

SRVUSD COACHES' HANDBOOK



EBAL Athletic League: <http://www.eastbayathleticleague.org/>

North Coast Section, CIF: <http://www.cifncs.org/>

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

California High School**Athletic Director:** Chad Ross**Phone:** 925-803-3249**E-mail:** cross@srvusd.net**Mascot:** Grizzlies**Website:** <https://chs.srvusd.net/Athletics/Cal-High-Athletics/index.html>**Athletic Boosters:**<https://chs.srvusd.net/Athletics/Athletic-Boosters/Athletic-Boosters/index.html>**Dougherty Valley High School****Athletic Director/Assistant Principal:** SueEllen Thomas**Phone:** 925-479-6430**E-mail:** sthomas3@srvusd.net**Mascot:** Wildcats**Website:** <dvhs.srvusd.net/Athletics/Wildcat-Athletics/index.html>**Athletic Boosters:**<dvhs.srvusd.net/Athletics/Athletic-Boosters/Athletic-Boosters-Main/index.html>**DOUGHERTY VALLEY
HIGH SCHOOL****Monte Vista High School****Athletic Director:** Andy Popper**Phone:** 925 552-2807**E-mail:** apopper@srvusd.net**Mascot:** Mustangs**Website:**<https://mvhs.srvusd.net/Athletics/Athletics-Overview/index.html>**Athletic Boosters:**<https://mvhs.srvusd.net/Athletics/Athletic-Boosters/index.html>**San Ramon Valley High School****Athletic Director:** Chris DeClercq**Phone:** 925-552-3005**E-mail:** cdeclercq@srvusd.net**Mascot:** Wolves**Website:** <https://srvhs.srvusd.net/Athletics/SRVHS-Athletics/index.html>**Athletic Boosters:**<https://srvhs.srvusd.net/Athletics/Athletic-Boosters/index.html>

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PHILOSOPHY & RELATIONSHIPS

Athletics play an important part in San Ramon Valley Unified School District. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics helps the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students – as participants and as spectators to develop pride in their school.

Board Policy 6145.2 recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

It is important to build trusting relationships with your school's community. Follow through on your commitments. Identify and communicate effectively with all partners; Principal and AD, coaching staff, parents/caregivers and players. Anticipate and mitigate the potential risk of any athletic activity. Continually work to improve school sportsmanship. Ask for help when you need it. Most importantly.... Have fun!

2023-24 COACHES' HANDBOOK ACKNOWLEDGEMENT FORM

Please print this page, sign and return to your Athletic Director prior to the start of your season of sport. This form must be received no later than one week prior to the start of your season, or if hired after the start of the season, within 3 working days of being hired.

Failure to sign and return this page does not absolve staff of following all of the requirements of the Coaches' Handbook.

I have read the SRVUSD Coaches' Handbook, and understand the contents and hereby agree to follow all of the requirements listed within. I acknowledge the Coaches' Handbook represents the CIF, NCS, EBAL and SRVUSD's philosophy and rules on interscholastic athletics.

If I have any questions, I will reach out to my school's Athletic Director and or the Director of Student Services, Dave Kravitz at dkravitz@srvusd.net.

_____	_____	
Print Name	Signature	
_____	_____	_____
Sport	Season	School Site

**** Please return this completed form to your Athletic Director.**

COACHING OVERVIEW & EXPECTATIONS

Coaches Handbook: Coaches are expected to be familiar with the SRVUSD Coaches' Handbook and are required to complete the form indicating that they have read and understand the coaching requirements each year. Coaches must submit all hiring and retention documents, and be approved annually.

All coaches are expected to conduct themselves professionally in their role as a coach at all times and in all situations. Coaches should avoid personal social situations with their players to the greatest extent possible.

Coaching Clearance & Certifications: *All Coaches (including volunteer coaches)*

MUST be cleared by Human Resources and the Athletic Director prior to coaching in any capacity. In accordance with Ed Code, 49032 each high school sports coach shall have completed a coaching education program developed by the school district or the California Interscholastic Federation that meets the guidelines set forth in [Section 35179.1](#). If a coach's certification expires, the coach is responsible for taking the necessary course and sending a copy of their completion certificate to HR and the Athletic Director before returning to coach.

