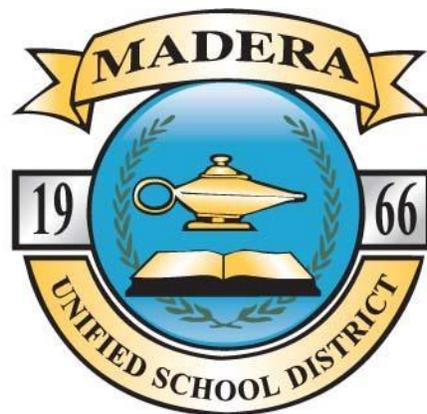


# **Madera Unified School District Middle and High School Coaches Handbook**

*Revised 8/2017*



**"PURSUING VICTORY WITH HONOR"**

**California Interscholastic Federation  
Central Section Member**

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## **ATHLETIC PHILOSOPHY**

In the Madera Unified School District, athletic participation enables young men and women to handle stress, learn self-discipline, and meet the challenge of facing other individuals mentally, physically, and emotionally. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. As coaches, our approach should be to enthusiastically develop and guide the student athletes to their fullest potential. An athlete's potential will be fully realized when the following ideals are present:

1. Promote a positive attitude toward the total athletic program.
2. Establish a close sincere rapport with the athletes in your program.
3. Consistently motivate and challenge the athletes.
4. Give each athlete a feeling of self-worth by finding something that each player can do that will contribute to your program.
5. Have a well-organized program with definite standards.
6. Provide a well-supervised athletic program for as many students as possible, ensuring the well-being of the student athlete.
7. Emphasize positive motivation. Give praise and compliments to your athletes and remember to only criticize the play, not the player.
8. Develop a winning program. Winning is not always the best measurement, but it is very important to the credibility of your program. How your teams handle losing will also be a measure of your success as a coach.
9. Provide a foundation promoting loyalty, school spirit, and ownership within the school community.
10. **Be a proponent of the entire sporting community within the Madera Unified School District. Actively encourage your players to be multiple sport athletes.**
11. Your athletes are the reason you are coaching. You are not the reason your athletes are playing.

## **ATHLETIC DIRECTOR • MAJOR DUTIES AND RESPONSIBILITIES**

The Athletic Director is responsible for the direction of the athletic program. The major duties and responsibilities of the Athletic Director are outlined below:

1. Promote a positive attitude toward the total athletic program.
2. Help assign teachers and other support staff for coverage in athletic events. (Such as track meet timers, football/basketball announcers, spotters, timers.)
3. Ensure that all participants in the athletic program have adequate insurance, physical examinations, and permission forms on file.
4. Prepare the annual athletic budget. Verify the completed budget with the Principal.
5. Coordinate all coaches' meetings and attend all CIF/League meetings.
6. Assure that all head coaches comply with district policy and procedures regarding all paid and volunteer walk on assistant coaches.
7. Ensure that all coaches are aware of and follow district Board Policies and Administrative Procedures regarding transportation of student athletes and students to and from district sponsored athletic events.
8. Evaluate all head varsity coaches.
9. Prepare all requisitions for the purchasing of safety equipment through the Madera Unified School District.
10. In conjunction with the head varsity coaches, schedule all athletic contests for all sports, publish completed schedules on Schedule Star, provide completed schedules to all necessary site and district personnel involved, assigner of officials and safety officers.
11. Coordinate the athletic facilities usage with the PE department and with general school use. Ensure proper athletic eligibility.

12. Ensure proper athletic eligibility.
13. Make all coaches aware of any CIF/League rule changes.
14. Assist the Principal in hiring and assigning coaches.
15. Direct custodial staff in setting up athletic facilities for all athletic events.
16. Ensure that all athletic policies and regulations are carried out.
17. Arrange for medical coverage at football games.
18. Arrange for physical exams to take place before fall sports begin.
19. Coordinate ticket sales at all revenue generating athletic contests.
20. Maintain records of the awards received by athletes.
21. Verify officials with the commissioner of officials for all athletic contests.
22. Coordinate appropriate security for home athletic contests.
23. Monitor current rosters for all in-season sports.
24. Maintain communication with newspapers, feeder schools, and city parks.
25. Act as liaison between administration and coaching staff.
26. Monitor and supervise ASB athletic funds to ensure compliance with board policy.
27. Act as mediator between coaches, teachers, and parents when needed.
28. Maintain and monitor Title IX compliance.
29. Enforce the CIF, Central Section, and MUSD policies, procedures, and rules.
30. Inform coaches of their fundraising responsibilities and give guidelines via Associated Student Body (ASB) or Booster Club.
31. Guide coaches in monitoring student grades.
32. Guide coaches in providing time for homework support.

