASB Office for prior approval and can be reimbursed after travel.
 - viii. **Other options for consideration.** Obtain a "cashier's check" with ASB funds from appropriate account or make a bank "wire transfer" from ASB Bank branch to appropriate vender.
5. Hotel Reservations
 - a. The Coach/Advisor makes reservation arrangements with hotel/motel and verify if they accept purchase order or check.
 - b. **It is not mandatory to go through a travel agent.**
 - c. **If hotel/motel accepts purchase order**, Coach/Advisor completes a requisition and attaches a copy of the reservation. School Administrator signs requisition and forwards it to Director, Secondary Education for district processing.
 - d. **If hotel/motel does not accept a purchase order**, ASB Office prepares a check for the Coach/Advisor to submit to the hotel/motel.
 - e. **If hotel/motel does not accept a purchase order or check**, Coach/Advisor submits a requisition to school administration and note on the requisition, "**USE DISTRICT CREDIT CARD-PURCHASE ORDER AND CHECK ARE UNACCEPTABLE PAYMENT**". Include a copy of the hotel/motel reservation and list of students attending the field trip.
 - f. **Written confirmation from hotel/motel must verify reservations for the dates of the field trip/number of students must be submitted to the Director, Secondary Education as part of the field trip packet.**
6. Participating students must receive teacher permission PRIOR to the trip from each teacher whose class the student will miss.

OVER-NIGHT FIELD TRIP APPLICATION MATRIX

E61S3(<)

FIELD TRIP APPLICATION MATRIX
 St. b. U. F* *J.E. ""*It""1.1*Wrt* lloE F.W bi(J

Name of School _____ Date of Application _____

Organization	Purpose of Trip	Destination	# of Students	Days out	Cost	Days Missed	Grade	Date	Time	Date	Time

Number of Students	Names of Chaperones		Contact Person	Source of Funding	Mode of Transportation	Funding Source
	Certificated	Non-Certificated (including parents)				
1.		1.				
2.		2.				
3.		3.				
4.		4.				
5.		5.				

Names on Back
Additional Names on Back

Arrangements for food and lodging (include travel agent): _____

Educational Objectives: _____

Date of Board Approval for Out-of-State Trip: _____

_____ Principal's Signature _____ Date _____ Superintendent's Signature (or Designee) _____ Date _____

E6153(e)

San Gabriel Valley Unified School District
 FIELD TRIP APPLICATION CHECK LIST

Submit two (2) months prior to departure. Please include the following appropriate documents for review and district approval to Director of Secondary Education and Office of Educational Services.

OVERNIGHT TRIP

- Itinerary
- Overnight/Out of State Check
- If needed, request for Student Coverage and Inout in the ASB Resources "Calendar of Events" if absent from other classes during overnight field trip.
- Student List
- Staff Emergency Contact Information
- Written Confirmation from hotel/rental confirmation from Travel Agency OR Hotel. The Coach or Advisor works with the ASB office regarding payment to the Hotel.
- Voluntary Excursion/Field Trip Release and Medical Authorization (if needed)

MODE OF TRANSPORTATION

- School Bus
- Charter Bus (Site funds only)
- Privately Owned Vehicle (copies of each document as listed below)
 - Per Use Only: BIV 626 K-1 Schools in California MAY NOT use a 15 passenger min to transport students when seating capacity is less than 10 occupants or less.*
 - Transportation Exemption Form
 - Parent CA Driver's License
 - Proof of Insurance
- Airlines
 - Written Confirmation Airlines Reservations from Travel Agency OR Airlines. The Coach or Advisor works with the ASB office regarding payment to the Airlines.

SPECIAL NOTES

- Water Activities - a lifeguard needs to be on duty for all water activities, including beach, pool area.

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School _____ Date _____

OVERNIGHT/OUT OF STATE CHECKLIST

Each of the following tasks must be completed by the principal before the Board will act upon a request for overnight/out of state field trips.

