

# **Santa Maria Joint Union High School District Coaches' Handbook**



# Santa Maria Joint Union High School Coaches' Handbook

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## PHILOSOPHY

The Athletic Department is an integral part of the total educational process of the Santa Maria Joint Union High School District. Being involved in athletics provides the student with opportunities to grow on many levels. Our student athletes will exhibit good sportsmanship, develop leadership skills, and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. Athletics provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school, and the team. Santa Maria Joint Union High School District encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

### Expectations for All Coaches

There is an expectation that the same high standards of behavior and commitment found in an academic classroom shall be exhibited on the playing field. As a member of the Santa Maria Joint Union High School District, there is an expectation that coaches will approach their sport with a great degree of professionalism and do all they can to build their program.

Coaches shall be evaluated by the sites' Athletic Directors, Athletic Administrators and Principal on the following criteria:

- Sound coaching techniques, sport specific skill sets for the level competition and the selection of supporting coaches;
- Upholding policies and regulations of the SMUHSD and California Interscholastic Federation;
- Following the District and Site ASB procedures to maintain a positive financial posture;
- Safeguarding of uniforms and related program equipment;
- Establishing clear communication with student athletes and parents regarding coaching philosophy, team rules, conflict resolution, and general expectations, along with practice and game schedules;
- Establishing a reputation for consistency, fairness, and cultural competency;
- Seeking to promote a spirit of loyalty by developing the student athletes who populate our campus;

### General Coaching Responsibilities

- Coaches shall be responsible for knowing and implementing all procedures and requirements contained in the Santa Maria Joint Union High School District Coaches' Handbook, the Santa Maria Joint Union High School District Athletic Code, ASB procedures, district policies, and the CIF Blue Book.
- Coaches shall work with school staff in regards to student academic and citizenship standards.
- Coaches shall seek to promote positive feeling in the community toward the program and athletics in general.
- Coaches shall seek to continually improve their coaching skills by attending clinics and workshops when appropriate.
- Coaches shall work with the Athletic Director and the custodial staff to see that facilities are ready for a contest/practice.
- Coaches shall maintain clear lines of communication with the Administration, Athletic Director, coaching staff, parents, and players involved in your program.
- Coaches should encourage all athletes to participate in multiple sports and avoid specialization.

### Clearance for Coaching

**All Coaches** (paid or volunteer) must have the following on file with the District Office **prior** to coaching:

1. Receipt of Fingerprint Clearance
2. Completion of online Mandated Reporter Training
3. Completion of online Sexual Harassment Training
4. Completion of online HSA Basic Pest Management Training
5. Completion of online COVID-19 School Based Guidance Training
6. Completion of online Antimicrobial Pesticides Training
7. Completion of Bloodborne Pathogens Exposure Control Training
8. Completion of CIF Fundamentals of Coaching Certification
9. Completion of Heat Acclimation (Illness Prevention) Certification Training
10. Completion of Sudden Cardiac Arrest Certification Training

11. Completion of Concussion in Sports Certification Training
12. Completion of Hep. B consent/waiver form
13. Lifeguard certification (aquatics only)
14. Completing of Physical Exam
15. Current TB skin test clearance

16. Current 1<sup>st</sup> Aid and CPR Certification
17. Completion of Title IX All-Employee training
18. Completion of Workplace Violence Awareness, Prevention, and Reporting training

### **Conduct**

1. Coaches are reminded that as employees and volunteers of the Santa Maria Joint Union High School District you are expected to conduct yourself in a responsible, professional manner at all times. Coaches must adhere to regulations of the California Education Code and allow zero tolerance for any form of harassment and/or initiations within their respective programs.
2. Please discuss any situation that comes up with the Athletic Director/Administration to insure there are no disruptions to your season.