Certification	Cost	Expiration
Livescan / Fingerprint Clearance	Varies	Never (with continued SRVUSD employment)
TB Clearance	Varies	Every 4 Years
NFHS Fundamentals of Coaching	\$50.00	Never
NFHS Concussion in Sports	Free	Every 2 Years
NFHS Sudden Cardiac Arrest	Free	Every 2 Years
NFHS Heat Illness Prevention	Free	Every 2 Years
CPR / First Aid / AED *	Varies	Every 2 Years
Keenan SafeSchools Trainings: <ul style="list-style-type: none">• Mandated Reporter: Child Abuse and Neglect• Sexual Harassment Prevention for Non-Managers• Boundary Training - Maintaining Appropriate Adult - Student Boundaries	Free	Annually

*CPR / First Aid / AED training must be OSHA Certified and provided through American Red Cross or American Heart Association. The training may be fulfilled through the free, online course available through the National Federation of State High School Associations (NFHS). [Please click here for the Concussion in Sports course.](#)

Coach Meetings: All coaches are expected to attend the pre-season meetings held by the ADs. Attendance at these meetings will assure that each coach is aware of any new school or SRVUSD policies. It also gives coaches an opportunity to meet each other and share information and concerns.

Head Varsity Coaches are required to attend 3 meetings each season:

- 2 League Meetings (preseason and postseason)
- Rules changes, points of emphasis, all-league voting, and issues throughout the season are discussed. If the Head coach is unable to attend the AD must be informed and a suitable replacement must be found.

- Family Sports Night – parent meeting at beginning of the season

Season Start Dates 2032-2024 (subject to change):

Fall Sports	August 7, 2023
Winter Sports	October 30, 2023
Spring Sports	February 5, 2024

Family Sports Nights: Varsity head coaches of all sports are required to attend and present at a Family Sports Night for all levels of the program they coach. Dates, times, and locations must be advertised and communicated to the families of students a week in advance of the meeting.

Topics to be discussed at Family Sports Night Sessions: Coaches must cover each of the topics below at their team breakout session:

- Coaches contact information
- Expectations of Athletes / Sportsmanship
- Communication Plan with both athletes & families
- Practice Schedule
- Competition Schedule
- Fundraising plan
- Team Travel / Field Trips
- Team Drivers (if needed)

Hiring: In accordance with Education Code 44919(b), all coaches are considered temporary, at-will employees. All hiring of coaches and assistant coaches as well as clearing volunteer coaches must be accomplished through SRVUSD's Human Resources department following established policies and procedures. No paid or volunteer coach may be in contact with any student prior to having been on-boarded, cleared, and badged by Human Resources. Coaches or parents may not make hiring decisions for their programs. Administrators must sign off in Informed K12 on all coach recommendations to hire, including head and assistant coaches.

SRVUSD Employees who Coach: Employees are responsible for following district policies when requesting sub coverage for classes when necessary.

Stipend/Paycheck: Coaches will be paid in full at their end of their season after all inventory control, student bills, and keys have been submitted. Coaching Stipends can be found on the district website [SRVUSD 2022-23 Extra Services Salary Schedule](#)

Keys: Coaches are responsible for all keys issued. Keys should not be given to any other person. All keys must be returned to the AD at the end of the season. No keys may be used to access district property on Sundays or outside of scheduled practice or contest times. Stipends may be withheld until keys are returned.

Badges: Badges must be worn at all times. Human Resources will issue a "coach badge" once all clearance requirements have been met. At the end of each season, the coach must turn in their badge to the AD or Administrator in charge of athletics. Returning coaches will be reissued a badge at the beginning of each season identifying the season and sport. District employees who are also coaches will need a second badge indicating that they also coach.

Alcohol/Marijuana: The District expectation is that adults will not consume or be under the influence of alcohol or marijuana at any time when at any activity at which they are responsible for the supervision of students, including practices, contests, tournaments, and transportation to and from. No alcohol or

marijuana should be consumed by adults on any school-related overnight trip.

Feedback: ADs will collect confidential input on all coaches from the athletes and parents at the conclusion of each season. Site administration will also gather data including meeting school expectations, observations of practices and contests, and other input. The input will be compiled and shared with the coach during a post-season evaluation conference with the AD. Coaches without satisfactory evaluations may not be asked to return the following year. Coaches are hired on a year-to-year basis.