#### **COACHES EXPECTATIONS AND RESPONSIBILITIES**

1. Carefully supervise all of their respective teams, including lower level teams.
2. Comply with policy and procedures regarding the hiring of all paid and volunteer walk-on assistant coaches.
3. Know and follow district Board Policies and Administrative Regulations regarding transportation of student athletes and students to and from district sponsored athletic events. All head coaches are responsible for informing their staff at all levels of these student transportation rules and regulations.
4. All head coaches will assist the Athletic Director in:
  - a. Placement of personnel
  - b. Budgeting
  - c. Scheduling
  - d. Transportation
  - e. Awards
  - f. CIF and League advisory meetings
  - g. Care, maintenance, and preparation of athletic facilities for practice and games
  - h. Evaluation of Staff
5. All head coaches are responsible for:
  - a. Inventory of equipment
  - b. Issuing and receiving equipment
  - c. Submitting equipment needs to the Athletic Director
  - d. Care and maintenance of equipment
  - e. Care and prevention of injuries.
  6. All head coaches will submit a team roster to the Athletic Director one week in advance if his team needs to be excused early from classes because of an athletic contest. The Athletic Director will then notify the teaching staff.
7. Instruct all assistant coaches of their responsibilities. Settle differences of opinion among assistant coaches at staff meetings only.

8. Double check new equipment and notify the Athletic Director of any problems.
9. Recruit student managers and instruct them in their duties.
10. Be responsible to the Athletic Director and Principal for the total conduct of the sport. Promote a positive attitude toward your sport and the entire athletic program.
11. Organize, oversee, and conduct all practice sessions. Cooperate with coaches when facilities are shared.
12. Confirm clearance on all athletes in program.
13. See that all players and team personnel have a way home after the squad has returned from a road trip.
14. See that all squad members understand training rules set up by the district, school, and team.
15. Report all training rule violations to the Athletic Director.
16. Instruct squad members on proper use and care of equipment.
17. See to it that the locker rooms are properly supervised at all times.
18. Make sure that injuries are cared for in a professional manner including the notification of the player's parents.
19. Work out details of out-of-town trips with the Athletic Director.
20. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose.
21. Keep such statistics as are necessary for school records.
22. Rate officials when required.
23. Develop criteria for earning awards in his/her sport and notify players of these criteria.
24. Make sure squad is well groomed and represents the school properly on road trips.
25. Complete and return any required forms to the Athletic Director.
26. Properly secure doors; turn off lights, heaters, and air conditioners during hours/days when no custodial staff is on duty.
27. Keep the Athletic Director informed. Attend all coaches meetings. Communicate with other coaches when they have any concerns.
- 28. Assure that no athlete participates without proof of proper pre-participation screening and informed consent from parent(s).**
29. Prepare accident reports on all injuries and see that the report is filed in the athletic office within 24 hours after the injury. Assure that no athlete returns to activity following illness or injury without proper medical clearance.
30. Be selective with comments about staff members and athletes when discussing the sports program with the community. If you can't say anything positive; don't say it unless in the privacy of a coaches' meeting.
31. Coaches are responsible for their keys. Please do not give them to managers or athletes. Walk-on coaches are to turn their keys in at the end of their season to the athletic director.
32. Lead by example. Watch your language. If you are a smoker or chew tobacco, do not smoke or chew in the presence of your athletes.
33. NO SMOKING, CHEWING OR POSSESSION OF TOBACCO. NO ALCOHOL OR DRUGS.
34. SWEARING, OBSCENE WORDS OR GESTURES WILL NOT BE TOLERATED AT ANY TIME.

**All school sites and school functions are TOBACCO FREE ENVIRONMENTS  
HEALTH and SAFETY CODE (HSC) 24167 (p) (1) (2).**

### **ASSISTANT COACHES EXPECTATIONS AND RESPONSIBILITIES**

1. Assistant coaches are assigned by the head coach, with approval of the district's Athletic Department, site Athletic Director and site Principal pursuant to complying with the "Volunteer and Walk-On Coaches Requirements" as set forth on the following page.
2. Carry out the program planned by the head coach, to be whatever assistance is required, and perform delegated duties as set forth by the head coach.
3. Know and follow district Board Policies and Administrative Procedures regarding transportation of student athletes and students to and from district sponsored athletic events.
4. Follow all district policies.
5. Assist in preparing facilities.
6. Help issue equipment, check in equipment and take inventory.
7. Assist in supervision.
8. When in charge of the team in the head coach's absence, the responsibilities of the head coach will apply to the assistant coach.
9. Remain **loyal** to the head coach and program.