- 1. The proposed trip is a school sponsored activity. _____
- 2. The proposed trip has a supervising teacher for the initial group of 10 students and a responsible adult chaperone for additional groups of 10 or less. _____
- 3. The request for the proposed trip has been submitted at least two months in advanced of the contemplated departure date on the District approved extended field trip form. _____
- 4. A description of the trip itinerary, a description of the educational value derived and a letter of support from the principal have been included with the extended field trip request form. _____
- 5. Evidence exists that the school has complied with or has the ability to comply with the following:
 - a. The provision of financial assurance and appropriate security, i.e., travel group requiring travel agency to purchase a bond protecting the group's deposit in case the agency defaults or enters bankruptcy. _____
 - b. Travel group to purchase basic trip cancellation insurance which will protect the group's deposit if either local or regional circumstances require the cancellation of the trip. _____
 - c. The establishment of an agreement that no pupil shall be excluded from the field trip because of lack of sufficient funds. _____
 - d. The submission of a plan for fundraising activities, for the accounting of funds through the school's ASB office, and for return of the funds if not used for the purposed specified by the contributors (where applicable). _____
 - e. Student participating in the trip must show evidence of earning a minimum of a current "C" average overall to participate. _____
 - f. Each participating students has not exceeded the limit of ten (10) days missed per year per class unless principal authorizes special consideration accorded for special circumstances. _____
 - g. Each participating student in an extended field trip of more than three consecutive school days must show evidence of a current overall G.P.A of 3.0 or better. _____
 - h. The principal has verified the teacher sponsoring the trip will only participate in one long-term trip of five or more school days per year. _____
 - i. Participating students must receive teacher permission PRIOR to the trip from each affected teacher whose class the student will miss. _____
 - j. The establishment of an agreement whereby the voluntary supervisors contribute their services and time to the District for the purpose of supervision of participating students while outside of the school district unless those services are covered in the certificated contract. _____
 - k. Written confirmation from hotel/motel must verify reservations for the dates of the field trip and number of students needing lodging. _____
 - l. Field trips where students will be lodged with families in foreign countries must satisfy the requirement of providing a list of students indicating the homes to which those students have been assigned to the District at least one month before the field trip is scheduled. _____
 - m. Drivers of private vehicles must show verification of insurance coverage and principals must verify that all District forms are completed and submitted. _____
 - n. No substitute or transportation costs are to be incurred with District funds. _____
 - o. An updated list off all students, staff, and chaperones must be submitted to Educational Services no later than 48 hours prior to the departure date. _____
 - p. Administrator in charge of field trips will phone any last-minute changes in attendees to Educational Services. _____
 - q. Provide a list of all field trip information material minutes changes in attendees to Superintendent and Educational Services. _____
 - r. Provide a list of all field trip information material communicated to parents to Educational Services. _____

Signature _____
(Field Trip Advisor)

Date _____

Signature _____
(School Principal or Designee)

Date _____



STATE COMPETITION COACHES' REIMBURSEMENTS

In order for coaches to be reimbursed by SVUSD while at STATE competition, please carefully read the information below and complete the **OVERNIGHT FIELD TRIP PAPERWORK**, **REQUEST FOR APPROVAL OF INSERVICE/BUSINESS CONFERENCE ATTENDANCE FORM** and **CONFERENCE REIMBURSEMENT FORM**.

OVERNIGHT FIELD TRIP APPLICATION

The following documents must be submitted to your school site's High School Asst. Principal, Athletic for approval and signature **as soon as possible** of the contemplated departure date.

- **SVUSD Field-Trip Matrix**
- **SVUSD Overnight/Out-Of-State Checklist**
- **Itinerary**
- **Student List**
- **Student Emergency Contact Information** (*revisions may be sent prior to the actual field trip date*)
- **Voluntary Excursion/Field Trip Waiver and Medical Authorization** (*if needed*)
- **Written confirmation from hotel/motel** must verify reservations for the dates of the field trip/number of students. (*if needed*)

For more detailed information, obtain the Field Trip paperwork from your school site.

SUBSTITUTE COVERAGE

If sub coverage is required for teacher's other classes when on the over-night field trip, teachers are required to reserve their sub and office manager are required to put in the request in the Human Resources, Calendar of Events.