Dismissal of a Coach: The school/District has the authority to dismiss a coach anytime during the season or off season. Reasons for termination could include, but is not limited to, any of the following:

- Not fulfilling the SRVUSD expectations and responsibilities for coaches
- By receiving an unsatisfactory evaluation
- By failing to be a good role model of the program for students, parents, and the school
- By putting any student or other coach in an unsafe situation

Varsity Head Coaches: Varsity Head Coaches are responsible for the development of lower level teams. They should mentor and give direction to lower level head and assistant coaches about the philosophy and direction of the program. They should work with the AD regarding purchasing decisions and development of the coaches of lower level programs. They are responsible for everything that happens within their program.

Uniforms and Equipment: Coaches should notify the AD at the conclusion of their season of any essential uniforms and/or equipment that will be needed for the next season. The coach and AD should confer about all purchasing needs. Uniforms are expected to last several seasons and uniforms in good condition are expected to be passed down to JV or freshman teams. Player's names may not be on uniforms unless they are the personal property of the athlete. Coaches and AD's shall take every possible precaution to ensure that athletic equipment is kept in safe and in serviceable condition and shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each season.

Inventory: Varsity Head Coaches are responsible for keeping an accurate inventory of uniforms and equipment for their sport. Records should be kept of school property issued to any athlete. Athletes should be billed through the Athletic Department for school property not returned at the end of the season. A team parent may assist with inventory control.

End of Season Obligations: All coaches are expected to submit equipment, keys and other district property at the end of each season, and prior to receiving coaching stipend. Failure to comply may affect future assignments. Other responsibilities include:

- Inventory of school property and bills for school property that is damaged or not returned
- Proper storage of school property until the next season
- Recommendations to the AD for needed purchases before the next season
- Return of all keys even if planning to return to coaching the following season

Endorsements and Outside Employment: SRVUSD coaches may not use their position as a school coach or the name of the school to publicly endorse a third-party club program. Nor may they require an athlete to participate in a specific third-party club program as a condition or selection for preferential consideration for a school team. Per Board Policy 4136, employees are prohibited from additional employment, and compensation from an outside source that is in conflict with an existing position.

ELIGIBILITY, SCHEDULING & PRACTICE

Eligibility: No student may try-out, participate in practice or compete in an event unless they have been cleared by the Athletic Department for transfer/residential, academic, and medical eligibility. **Do not accept a player for whom you do NOT have verification from HomeCampus.com (*Academic eligibility will be determined by the Athletic Dept. not Home Campus).** ***Any competition in which an ineligible player participates (knowingly or unknowingly) will be forfeited.*** It is the responsibility of a coach to report any known or suspected ineligible player on your own or an opponent's team to the AD immediately. The AD will then investigate the situation.

General Eligibility: The Athletic Director is responsible for determining eligibility for all students. In order to participate in high school interscholastic athletics, students must:

- Provide information in regard to any aspect of eligibility that is true, correct, accurate, complete, and/or not false or fraudulent
- A student whose 19th birthday is attained prior to June 15, shall not participate or practice on any team in the following school year
- Not exceed 8 semesters of enrollment after entering 9th grade
- Meet transfer, academic, and disciplinary eligibility standards
- Have an annual physical examination
- Maintain amateur status
- Attend a CIF member school

Athletes with Disabilities: Athletes with disabilities must be accommodated when trying out for any team. If you have any questions, please consult with your AD or athletic administrator (Principal/Assistant Principal regarding potential accommodations.

Title IX and Gender Equity in Athletics: Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. All practices and contests must be free of any discrimination or harassment due to gender, race, color, religious creed, national origin, ancestry, age, physical or mental disability, sexual orientation or other protected classification. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for all students. Any **discrimination complaint** arising out of an interscholastic athletic activity must be reported to the site athletic administrators, the Assistant Superintendent for Human Resources, and/or the Director of Student Services, who is the District's Title IX Coordinator. A description of the Uniform Complaint procedures is found in the Annual Parental Notice at www.srvusd.net.

Transfer/Residential Eligibility: Any student who transfers between high schools is subject to the CIF transfer bylaws. All transfer athletes must request review of eligibility by the Athletic Director. Families and coaches should allow at least 20 business days for processing paperwork. The athlete may miss part of the season of sport during the review and evaluation process. Eligibility **MUST** be established prior to participation in any scrimmage or competition. Students must abide by the school district's policies for residency. Contact your Athletic Director or see the NCS website for more information regarding

transfer/residential eligibility.

Medical Eligibility: All athletes must complete and upload a valid copy of the SRVUSD approved Physical Form and be cleared on AthleticClearance.com prior to participating in any try-out, practice, scrimmage, or competition. Participation will be allowed based on the doctor's recommended clearance level. All Physical Forms must be signed by a parent/guardian and Doctor and dated after July 1st of the school year in which they will participate. All Physical Forms must also include a doctor's stamp.