### **CIF/ League Rules and Policies**

1. C.I.F. (California Interscholastic Federation) governs all Santa Maria Joint Union High School District interscholastic sports. All coaches should be aware and adhere to all C.I.F. rules and policies of the Central Section. These rules and policies are found online at <http://www.cifcs.org>.
2. The Santa Maria Joint Union High School District High Schools participate in the Central Coast Athletic Association (CCAA). The Association constitution contains information regarding the all-league selection process, tie breaking procedures, etc.
3. An all-coaches meeting will be held at each site and must be attended. The Athletic Director will notify head coaches of the date and time of the meeting.
4. All-league selections meetings are held near the end of each season. The Athletic Director will notify head coaches of the date and time of the meeting. It is mandatory for the head coach to attend.

### **Coaching Responsibilities and Information**

#### **1. Pre-Season Parent/Player Meeting**

Before the start of each season, there shall be a general Pre-Season Meeting for all parents in which general information pertaining to all sports shall be disseminated by the coach.

#### **2. Team Rules**

Coaches should follow CIF, District and Site rules for athletics. If a coach chooses to have stricter or sports specific rules they must be submitted and approved by the Athletic Department.

#### **3. Medical Information**

- a. All students must have a current medical clearance (physical form) in order to practice or play in a game.
- b. Each coach must carry a copy of each player's physical form with them at all times in case of injury or emergency.
- c. Each coach is responsible for obtaining medical clearance for an injured player from the proper medical authority before that player returns to practice or plays in a game. Submit the copy of the medical clearance to the Athletic Department.

#### **4. Athletic Clearance Procedures**

Athletes may not participate in any physical activity until full Athletic Clearance is obtained. Athletes must obtain medical clearance to begin practice. Athletes who are academically ineligible may practice with a team, but cannot be issued gear, travel to or participate in any contests. Athletes must turn in the following to the Athletic Department to become cleared to participate in a sport:

#### **Medical Clearance/ Physicals**

As a condition of CIF membership, all athletes are required to receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. A physical examination

must be completed before a student may try out, practice or participate in interscholastic athletic competition. The Athletic Department schedules a physical night in late May or early June of each year.

### **Insurance**

California law (Education Code Section 32220-24) states that every high school athlete, while participating in athletics, must be covered by a medical insurance. All athletes shall be provided the opportunity to purchase school insurance (tackle football insurance for football) but shall not be denied the opportunity to participate if they cannot afford to purchase an insurance plan. It is the parent's responsibility to know the benefits, limits, and liabilities of their coverage. Proof of football insurance and the district's insurance waiver must be provided before a student can participate in any football activity.

### **Academic Eligibility**

Athletes must be currently enrolled in at least 20 semester units. In addition, student athletes must have passed at least 20 semester units at the completion of the last regular grading period, and have at least a 2.0 GPA for all enrolled courses on a scale of 4.0. Athletes must also maintain minimum progress toward meeting the high school graduation requirements as prescribed by the governing board. Maintaining minimum progress toward graduation is defined by earning 50 credits by the start of the sophomore year, 110 credits by the start of the junior year and 170 credits by the start of senior year, or has a graduation plan with their counselor.

No student whose nineteenth birthday is attained prior to June 1st shall participate or practice on any team in the following school year.

A varsity student-athlete may apply for a waiver one time in his/her high school career. This waiver must be approved by a parent/parents, the head coach, and the Athletic Director. The waiver is only good for one grading period and each student-athlete on a waiver must turn-in a weekly progress report to the Athletic Director to remain eligible on the waiver.

\*Please see the appendix for the waiver form

## **5. Creating a Roster**

Once the season begins head coaches will turn in to the Athletic Director a roster for all levels of their sport. The Athletic Director will provide the template to be used. It is highly recommended that coaches distribute team rosters to teachers and staff encouraging staff to contact the coach if the athlete is struggling academically or behaviorally. **If an athlete drops from the team for whatever reason, it is the head coach's responsibility to inform the Athletic Director immediately.**

## **6. Creating a Schedule**

The Athletic Director will schedule all games, matches, and meets with input from the head coaches. Coaches should work with the Athletic Director in preparing a schedule of preseason games your team will play. Coaches should consider the cost of transportation when scheduling an away contest. All programs will be responsible for travel costs to tournaments and may depending on the budget be responsible for weekend travel and non-league contests. Sports will be encouraged to utilize vans. The Athletic Director will complete contracts between schools for contests. Any changes to the schedule must be made through the Athletic Director and not just between coaches. Changes should only be made as a last resort.