### **LEGAL RESPONSIBILITIES OF ALL COACHES**

1. Properly plan your activities.
2. Provide proper instruction.
3. Provide a safe physical environment.
4. Provide adequate and proper equipment.
5. Properly match athletes.
6. Evaluate injuries.
7. Supervise activities.
8. Warn of inherent risks.
9. Provide appropriate first aid care.
10. Transport athletes safely.

### **EMPLOYMENT OF VOLUNTEER AND WALK-ON COACHES • REQUIREMENTS**

Athletic Directors and Head Coaches will be responsible to ensure that all paid assistant coaches and volunteer walk-on coaches are properly approved by the District office and trained according to district policies and procedures. The items required to accomplish this are as follows (see Addendum A "Paid or Volunteer Walk-on Coach Required Items"):

#### **ITEMS TO BE PROVIDED TO THE HUMAN RESOURCES DEPARTMENT:**

Application Form  
Department of Justice/FBI Fingerprint Clearance Tuberculosis Clearance  
Drivers License/Social Security Card Employment Eligibility Verification (form I-9)  
Withholding Allowance Certificates (form W-4 & EDD)  
Sexual Harassment, Discrimination, Drug & Tobacco Free Workplace Information Oath of Duty to report Child Abuse  
Procedures for Workers Compensation  
Notice of Exclusion from CalPERS Membership  
Eligibility Statement for Public Employees Retirements System (PERS) Injury & Illness Prevention Program

#### **ITEMS TO BE PROVIDED TO THE DISTRICT ATHLETIC DEPARTMENT**

DMV form H-6 (10 year driving history record) Proof of Auto Insurance

#### **TRAININGS TO BE COMPLETED PRIOR TO SERVICE**

1. CPR/FA Training – Offered by the MUSD up to 4 times per year
2. Coaches Training – CIF/ASEP (American Sport Education Program) Coaches Certification Class
3. Completed Concussion Course – Completed through NFHS.org

# MUSD Athletic Play-off Qualifying Criteria

1. Team must be at least .500 for their overall season record.

OR

2. Team must be at least .500 for their league record.

OR

3. Team must be at least .500 against opponents in their playoff division and must have played at least 6 games within that division. Football teams would have to play 3 games within their division.

## Football

1. Team must be at least .500 for their overall season record.

OR

2. Team must be at least .500 for their league record.

OR

3. Team must be at least .500 for their pre-season record.

## ATHLETIC PARTICIPATION PACKET

Before any athlete is allowed to participate in any sport, he/she must complete the "Athletic Participation Packet". If the athlete is having a physical examination done with his/her private doctor, the doctor completing the physical examination must sign the district approved form. School sites (Athletics Office) will schedule physicals. **No student athlete may participate without a complete athletic participation packet.** The original physical paperwork will be kept with the site athletic department. Coaches must have the emergency contact form for each student athlete.

## GENERAL TRAINING RULES FOR ATHLETES

1. NO SMOKING, CHEWING OR POSSESSION OF TOBACCO.
2. NO ALCOHOL OR DRUGS
  - a. Violation on school grounds will result in 45 days loss of privileges beginning the day of the violation.
  - b. Student athletes on LOP are allowed to practice but cannot be released from school nor compete in any athletic contest
  - c. All violations will be referred to the "Athletic Code of Conduct".

## INJURY PROCEDURES

- A. Remind your athletes to immediately report all injuries directly to you.
- B. The head/supervising coach must fill out and sign an accident report and return it to the Athletic Office within 24 hours unless completed by the athletic trainer.
- C. In any emergency, immediately call 911.
- D. When an injury occurs, follow these procedures:
  - Give first aid as needed.
  - **Call parents.** Refer to the "Emergency Procedure Card" when parents can't be contacted. Every head coach must have this form on file and accessible in his or her medical kit for every student connected with your team.
  - Students should be released to parents or guardian listed on emergency procedure card. If one is not available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student has received proper treatment.
  - Do not leave your athlete alone.
  - Do not move the athlete if the injury appears to be the head or back. When in doubt, do not move the athlete and immediately call 911 for an ambulance.