Academic Eligibility: In order to participate in athletics, students must earn a 2.0 grade point average on a 4.0 scale in all enrolled classes AND be on track to graduate. Students must be enrolled in and pass a minimum of 20 semester credits (4 classes). Academic eligibility resets on the Date of Determination (see below) after the end of EACH grading period (1st Quarter, 1st Semester, 3rd Quarter, 2nd Semester – 2nd Semester grades count for Fall eligibility excluding incoming freshmen). Incomplete grades count as zero until reflected in Infinite Campus official gradebook. No Mark grades do not count against a student's GPA. Grade changes submitted after the Date of Determination will not be accepted toward academic eligibility. Please see Board Policy and Administrative Regulation 6145.

Athletic Probation Waiver: ([BP 6145](#)) A high school student who fails to achieve a 2.0 grade point average may appeal for probation for one quarter. To qualify for this probation, the student-athlete must submit a written appeal to the principal delineating a significant upheaval in the student's life that has caused his grades to fall. This upheaval would include, but not be limited to, parental divorce, a death in the family, serious illness or injury to the student, drug or alcohol rehabilitation, or a serious family problem. Failure to achieve a 2.0 GPA during the probationary quarter would render the student ineligible during all subsequent quarters until their GPA is 2.0 for a quarter. Academically ineligible athletes must have an approved waiver prior to try-outs and practice with the team, only non-cut sport could the student participate while waiting for eligibility in the next grading period. Ineligible student athletes may sit in the stands to cheer the team on. They may not travel with the team.

Date of Determination: This is the date during a season that an athlete becomes eligible or ineligible based on their non-weighted GPA. These dates are determined annually by the SRVUSD athletic director in consultation with the director of Student Services, and cannot be negotiated.

Participation Limitations, Leaving the Team, and Lettering:

- Athletes are prohibited from participating in more than one school-sponsored athletic activity during any given season without the prior approval of the AD
- When seasons overlap, an athlete may not go out for the new sport until their season is completed with the earlier team. Coaches must make accommodations for these athletes to try-out
- Athletes must inform the coach when they decide to leave the team
- To be eligible for the school letter, athletes must compete at the varsity level over the course of the season and complete the season in good standing with the coaching staff and athletic department

Recruitment: According to CIF, NCS and EBAL rules, no coach, parent/caregiver or other agent may contact a student or their family/parent/caregiver on behalf of a school's athletic team prior to that student's enrollment at the school AND after the student has graduated from the 8th grade. Recruitment violations may result in ineligibility of the athlete, forfeiture of contests in which they have participated and/or disqualification of the team from postseason play, and or termination of the coach.

Rosters: Coaches are required to submit a *Preliminary Roster* (by the Friday of the first week of

practice/try-outs). A *Final Roster* is due at least 1 week prior to the first competition. Any changes (additions or subtractions) after the final roster is submitted should be communicated individually. Coaches are required to keep rosters up-to-date and accurate. All roster changes must be communicated to the AD as soon as possible. Submit rosters digitally; handwritten rosters will not be accepted. All rosters must include the following for all athletes:

- First and Last name
- Grade

Dismissal of an athlete from the team: Once the team is determined through the try-out process, athletes may be dismissed from a team immediately for offenses including, but not limited to the following; behaving in an unsafe manner, bullying, breaking school rules, etc. Athletes may also be dismissed for lower level offenses; such as, continued violation of team expectations, disrespectful behavior towards teammates and/or coaches, etc. Coaches have a responsibility to communicate concerns to athletes, their parent/guardian(s), and the Athletic Director at the appropriate time. Coaches should not call out individual athletes in front of the team. A dismissal should not come as a surprise to the Athlete, Parent/Guardian, or the Athletic Director.

Scheduling Games: Coaches are responsible for scheduling pre-season games, meets, matches, and tournaments for their team. All games and tournaments must be approved by the Athletic Director. A final schedule is due to the AD at least 1 month prior to the start of your season.