## **7. Contests**

Coaches should develop a game day check list to insure that they are prepared for a contest. The Athletic Director shall work with each coach to develop a sport specific checklist so that each coach and/or team is prepared for their particular contest.

## **8. Rainy Day Schedules**

Games during inclement weather are usually determined playable the morning of game day by all schools involved. Coaches should check with the Athletic Director by mid-morning on the status of the decision. The final decision for game status rests with the athletic department. The athletic department will send out notices of cancellations ASAP.

## 9. Keys

Head Coaches will be issued keys for their sport. The Athletic Director will work with the Plant Manager to insure that all necessary keys needed by each coach are issued, monitored, and collected at the end of each season. Keys must be turned in at the end of the season. **Never allow students to use your keys.**

## 10. Use and Security of Facilities

**\*At the conclusion of all sporting events all Fans, Players and Coaches should leave the facilities in a timely manner\***

### Football Stadium

1. Lock and secure all gates after using the stadium.
2. Check and lock restrooms if used during practice.
3. All spectators and non-team members should remain in the bleachers during practice or competitions.
4. No Food or Drinks (other than water) allowed on the track or playing surface.
5. Please pick up trash, tape, water bottles and cups after use.

### Gymnasium

1. Coaches are responsible to monitor all music played in the gymnasium sound system during practice or pre-game warm-ups to insure it is appropriate for school events (no inappropriate language, sexual or drug references). Students should not be allowed to operate the sound system without supervision.
2. Lock and secure all doors and turn off lights.
3. No Food or Drinks (other than water and Gatorade) allowed in the gym
4. Please pick up trash, tape, water bottles and cups after use.

### Weight Room

1. Lock and secure all gates and doors and turn off lights.
2. No Food or Drinks (other than water and Gatorade) allowed in the weight room.
3. All weights and bars must be returned to their racks after use.
4. Please pick up trash after use.

**\*Athletes are not allowed to use the weight room unless a coach is present—safety must be stressed at all times.**

### Baseball/Softball Fields

1. Lock and secure all gates after using fields.
2. Check and lock restrooms if used during practice.
3. All spectators- non team members should remain in the bleachers during practice or competitions.
4. Please pick up trash, tape, water bottles and cups after use.

### City/Hancock Facilities or Fields

1. Lock and secure all gate and doors.
2. Please make sure that all spectators and participants have left the facility before leaving.
3. Please pick up trash, tape, water bottles and cups after use.

**\*\*Report any facilities damages or problems to the Athletic Director immediately.**

## 11. Equipment Inventory

1. Head coaches must provide a detailed inventory of all equipment and uniforms to the Athletic Director at the beginning and end of each season.
2. Head coaches are responsible for issuing uniforms/equipment to their athletes, and they are required to keep an equipment checkout log which indicates the equipment checked out to each athlete. The equipment checkout form should include a line for the student athlete to sign verifying they have received the items listed.
3. Collection of clean uniforms and equipment should commence immediately after the conclusion of each sport. Coaches should inspect all equipment's condition to insure that it is clean, safe and in good condition. Delinquent lists should be turned in to the Athletic Director after every effort has been made by the head coach to collect the items from the athlete. A list of lost/damaged equipment with the associated replacement cost should be submitted to the Athletic Director to insure that the charge is placed on the student's account.
4. The administrator in charge of athletics must approve all uniform orders, **prior** to placing the order.