If an athlete has been under a doctor's care and is unable to practice, he/she will need the doctor's approval of release **before he/she may return** to practice or competition. This should be obtained in written form.

- E. Any time you think an athlete is injured and might require medical attention on their own; the athlete's parents should be notified.
- F. Students with head injuries should be monitored even after doctor's release. Place information in student's health record. Please follow the NFHS and CIF required concussion protocol for "Return to Play". Complete all CIF concussion forms.

# 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 (CIF 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/](http://www.cifstate.org/health_safety/) & [www.cdc.gov/concussion](http://www.cdc.gov/concussion)



## **ATHLETIC ELIGIBILITY**

To be eligible to represent the school in an athletic contest a student must:

2. Have an "Athletic Participation Packet" on file signed by a doctor and a parent.
3. Have Insurance: Student accident insurance is available at a minimal cost if the athlete's family does not have insurance.
4. Meet residence requirements as specified by the CIF. (See CIF Bylaws and MUSD requirements.
5. No student is permitted to take part in an athletic contest if they are not in attendance for a minimum of 4 periods (1/2 day for Middle Schools) or equivalent to 1/2 day.
6. All students, to be eligible to participate in co-curricular activities, shall maintain a 2.0 grade point average on a 4.0 scale for each grading quarter, progress toward graduation or on academic probation.

## **RESIDENTIAL ELIGIBILITY**

### Initial Residential Eligibility

A student has residential eligibility upon initial enrollment in a Madera Unified School District school with proof of valid residence within the attendance boundaries of that school.

### Continuing Residential Eligibility

A student retains residential eligibility as long as he/she is continuously enrolled in the school in which the student initially enrolled and maintains residence within the attendance boundaries of that school.

### Transfer Eligibility for Interscholastic Athletic Programs – Board Policy 5116

If a 7 – 12<sup>th</sup> grade student exercises an option of attending a school other than the school to which they are assigned on the basis of board established school attendance areas, and does so pursuant to a Board authorized mode of legitimate transfer including, an "Open Enrollment," or "Intra-District transfer," the student will be ineligible for interscholastic athletic competition for one year (365 days) from the date of first attendance at the student's new school.

### Proof of Residency

A valid residence is defined as the location where the student's parent(s), guardian(s), or caregiver(s) (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location. A student (with the student's parent(s), guardian(s), or caregiver(s) with whom eligibility has been established) may only have one valid residence at one time.

Evidence may include:

- Operative telephone and utility service at the student's new residence and terminated at the former residence;
- Utility service receipts;
- Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;
- Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
- Proof of transfer of the parent's and age-appropriate student's motor vehicle registration;
- Proof of changed address on the parent's and age-appropriate student driver's license;
- Voter registration listing the new address;
- Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
- Proof of entering a long-term lease;
- Court documents indicating a change of residence;
- Property tax receipts;
- Rent payment receipts;
- Declaration of residency executed by the student's parent or legal guardian;
- Other documentation that a Section or school district may require that establishes that a person is living at the new address.

**ACADEMIC ELIGIBILITY**

It is the responsibility of each head coach to monitor their athlete’s grades. **The coach should** be sure to **confirm the student athlete’s eligibility status with the Athletic Director.** The Athletic Director will publish a list of ineligible athletes. Once an athlete becomes eligible they must obtain an athletic clearance slip from the athletic office before **they will be** permitted to participate.

***If you play an ineligible athlete, you will forfeit the contest.***

In calculating Grade Point Average (GPA), CIF regulations state that an Incomplete must be factored as a “0” on a 4 point scale. GPA will be determined by dividing the total number of grade points by total number of courses (A=4, B=3, C=2, I=0).