Rescheduling Games: Games may only be rescheduled by the AD. Coaches should notify the AD immediately regarding any possible schedule changes. ADs may need to reschedule games due to weather, access to facilities, or other emergencies. EBAL rules require that canceled games must be rescheduled on the first available play date

Rules of Sport: Both NCS and EBAL have specific rules of sport. Please review the [NCS Sports and General Rulings Handbook](#)

Practice Rules: CIF/NCS practice guidelines limit all athletic activities to no more than eighteen (18) hours of total practice/game time per week. Intensity and duration of exercise should be gradually increased over a period of 7-14 days to give athletes' time to build fitness levels and become accustomed to practicing in the heat.

Sundays: No CIF/NCS/EBAL team may play, practice, open gyms, or participate in any other activities on a Sunday.

Forfeits: CIF Member schools are expected to make every reasonable effort to fulfill their varsity schedule. League contests that are forfeited due to actions of intent or neglect that creates a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. For NCS rules regarding forfeiture. see the [NCS Constitution](#), page 52.

Alumni Games: Alumni games will be permitted by the athletic department if they are not designed as a fundraiser. Donations are allowed and does not make the event a fundraiser. All "alumni" MUST complete a waiver form prior to participating. The Head Coach is responsible for obtaining the waiver form from the AD (at least 30 days in advance), collecting signed forms prior to participation, and returning signed forms to the AD to keep on file. Alumni under the age of 18, must have a parent/guardian signature. If the alumni game is designed as a fundraiser, the permitting process must go through the Athletic Boosters.

Application to Host: The NCS requires an Application to Host postseason contests. Specific facility requirements are necessary for each sport. The Application to Host may be filled out generically by the AD at the beginning of the year for all sports the school is willing to host playoff contests **OR** coaches may bring a specific Application to Host applications to the NCS seeding meetings. There is a NCS protocol about

Revised June 2023

which schools are eligible to host various rounds once playoff seeding is complete. Please check with your AD as you get close to possible NCS playoffs.

Outside Competition & Summer Leagues: SRVUSD encourages well-rounded athletes who play a variety of sports in which they are interested. Participation in out-of-season club sports or team conditioning may not be a requirement for selection to a school team. Coaches representing an SRVUSD school may not endorse a club team. No student-athlete may participate on a non-school team of the same sport during the same season. SRVUSD, EBAL, NCS, and CIF do not sponsor summer league teams. Although participation is allowed, it is not officially or unofficially associated with the above mentioned groups. The parent assumes full responsibility for medical expenses and any liability that may occur as a result of participation on a summer league team.

FIRST AID & SAFETY

Medical Clearance of Athletes: No student may participate in any athletic related event without being medically cleared through AthleticClearance.com. All coaches must have a hard copy of the students' medical release form prior to allowing a student to participate in any capacity.

Emergency Action Plans (EAPs): AD and/or Athletic Trainer will provide coaches with school emergency plans. If an emergency occurs, call 911 immediately (check the best number from cell phones). Dispatch emergency personnel to the exact location you are on campus and best entrance to use. All coaches must read and understand the Emergency Response Plan provided by the AD or Athletic Trainer for any emergency (injury, earthquake, etc.) that may occur at a practice or contest at home or away. The emergency plan should be carried in the team's First Aid Kit.

Locations of AEDs on High School campuses:

<u>Complete List - all school sites</u>	
California High School: <ul style="list-style-type: none">● Main Building - 2nd floor staff office● Aux. Gymnasium (Event Center)● Athletic Trainer Office● Nurse's office	Dougherty Valley High School: <ul style="list-style-type: none">● Admin Main Office● Main Gymnasium● Stadium Storage Room 101-A● PAC Lobby● Training Room● Lobby
Monte Vista High School <ul style="list-style-type: none">● Athletic Dept Office● Main Gymnasium● Nurse's Office● Pool Office● Stadium Press Box	San Ramon Valley High School <ul style="list-style-type: none">● Building B - 2nd Floor● Nurse's Office● Aux. Gymnasium Lobby● Stadium Snack Shack● Pool Office

First Aid Kits: Coaches will be issued fully-stocked first aid kits at the beginning of the season. Coaches are required to have their kits accessible at all practices and contests at home or away. See the AD or Athletic Trainer for needed supplies (before you run out). Coaches should also keep a hard copy of all athletes' medical release form and the school's Emergency Response Plan in their first aid kit.