## 12. Transportation

1. All team members are expected to ride with the team to and from contests. Only school employees and volunteers (with proper paperwork filed) may drive vehicles.
2. **Fully-cleared coaches** are to ride the bus to and from EVERY contest with the student-athletes.
3. Athletes will be allowed to travel home from a contest with their parents. Parents simply need to inform coaches their athlete is going with them.
4. All coaches and volunteers must be cleared by the District before they can transport students to an athletic contest. All authorized drivers must be over 21 years of age and must fill out and file the appropriate documents from the list below with the District Office:
  - a. Authorization to Volunteer **AND** Request to Transport Students
  - b. Auto policy declaration page
  - c. DMV print-out dated within two months of the Authorization to Volunteer
  - d. DMV Release of Driver Record Information (*Employer Pull Notice*)
  - e. Vehicle registration (*if using personal vehicle to transport students*)
5. Transportation
  - a. The Athletic Director schedules all transportation and will list departure times on your schedule. Please discuss departure times prior to the start of the season.
  - b. A fully-cleared coach must ride the bus and is in charge of athletes to and from all events. The coach is responsible to see that students act in a proper manner befitting school policy on all trips. Have athletes cooperate fully with the drivers as to their rules and regulations.
  - c. After arriving home, the coach should check the entire bus for trash and forgotten items.
6. Van Use
  - a. Vans may only be operated by District-approved drivers.
  - b. All Vans have ZONAR tracking and speed monitoring devices installed which report if a driver is going over the speed limit. Remember you are transporting students – Drive Safely!
  - c. Plan ahead for the season and discuss your needs with the Athletic Director. Do not assume the van will be available.
  - d. Keys for the van are to be picked up and returned to the Athletic Director unless an alternative arrangement has been made.
  - e. Report any problems with the van to the Athletic Director.
  - f. If involved in an accident, follow the guidelines posted in each district vehicle and report it to site administration.

## 13. Overnight Trips

### INTERSCHOLASTIC ATHLETIC FIELD TRIPS

- 1) Definition
  - a) A trip to a school or another sports venue to practice or compete is an athletic contest.
  - b) An interscholastic field trip may be considered “authorized” or “unauthorized.”
- 2) Types of Authorized Interscholastic Field Trips
  - a) A trip that is made for the purpose of utilizing an off-campus facility for athletic practice;
  - b) A trip that is made for the purpose of participating in an athletic contest scheduled through the School Site Athletics Office;
  - c) A trip that is made for the purpose of participating in a tournament sanctioned by the School Site Athletics Office. The following may be considered sanctioned tournaments:
    1. Local (leaves and returns within the same day)
    2. Non-local with overnight stay
  - d) Out-of-country
  - e) Out-of-state
- 3) Types of Unauthorized Interscholastic Field Trips Include but are not limited to the following Out-of-Season Activities:
  - a) All-Star Contests
  - b) Football Passing Leagues

- c) Winter Baseball Leagues
  - d) Spring or Fall Basketball Leagues
  - e) Any other contest or league played outside of the CIF season of sport
- 4) Approval
- a) Approval of School Principal Only
    - 1. A trip for athletic practice
    - 2. A local trip to an interscholastic contest scheduled through the Athletics Office
    - 3. A trip to a local tournament
  - b) Approval of School Principal, Local District Superintendent, and Governing Board
    - 1. A trip to an interscholastic contest with overnight stay
    - 2. A trip to a tournament with overnight stay
  - c) Approval of School Principal, Local District Superintendent and Board of Education
    - 1. A trip to an interscholastic contest held out of the country
    - 2. A trip to a tournament held out of the country
  - d) Approval Process
    - 1. Principal's signature needed on applicable forms (Tournament Field Trip Approval Form) and/or Athletics Office paperwork
    - 2. Form is submitted to Athletics Office for signature
    - 3. For overnight stay, forms submitted to Local District
    - 4. For out-of-country trips, forms submitted to Board of Education
    - 5. Submit approvals, sign-offs, supporting documentation
- 5) Paperwork Submission Time Lines
- a) Paperwork for scheduling of practice games and league contests are due on dates determined by the Athletics Office through the scheduling process.
  - b) Paperwork for a requested practice bus (as per SMUHSD Transportation Department guidelines) is due no later than 10 school days prior to the first date requested.
  - c) Paperwork for an out-of-state tournament or those that require an overnight stay must be submitted to the Principal and Superintendent at least 20 school days in advance of the tournament start date, and must include approval form from the Athletics Office.
  - d) Paperwork for which Board of Education approval is required must be submitted to the Principal and Superintendent at least 30 school days in advance of the tournament start date, and must include approval form from the Athletics Office.