**To encourage and support academic excellence, the Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extracurricular activities.**

**The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility.**

**The Director of Athletics or designee may revoke a student's eligibility or participation in extracurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.**

	<b><u>Middle Schools</u></b>	<b><u>High Schools</u></b>
<b>Class Schedule</b>	*10 Quarter Credits (4 classes)	*20 Semester Units (4 classes)
<b>Grade Point Average</b>	*2.0 from the preceding quarter	*2.0 for 20 or more units from the preceding quarter
<b>Attendance</b>	*4 periods of attendance on the day of participation	*4 periods of attendance on the day of participation
<b>Must be on track to be promoted</b>	<b><u>Quarter</u></b> 1 2 3 4 5 6 7 8	*Must be on track to graduate <b><u>Semester</u></b> 1st 2nd 3rd 4th 5th 6th 7th
<b>Graduation Progress</b>	<b><u>Credits</u></b>    25  55  85  120	<b><u>Credits</u></b>  20 50 80 110 140 170 200
<b>Initial Eligibility</b>	All entering 7th grade students are eligible for the 1 quarter.	Incoming 9th grade students are eligible upon entrance to high school. If they were below a 2.0 in 8th grade, they enter on probation.
<b>Transfer Eligibility</b>	Transfer must meet academic eligibility requirements.	Transfers must complete a CIF 510 form for determination of eligibility. *Speak with Athletic Director

## Grades 7-8

1. A grading period for purposes of this policy is defined as a quarter (9 weeks).
2. Eligibility, Academic Probation and ineligibility are on a quarterly basis.
3. Quarter grades are used for computation for eligibility under this policy.
4. Students will receive quarter grades at the end of each 9-week period, plus progress reports as needed during each semester. Progress reports are strictly informational and don't determine eligibility.
5. Report Card Policy is required under this policy.
6. Students maintaining minimum eligibility requirements or above will remain eligible for the following grading period.
7. Students falling below minimum eligibility requirements at the conclusion of a probationary grading period will be declared ineligible for the following grading period.
8. Students who are declared ineligible will remain ineligible until their grades meet the minimum eligibility requirements at the end of a succeeding grading period. **Students should be required to attend summer school to make up failed grades.**
9. CIF grading policy requirement is to be passing a minimum of 20 credits each grading quarter.
10. Students falling below minimum eligibility requirements will be placed on academic probation for the following grading period.
  - a. Students placed on academic probation must be monitored closely to maintain eligibility to participate.
  - b. All students with a GPA below 2.00 for the fourth quarter that would be on probation or ineligible will enter on probation at a MUSD high school for the fall semester.

## Grades 9-12

Satisfactory progress towards graduation as set by Madera Unified School District Board (See Chart).

- A Grading period for purposes of this policy is defined as a quarter (9 weeks).
- Eligibility and ineligibility are on a quarter by quarter basis.
- Semester grades are used for computation of credits under this policy.
- Students will receive "Progress Grades" at the end of six weeks and 12 weeks of each semester.
- Students falling below minimum eligibility requirements will be counseled and referred to academic tutoring, (non-mandatory tutoring) but will remain eligible to compete or participate.
- Students falling below minimum eligibility requirements (2.0 and on track to graduate) at the conclusion of a grading period (quarter) will be declared ineligible for the following grading period.
- Students who are declared ineligible will remain ineligible until their grades meet the minimum eligibility requirements at the end of a succeeding grading period. **Students should be required to attend summer school to make up failed grades.**
- CIF grading policy requirement is to be passing a minimum of 20 credits each quarter

## TRANSFER ELIGIBILITY

A student who participates in an interscholastic athletic contest or is enrolled in and/or attends a school for 15 school days or more shall be considered to have been "enrolled" in that school and shall be classified as a transfer student if the student subsequently enrolls at another school.

### Transfer Eligibility for Interscholastic Athletic Programs – Board Policy 5116

If a 7 – 12th grade student exercises an option of attending a school other than the school to which they are assigned on the basis of board established school attendance areas, and does so pursuant to a Board authorized mode of legitimate transfer including, an "Open Enrollment," or "Intra-District transfer," the student will be ineligible for interscholastic athletic competition for one year (365 days) from the date of first attendance at the student's new school.

## Types of Transfers

A student may have transfer eligibility provided the student moves from one MUSD school to another due to:

### Valid Change of Residence

Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- The original residence must be abandoned as a residence by the immediate family; AND
- The student's entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND
- The change of residence must be genuine, without fraud or deceit, and with permanent intent.

**Evidence must be submitted that a valid change of residence has occurred.**

- Anticipated Residence Change:
- The student shall enroll and become eligible when the said parents, guardian or caregiver actually complete a valid change of residence to that school's attendance area.
- Intra-District Transfer:
- An Intra-District transfer application was approved for enrollment into a Career School of Special Interest.
- School of Choice Transfer:

**A School of Choice Transfer Request (Professional Courtesy) was approved by the District Office.**

1. Board of Education Transfer:

A ruling by the Board of Education provided the change of schools is not the result of disciplinary action.