Concussions: A concussion is a serious brain injury that can affect physical and cognitive performance long afterwards. If an athlete is suspected of sustaining a concussion or head injury in an athletic activity, they shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return until they are evaluated by a licensed health care provider trained in the management of concussions and receive the health care provider's written clearance to return to the activity. An athlete who faints, passes out, or loses consciousness MUST sit out until cleared by a doctor. See [CIFstate.org](https://cifstate.org) for more information. Know the symptoms of a concussion. For more information and resources, visit [CIF: Concussions](#) & [CDC: Concussions](#). "When in doubt, keep them out." Coaches are encouraged to take the on-line elective course, [Concussion in Sports - What You Need to Know](#).

Sudden Cardiac Arrest: Sudden Cardiac Arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. SCA is more likely to occur during exercise or physical activity, putting student-athletes at greater risk. In the event that an athlete experiences SCA follow the Cardiac Chain of Survival: (1) recognition of SCA, (2) Call 9-1-1, (3) administer Hands-Only CPR, (4) administer an AED, (5) designate a bystander to direct EMS to the victim for quick transfer to a hospital. See [CIFstate.org](https://cifstate.org) for more information.

Heat Illness Prevention: To prevent heat illness follow all guidelines for adequate hydration, gradual acclimatization, and hydration status record keeping. See [CIFstate.org](https://cifstate.org) for more information.

Accident Reports: It is the responsibility of the supervising coach to fill out an accident report [Student Accident/Injury Report](#) as soon as possible and return it to the athletic director within 24 hours of an accident or injury. In general, a report of an accident should be filed if an athlete misses practice due to injury, doctor visit related to a sports injury or if, in the coach's opinion, the situation warrants a report. Communicate with the parents/guardians regarding injuries. Report all accidents/injuries to the AD.

Student Privacy: all student data (information regarding health, including injuries, grades, discipline, contact info, etc.) must remain private and cannot be shared with other students or parents. This includes details regarding student or parent complaints of harassment, bullying, hazing, or other student or teacher/coach misconduct.

FISCAL & FACILITIES

Please work closely with your site's Financial Analyst for all fiscal-related matters.

Contracts: Coaches and/or parent/guardian(s) are not authorized to sign contracts on behalf of SRVUSD for items such as pre-season schedules, purchases, transportation, field rentals, facility modifications or other District commitments. See the AD for contract arrangements.

Purchasing: The district is not responsible for unauthorized purchases. All athletic purchases must go through the AD. All purchases shall be made by formal contract and a purchase order. If it is absolutely necessary for a coach to spend their own money and request reimbursement from the District, the signed Employee Expense Claim form needs to be submitted (and approved by the AD) and only for small dollar amounts (under \$100.00) and must be accompanied by a detailed original receipt.

Team Donations Accounts: Please work with the Athletic Director to learn how to deposit/access money in these accounts. The money in these accounts are earned through fundraising and donations; the district does not provide budgets for individual teams. All purchases from these accounts **MUST** be pre-approved by the Athletic Director. Reimbursements are possible for team travel; ask AD for more info.

Team Donations Accounts

- One account provided for each team
- Money does not get swept, but availability depends on the district's Fiscal Year (limited access between April - September)
- All deposits and purchases **MUST** be
 - approved by AD
- Deposits made through the Financial Analyst
 - All purchases **MUST** have a Purchase Order. This process takes time, so plan
- Travel **MUST** be paid for and/or reimbursed through these accounts

PLAN AHEAD!

Booking Hotels for Athletic-Related Travel: All hotel accommodations must be made through SRVUSD. Please contact the AD at least 60 days in advance of the event, (or in the event of Playoffs, as soon as possible) to reserve hotel accommodations.

Other Financial Accounts: Please see the Athletic Boosters Club at your site to understand their policies and procedures regarding team accounts.

Facility Use/Permits: The Athletic Director is responsible for submitting all permits according to district policies and procedures. **Coaches may not use any SRVUSD facility without an approved permit.** All permits must match the event that is taking place. Fundraisers, tournaments, games, other such events must have permits accurately representing the planned event. Coaches must request permits through the AD at least 30 days in advance. Requests made less than 30 days in advance may not be approved in time for the event. Changes will not be made to permits once approved. Coaches must have carry

permits with them while using SRVUSD Facilities. See AD and the SRVUSD Facilities Use Handbook for more information. Coach use of school facilities for non school sponsored activities and events is prohibited. In this case, coaches must rent the facilities according to district policies.

Music during Practice, Warm-ups or Contests: All team music must be appropriate for a school setting (no profanity, sexually explicit content, promoting drug use, etc.) and played at a reasonable volume. If outdoors, be mindful of the time and neighbors.