Reference: California Education Code 35330

#### **14. Reporting Scores**

- a. It is the responsibility of each varsity coach to report scores to the local media. Regardless of the outcome of the contest, the scores should be reported immediately after the completion of the scheduled event. Coaches -need to call or notify relevant media outlets.
- b. It is also the responsibility of each lower division coach to report their scores to the Athletic Director no later than the morning after each contest. It can be phoned in or e-mailed, but must be done without interruption.

#### **15. Practices**

Keep practices reasonable in length and frequency. Remember that facilities must often be shared, so be sure to work with other coaches who need the same field or gym.

A standard practice may include the following:

- 1. Warm up/ Stretching
- 2. Individual and/or small group instruction
- 3. Whole team instruction
- 4. Game situations
- 5. Conditioning

It is critical that water breaks are available throughout practice especially in hot weather.



## 16. Accidents and Injuries – Accident Reports

It is the coach's responsibility to report to the Athletic Trainer any injury requiring first aid or medical care. Coaches must submit an accident report to the trainer within 24 hours of the injury. Forms are available from the Athletic Director. See appendix for copy of form. If the injury is serious the coach should call 911 and the parent. The school's office should also be contacted, so that assistance may be provided by the administration or the school nurse. The coach must stay with the student until help is secured.

Coaches must carry medical forms for all players at all practices and contests. Coaches should treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete must have a note of clearance before returning to practice.

## 17. Incident Reports

It is the responsibility of the coach to inform the Athletic Director of any incident involving spectators, officials, coaches, players, parents or other persons within 24 hours of the incident.

## 18. Supervision

1. Coaches are responsible for the conduct of their teams at all times. This includes locker room supervision, travel time, practices, games, team meals, at opposing schools, etc. Assistant coaches should be used to help monitor the conduct of teams waiting to play their game. Coaches are to exhibit appropriate behavior in accordance with the philosophy of School Site.
2. Coaches are responsible to remain with athletes after practices/games until all student athletes have left the school site. This is particularly important when coming home late from evening contests.
3. **Hazing**--Do not allow hazing of athletes. If an athlete(s) commits hazing to another athlete, regardless of the circumstances, report the incident immediately to the Athletic Department.

## 19. Discipline of Players

The primary responsibility for all team and individual discipline rests with the head coach and his/her assistants that are employees or volunteers of the Santa Maria Joint Union High School District. Player discipline should not be delegated to other team members or individuals not employed by Santa Maria Unified High School District. **The administration may also impose discipline if a situation warrants such action pursuant to the SMJUHS or School Site High School Handbook, Athletic Code, and/or CIF regulations. It is important that Parents be apprised of any disciplinary action that involves removal or suspension from the team.**

## 20. School Attendance

An athlete should have excellent school attendance. **Any student who cuts a class or classes will be ineligible to participate in the next athletic contest/event.** Student-Athletes should not allow absences to jeopardize their education, their eligibility, or their position on the team. Student-Athletes must attend a full day of school in order to be eligible to participate on the day of a contest. In the case of a family funeral please verify your eligibility with the attendance office and Athletic Director. Any student-athlete that attends less than a full day must obtain approval from the Athletic Director or Athletic Administrator in order to be able to play.

Suspension from school will result in the student-athlete being ineligible for participation in athletics for the time of suspension. This student-athlete will not be permitted to participate in practices or games during the period of the suspension. If during the time of suspension, a student-athlete does not miss a game, he or she will be ineligible for the next game and/or event during that season.

## 21. Team Pictures

Head coaches will determine the date and time of team pictures for all levels of their sport. Appointments will be scheduled through the Athletic Director. Coaches are responsible for passing out the picture information and informing the student-athletes a reasonable amount of time before the photo session takes place.