MEALS

In order to be reimbursed by SVUSD for personal meals while at STATE competition, it is important to save all detailed receipts (*no credit card receipts*). **There is no reimbursement for purchased student meals.** The meal limits are listed below:

Breakfast: \$10	Lunch: \$15	Dinner: \$25
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Meals may include gratuity up to 15% but will only be reimbursed up to the maximums set above. **Detailed itemized receipts** must accompany reimbursement requests, credit card drafts not showing meal details will not be accepted for reimbursement. At no time will alcoholic beverages be reimbursed. Meals will not be reimbursed when included in conference costs. If conference sponsored meals exceed the above limits they may be reimbursed by attaching the conference brochure (*SVUSD AR 3350*)

MILEAGE/PARKING

Mileage reimbursement rate is .535¢ per mile (*as of January 2017*). Mileage reimbursements are based on distance from school site to venue. If there is a fee for parking, save all detailed receipts (*no credit card receipts*).

REIMBURSEMENTS

Once STATE competition is completed, each coach must complete a **Conference Reimbursement Form** and attach all detailed original receipts (*no credit card receipts*):

- Original hotel receipt (***There is no reimbursement for student's hotel rooms-submit student reimbursements through school's ASB Office.***)
- All original meal receipts
- All original parking receipts
- Mileage reimbursement

Paperwork is then submitted to the High School Assistant Principal, Athletics for school site approval and signature. The paperwork is then forward to Director, Secondary Education for district approval and processing. If you have questions, please contact your school's High School Assistant Principal, Athletics.

Saddleback Valley Unified School District
 25631 Peter A Hartman Way, Mission Viejo, CA 92691
CONFIDENTIAL School Accident / INJURY report

CONFIDENTIAL ATTORNEY- CLIENT PRIVILEGED COMMUNICATION

This report is to be completed by school district employees. This form is a confidential, internal document; its contents are not to be shared or copied for any persons who are not school district employees and/or their legal representatives.

**IN CASE OF SERIOUS INJURIES A TELEPHONE REPORT IS TO BE
 MADE TO RISK MANAGEMENT (Ext. 3271) IMMEDIATELY**

School: _____ School Phone: _____

School Address: _____

Name of Injured: _____ Age & Grade: _____ / _____

Parent Name: _____

Home Address: _____ Home Phone: _____

Today's Date: _____ Location where accident / injury occurred: _____

NOTE: The school employee either witnessing the accident / injury or supervising at the time should complete and submit this form within 24 hours to Risk Management

Date of accident / injury: _____ Time of accident / injury: _____

Student's account of how accident / injury occurred: _____

Employee's account of how accident / injury occurred: _____

Injury & First Aid given: _____

Name & title of person who administered First Aid: _____

Name & title of employee in charge at time of incident: _____

Was employee present at the time of accident / injury? _____ Yes _____ No

Was injury due to violation of school rules? _____ Yes _____ No

Name of Witness(es):	Telephone:	Student/Volunteer/etc.	Statement obtained:
_____	_____	_____	_____ Yes
_____	_____	_____	_____ Yes

Remarks: _____

For your protection California law requires the following to appear on this form. "It is unlawful to: (a) present or cause to be presented any false or fraudulent claim for payment of a loss under a contract of insurance; (b) prepare, make or subscribe any writing with intent to present to use the same or allow it to be presented or used in support of such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding 3 years or by fine not exceeding \$1,000 or by both."

Name & title of employee completing report: _____

Signature of Principal: _____ Date: _____

Original to Risk Management
Copy to CONFIDENTIAL school file (to be shredded at the end of each school year)

31572 (Revised 10/14/11)

PRE-PARTICIPATION SPORTS SCREENING EVALUATION

Complete this Parent History Form Prior to the Physical Screening

Name: _____ Sex: _____ Age: _____ Date of Birth: _____
 Grade: _____ School: _____ Sport(s): _____
 Address: _____ Zip Code Phone: _____
 Personal Physician: _____

In case of emergency, contact:

Name: _____ Relationship: _____
 Phone (H): _____ Phone (C): _____ Phone (W): _____