Locker Rooms: The coach is expected to supervise locker rooms, home and away, at all times while students are in the locker room.

Fundraising: All fundraisers must be pre-approved by the Principal and AD prior to commitment. Any such fundraising activity must be completely voluntary. Funds donated cannot be accrued to a specific athlete. All funds must be deposited directly into the Athletic Team Accounts. Please consult your school Financial Analyst. Accounts and purchases must be made from those same accounts via the Purchasing Department and PO process. In order to host/organize a fundraiser all coaches must follow all district policies in regards to pre-approval, permitting facilities, and depositing money. If the fundraiser is sponsored by boosters, all coaches must follow both district and boosters policies in regards to pre-approval, permitting families, and depositing money.

All funds raised must be for the benefit of the team and no individual can make a profit. **In no case should team money be kept by a coach or parent or deposited into private accounts.**

Snack bars: Snack bars must be permitted by the County Health Department and approved by the site administration.

FIELD TRIPS, TRANSPORTATION & TEAM DRIVERS

In-state Field Trips: In-state Field Trips MUST be approved by the AD, the Principal, and the district office. All forms MUST be submitted to the District Office *at least 20 days* prior to the event.

Out-of-State Field Trips: These trips require approval by the Board of Education. Some special requirements for renting transportation in other states apply. Check with AD prior to booking transportation. All forms MUST be submitted to the District Office *at least eight weeks* prior to the event. Out of state trips cannot be submitted over the summer as there are no Board meetings for approval.

Transportation: The district does not provide transportation for athletic events. Athletic related travel includes a combination of the following methods: buses and private vehicles.

Buses: Buses may be used for programs with funds to schedule them. All scheduling is coordinated through the SRVUSD Transportation Department. Coaches should work with the AD as early as possible to make arrangements for bussed events.

Private Vehicles: When funds are not available, the District will neither authorize nor arrange for the transportation of athletes by private automobile. **Rather, students and/or their parents will be expected to assume responsibility and make their own arrangements for transportation to practices and contests. Coaches should inform athletes when and where they should meet for a competition. Coaches are not allowed to transport student athletes under any circumstances.** Team parent(s) can help make arrangements for teams where district-provided transportation is unavailable.

Student/drivers: Student athletes are required to use District approved transportation for games and

tournaments. However it may be necessary in some very limited situations for students to transport themselves (when pre-approved by Superintendent or Designee), and may only drive within 25 miles of the boundaries of the school district. A student who drives their own vehicle to such activities shall be prohibited from transporting other students. Students who transport themselves are required to follow all state laws and waive all rights to claims against the District when doing so.

COMMUNICATION & CHAIN OF COMMAND

Communication: All coaches are expected to have a good rapport as well as effective oral and written communication with team members and their families. Coaches will respond to parent phone calls and/or emails as soon as possible, but not later than 48 hours after receipt.

Communication platforms: Communications between coaches and student-athletes shall only be conducted through district authorized SRVUSD accounts at all times, including tryouts, in-season and during the off-season. *Use of personal email, instant messaging, private messaging on websites, and any other two-way private messaging is prohibited.* ***Coaches and student-athletes must use SRVUSD accounts with Remind or Google for all communications.***

Responding to parent/guardian or athlete concerns: If parent/guardians and/or athletes have a concern, they are asked to express it at the appropriate time and place. We ask that parent/guardian(s) refrain from confronting coaches immediately before or after games or at practice. It is expected that concerns will be addressed first with coaches involved before proceeding through the Athletic Chain of Command. A coach must follow the SRVUSD Athletic Chain of Command beginning with the AD and site administration and should not call EBAL or NCS Commissioners directly.

No athlete will suffer consequences in practice, amount of playing time, or in any other circumstance due to expression of a concern about their athletic experience by either athlete or parent/guardian.

Parent/guardians and athletes are asked to follow these steps in order until they feel the issue is resolved:

- Have the athlete speak to the coach.
- Arrange an appointment for the parent to speak with the coach. Coaches are expected to respond as quickly as possible.
- If either parent or coach is not satisfied, call or write the Athletic Director and follow the Chain of Command

SRVUSD ATHLETIC CHAIN OF COMMAND



DISTRICT ATHLETIC COORDINATOR:

It is the responsibility of the Athletic Coordinator to support the District's athletic programs and the athletic directors. Please contact Dave Kravitz, Director of Student Services, dkravitz@srvusd.net with any concerns.