## 22. Fundraising

All fundraising must be approved by the school's Associated Student Body. Contact the Athletic Director, ASB advisor and/or the ASB Clerk for information, guidelines, policies, etc. before any fundraising is started. Raffles or other "chance"

fundraisers are prohibited under State law; these must be conducted by booster clubs. Fireworks booths are only to be conducted by approved booster clubs. Players should only be asked to engage in fundraising activities after they have been selected to a team. Additionally, parent permission is required for a student to participate in a fundraising activity.

All monies collected during a fundraiser should be deposited with the ASB Clerk by the athletes. Coaches should refrain from accepting money from their athletes. The ASB Clerk should be apprised of all aspects of the fundraiser so he/she will be able to monitor deposits and sales.

### **23. Purchases and Requisitions**

Under no circumstances should a coach purchase anything with Club Funds and/or Student Monies without getting formal approval from the members of the particular Athletic Club before the purchase is made. All purchases must have prior authorization in the form of Club Minutes and a Purchase Order. This is a legal requirement and cannot be disregarded. Purchase Orders must be secured from the Business Office **prior** to ordering any merchandise or the coach who made the order will be personally responsible for the cost of the items purchased.

### **24. Recruiting**

Recruiting is not allowed at a public school. Coaches may have contact with students at the middle school level at youth camps and in club sports and in the community, but cannot engage in activities that can be construed as "Undue Influence". Please check with the Athletic Director regarding any questions you may have in regards to this matter.

### **25. Coaches / All-League Meetings**

Head coaches are required to attend the all-league meetings. The end of season meeting is for the purpose of nominating all-league teams. If you do not attend, then your students will not be represented on the all-league team.

### **26. End of the Season Awards/Banquet**

1. As the end of the season approaches, the coaches shall determine who is eligible for an award from their respective teams.
2. Each head coach shall establish the criteria for earning a Varsity Letter in their given sport. The criteria shall be given to the Athletic Director as soon as possible.

### **27. Summer Contests, Leagues, and Camps**

Coaches who plan to have their teams participate during the summer months need to be fully aware of CIF policies regarding such participation. All activities need to be cleared through the Athletic Director by presenting a calendar of activities showing date, day, time, location, and level of participation. Athletes must have a medical and insurance clearance to participate in the offseason just as they are during the regular season.

### **28. Multi-Sport Athletes**

It is expected that each member of this coaching staff will support the entire athletic program and support athletes who must complete the prior season before starting the next season. No out-of-season coach will schedule a meeting, workout, etc. that conflicts with an in-season sport. **Encouraging athletes to participate in one's sport should be done in a positive manner, and no coach should discourage a student-athlete from participating on another sports team.**

### **29. Conflict Resolution**

1. First step: Student Athlete contacts coach – The student athlete should present the conflict/issue to the coach as soon as possible at an appropriate time. It is expected that the majority of concerns will be resolved at this first meeting.
2. Second Step: Parent contacts coach – The parent/s and student should both be present at this meeting.
3. Third Step: Contacting the Athletic Director -- If a satisfactory solution is not reached through direct contact with the coach, the student, and parent/s should contact the Athletic Director. The coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. The Athletic Director will respond to student athletes and parents in a timely manner as to the disposition of their concerns.

4. Fourth Step: Contacting the Athletic Administrator -- If there is still not a satisfactory resolution, the student or parent may contact the high school Athletic Administrator. The Athletic Director and the coach should be informed that this contact is going to be made.

### 30. Amateur Standing

A student is governed by the CIF Amateur Rule when the student participates in CIF competition. A student who violates the CIF Amateur or Award Rule shall be barred from CIF competition in that sport until appeal and reinstatement as an amateur by the CIF Federated Council. A student may apply to the CIF Federated Council for reinstatement when the student can again qualify as an amateur in that sport.