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have an ongoing medical condition (like diabetes or asthma)?		
3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills?		
4. Do you have allergies to medicines, pollens, foods, or stinging insects?		
5. Have you ever passed out or nearly passed out <u>DURING</u> exercise?		
6. Have you ever passed out or nearly passed out <u>AFTER</u> exercise?		
7. Have you ever had discomfort, pain, or pressure in your chest during exercise?		
8. Does your heart race or skip beats during exercise?		
9. Has a doctor ever told you that you have (<i>check all that apply</i>): <ul style="list-style-type: none"> ▪ High blood pressure □ A heart murmur ▪ High cholesterol □ A heart infection 		
10. Has a doctor ever ordered a test for your heart? (<i>for example: ECG, echocardiogram</i>)		
11. Has anyone in your family died for no apparent reason?		
12. Does anyone in your family have a heart problem?		
13. Has any family member or relative died of heart problems or of sudden death before age 50?		
14. Does anyone in your family have Marfan syndrome?		
15. Have you ever spent the night in a hospital?		
16. Have you ever had surgery?		

17. Have you ever had an injury, like a sprain, muscle or ligament tear, or tendinitis that caused you to miss a practice or game? If yes, circle affected area below:		
18. Have you had any broken or fractured bones or dislocated joints? If yes, circle below:		
19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast or crutches? If yes, circle below:		

	Head	Neck	Shoulder	Upper Arm	Elbow	Forearm	Hand/ Fingers	Chest
	Upper Back	Lower Back	Hip	Thigh	Knee	Calf/Shin	Ankle	Foot/ Toes

20. Have you ever had a stress fracture?		
21. Have you been told that you have or have you had an x ray for atlantoaxial (neck) instability?		
22. Do you regularly use a brace or assistive device?		
23. Has a doctor ever told you that you have asthma or allergies?		
24. Do you cough, wheeze, or have difficulty breathing during or after exercise?		

	Yes	No
25. Is there anyone in your family who has asthma?		
26. Have you ever used an inhaler or taken asthma medicine?		
27. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ?		
28. Have you had infectious mononucleosis (mono) within the last month?		
29. Do you have any rashes, pressure sores, or other skin problems?		
30. Have you had a herpes skin infection?		
31. Have you ever had a head injury or concussion?		
32. Have you been hit in the head and been confused or lost your memory?		
33. Have you ever had a seizure?		
34. Do you have headaches with exercise?		
35. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
36. Have you ever been unable to move your arms or legs after being hit or falling?		
37. When exercising in the heat, do you have severe muscle cramps or become ill?		
38. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease?		
39. Have you had any problems with your eyes or vision?		
40. Do you wear glasses or contact lenses?		
41. Do you wear protective eyewear, such as goggles or a face shield?		
42. Are you happy with your weight?		
43. Are you trying to gain or lose weight?		
44. Has anyone recommended you change your weight or eating habits?		
45. Do you limit or carefully control what you eat?		
46. Do you have any concerns that you would like to discuss with a doctor?		

FEMALES ONLY		
47. Have you ever had a menstrual period?		
48. How old were you when you had your first menstrual period?		
49. How many periods have you had in the last 12 months?		

EXPLAIN "YES" ANSWER HERE

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.
 Signature of Athlete _____ Signature of Parent/Guardian _____ Date _____

PHYSICAL EXAMINATION FORM

To Be Completed By Physician

Name: _____ Date of Birth: _____

Height: _____ Weight* _____ % Body Fat (optional) _____ Pulse BP: _____ / _____ (/) Vision: R 20 /
 _____ L20 / _____ Corrected: Y N Pupils: Equal _____ Unequal _____

MEDICAL	NORMAL	ABNORMAL FINDINGS	INITIALS*
Appearance			
Eyes/ears/nose/throat			
Hearing			
Lymph Nodes			
Heart			
Murmurs			
Pulses			
Lungs			
Abdomen			
Genitourinary (males only)+			
Skin			

MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS	INITIALS*
Neck			
Back			
Shoulders/Ann			
Elbow/Forearm			
Wrist/Hand/Fingers			
Hip/Thigh			
Knee			
Leg/Ankle			
Foot/Toes			

**Multiple examiners set up only*

+Having a third party present is recommended for the genitourinary examination

Allergies: _____

Notes: _____

- Cleared without restriction
- Cleared with recommendations for further evaluation or treatment for: _____
- Not Cleared for All Sports Certain Sports: _____ Reason: _____

Recommendations: _____

Name of Physician: _____

Address: _____ Phone: _____

SIGNATURE OF PHYSICIAN: _____ Date: _____

STAMP IS REQUIRED