### 31. Contact Information

#### Santa Maria High School Contact Information

Name	Position	Contact Number
Dan Ellington	Athletic Director	805-925-2567 ext. 3540
Daniel Sheridan	Plant Manager	805-925-2567 ext. 3250
Monica Pallan	Assistant Principal	805-925-2567 x3709
General Information	SMHS Main Office	805-925-2567

#### Pioneer Valley High School Contact Information

Name	Position	Contact Number
David Anthony Morales	Athletic Director	Cell - 805-714-1556
Tyson Ellis	Plant Manager	805-922-1305 x5276
Kevin Ilac	Assistant Principal	805-922-1305 x5703
General Information	PVHS Main Office	805-922-1305

#### Righetti High School Contact Information

Name	Position	Contact Number
Kevin Barbarick	Athletic Director	Cell - 805-714-1217
Dan Mather	Plant Manager	805-937-2051 x2257
Jeff Carroll	Assistant Principal	805-937-2051 x2705
General Information	RHS Main Office	805-937-2051

# Santa Maria Joint Union High School District

## Request for Athletic/Co-Curricular Waiver 2.0 GPA

I \_\_\_\_\_ am requesting an athletic/co-curricular waiver to allow me to compete  
(Student Name)

for the 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> quarter, of year \_\_\_\_\_.

The report card period below a 2.0 GPA is the 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> quarter, year \_\_\_\_\_.

I understand that I'm eligible for 1 (one) waiver throughout my high school career and am choosing to take it for the grading period listed.

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

### Interventions for academic improvement to be utilized:

Department Tutoring \_\_\_\_\_

Tutoring Before/After School \_\_\_\_\_

Student Study Teams \_\_\_\_\_

Weekend/Saturday Classes \_\_\_\_\_

\* I understand that I must turn in a weekly progress report for all classes I am enrolled in to the Athletic Director every Friday by 2:45 PM to continue on this waiver.

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Parent Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Athletic Director Signature)

\_\_\_\_\_  
(Date)

## Santa Maria High Joint Union High School District

### TOURNAMENT FIELD TRIP APPROVAL FORM

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

Name of Tournament \_\_\_\_\_ Sport \_\_\_\_\_

Location \_\_\_\_\_ City/State \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Staff \_\_\_\_\_

Tournament Dates: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Date and Time Leaving School: \_\_\_\_\_

Date and Time Returning to School: \_\_\_\_\_

Rationale for Participation/Staying Overnight: (attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach Requesting Approval: \_\_\_\_\_  
Name Signature

Enter a date in the appropriate spaces below to indicate secured approval (if applicable).

\_\_\_\_ Approved by Athletic Director

Signature: \_\_\_\_\_

\_\_\_\_ Approved by Principal (Submit 15 school days in advance.)

Signature: \_\_\_\_\_

\_\_\_\_ Approved by Superintendent, if applicable (Submit 20 school days in advance.)

Signature: \_\_\_\_\_

\_\_\_\_ Approved by Board of Education, if applicable (Submit 30 school days in advance.)

Signature: \_\_\_\_\_

#### Accompanying Documents:

- Itinerary
- Meal Plans, Projected Expenses and Funding Source
- Contact Numbers of all Coaches and Supervising Adults



As an employee or volunteer of the District, I will be responsible for completing all Pre-employment requirements. It is my responsibility to ensure that all paperwork is current and on file with the Human Resources office before the start of the season. My contract will not be processed for payment until all pre-employment requirements have been completed and returned to the District Human Resources Office (Items #1 thru #18 below).

1. Receipt of fingerprint clearance
2. Completion of online Mandated Reporter Training
3. Completion of online Sexual Harassment Training
4. Completion of Antimicrobial Pesticides Training
5. Completion of COVID-19 School Based Guidance Training
6. Completion of HSA Basic Pest Management Training
7. Completion of Bloodborne Pathogens Exposure Control Training
8. Completion of CIF Fundamentals of Coaching Certification
9. Completion of Heat Acclimation (Illness Prevention) Certification Training
10. Completion of Sudden Cardiac Arrest Certification Training
11. Completion of Concussion in Sports Certification Training
12. Hep B. Waiver/Consent form
13. Completion of Physical Exam
14. Current TB skin test clearance
15. Completion of Lifeguard Certification training (aquatic coaches only)
16. Current 1<sup>st</sup> Aid and CPR certification (in-person training only – no online accepted)
17. Completion of Title IX All-Employee Certification training
18. Completion of Workplace Violence Awareness, Prevention, and Reporting training

Any services performed prior to receipt of a fingerprint clearance are considered unauthorized and are not subject to payment. All items must be completed and turned in before I interact with any student athletes. I will not be authorized to have contact with student athletes or be present on the field, court or pool deck. I understand appropriate standards of performance shall be maintained.

**NAME OF COACH**

**SIGNATURE OF COACH**

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# Santa Maria High Joint Union High School District

## COACHES – ACCEPTANCE SIGN-OFF FORM

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### Expectations for All Coaches

There is an expectation that the same high standards of behavior and commitment found in an academic classroom shall be exhibited on the playing field. As a member of the Santa Maria Athletic Program, there is an expectation that coaches will approach their sport with a great degree of professionalism and do all they can to build their program.

Coaches shall be evaluated by the Athletic Director, Athletic Administrator and Principal on the following criteria:

- Sound coaching techniques, sport specific skill sets for the level competition and the selection of supporting coaches;
- Upholding policies and regulations of the SMUHSD and California Interscholastic Federation;
- Following the District and Site ASB procedures to maintain a positive financial posture;
- Safeguarding of uniforms and related program equipment;
- Establishing clear communication with student athletes and parents regarding coaching philosophy, team rules, conflict resolution, and general expectations, along with practice and game schedules;
- Establishing a reputation for consistency, fairness, and cultural competency;
- Seeking to promote a spirit of loyalty by developing the student athletes who populate our campus;

### General Coaching Responsibilities

- Coaches shall be responsible for knowing and implementing all procedures and requirements contained in the Santa Maria Joint Union High School District Coaches' Handbook, the Santa Maria Joint Union High School District Athletic Code, ASB procedures, district policies, and the CIF Blue Book.
- Coaches shall work with school staff in regards to student academic and citizenship standards.
- Coaches shall seek to promote positive feeling in the community toward the program and athletics in general.
- Coaches shall seek to continually improve their coaching skills by attending clinics and workshops when appropriate.
- Coaches shall work with the Athletic Director and the custodial staff to see that facilities are ready for a contest/practice.
- Coaches shall maintain clear lines of communication with the Administration, Athletic Director, coaching staff, parents, and players involved in your program.
- Coaches should encourage all athletes to participate in multiple sports and avoid specialization.

### SMJUHSD Coaching Ethics

- Student-Athlete safety comes first. Keep your Student-Athletes safe.
  - Follow the law. Unlawful acts are not tolerated and grounds for dismissal.
  - Good conduct while on and off duty. As a coach, you represent the SMJUHSD and your school site. Conduct showing lack of good judgement or cooperation, disrespect for racial, sexual, or individual differences, harassment of others, breach of confidentiality, prohibited activities during work hours, unsafe behavior, etc. may be grounds for dismissal.
  - Participating in any of the following activities is considered unprofessional (and possibly illegal) or unethical and will result in the immediate termination: dating any junior high or high school student (even if they are 18 years or older), purchasing or providing alcohol, violent behavior, intimidation, jeopardizing safety, or any activity deemed by the SMJUHSD as unprofessional or unethical.
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- Please attempt to minimize physical contact with any student. We encourage handshakes, fist bumps, and high fives. Hugging a student is strongly discouraged and kissing a student is prohibited.
- Social Interaction with students. Be careful to limit your interaction with students on social media platforms. Keep your personal sites to yourself, do not post pictures of yourself drinking alcohol, or post photos that involve nudity if they are accessible by students.
- If you text with your team, use a group text at all times. Do not text individual students.
- Parents are placing their students in your hands...value that trust and treat those students better than you would treat your own children.

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I have reviewed the responsibilities, expectations, and ethics contained within this handbook for my coaching position in the Santa Maria Joint Union High School District and agree that they are appropriate to my position and I understand that these minimum standards of performance shall be maintained at all times:

**Signature:** \_\_\_\_\_

Kevin R. Platt

Assistant Superintendent, Human Resources