**Requirement of All High School Transfers:**

To determine student/athletic eligibility the student athlete must complete CIF required paperwork:

1. Form 510 (Pre-Enrollment Contact Affidavit) verifying that there is no evidence of the use of undue influence (recruiting) by anyone associated with either school; AND
2. Form 207 Athletic Transfer Eligibility Application and CIF Form 510 Pre-Enrollment Contact Affidavit have been approved by the Section.

If residential eligibility has been established and a student is transferring CIF-Section required 207/510 application form must be completed. No transfer student is eligible to compete for their new school of enrollment until a determination has been made by their respective CIF Section.

Under this bylaw, no student shall be eligible to participate in the same sport at two different schools in the same school year unless the student changed schools as a result of a valid change of residence by the student and his/her custodial parent(s) or guardian(s).

The first time a student transfers in high school, they may utilize the Sit Out Period (SOP) See dates in CIF Bylaws or Limited Eligibility (Student is only allowed to play sub-varsity level competition). The CIF also recognizes that students transfer from one school to another due to a compelling hardship need or situation that is beyond a student's or their family's control. There are 8 hardships that must be proven in order to gain full eligibility.

- Court Ordered Transfers
- Children of Divorced Parents
- Individual Student Safety Incidents
- Discontinued Program
- Return to Previous School
- Foster Children
- Military Children
- Married Status

**Based on the conditions below, the student shall be ineligible for all sports for one calendar year unless otherwise noted.**

1. A student who was scholastically ineligible at their previous school will not be eligible to compete at the new school until the requirements in Bylaw 205 are met and the new school has completed a grading period to verify that the student has met the CIF and school district scholastic eligibility requirements.
2. A student will be declared ineligible for one calendar year from the date of transfer if he/she is transferring for disciplinary reasons as defined in Bylaw 210.
3. There is evidence of the use of undue influence by someone associated with either school in order to retain or secure this student's enrollment.

**Based on the conditions below, the student shall be ineligible for all sports for one calendar year unless otherwise noted.**

1. A student who was scholastically ineligible at their previous school will not be eligible to compete at the new school

## **PHYSICAL EXAMINATION**

MUSD requires that a student receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. The report of the examination will be on a school board-approved form that includes a health history. **The physical examination must be completed before a student may try out, practice or participate in interscholastic athletic competition.** A student will be excused from this physical examination provided there is a compliance with the Education Code provisions concerning Parents' Refusal to Consent.

Physicals Examinations are considered valid for a period of one year from date of examination. Student-athletes may be required to complete a new examination for clearance from a physician prior to returning to participation after a major sustaining a disabling injury.

Physicals only cover Madera Unified sponsored activities.

## **STUDENT INSURANCE:**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families 1 (800) 880-5305.

California school law (Education Code 32220-24) requires every member of an athletic team to have bodily injury insurance providing at least \$1,500 of scheduled medical and hospital benefits. The Madera Unified School District makes available on request insurance through a private insurance company for all students which will meet the education code insurance requirements. Students must have insurance before they are allowed to practice and participate in the athletic program.

### **Insurance Purchasing Options through the District:**

Each of the following options takes effect immediately upon receipt of payment at the school site. Expirations vary.

#### **Regular Coverage Option:**

Purchasers of this package are covered ONLY during the course of the school year and when participating in a school sponsored activity. Expiration is last official day of the school year.

#### **Tackle Football Only Option:**

Purchasers of this package are ONLY covered during the course of the football season. This does NOT provide coverage for participation in other sports. Expiration is at the conclusion of the football season.

#### **24 Hour Option:**

Purchasers of this option are provided with coverage 24 hours per day, from the date of purchase. Expiration is the 1<sup>st</sup> day of the subsequent school year.

## **ATHLETIC DEPARTMENT BUDGET**

The athletic director is responsible for formulating the athletic budget at the beginning of each school year. Each of the sports offered at Madera Unified School District sites has an ASB account. The head varsity coach of every sport is responsible for maintaining his/her account in conjunction with the Activities Director and ASB Bookkeeper.

## **PURCHASING**

The purchasing of equipment and uniforms at the High Schools and Middle Schools will be made by the Athletic Director with the coaches input. Purchase orders are necessary in all cases. In cases where purchases are made without a purchase order the coach making the order may be responsible for payment.

## **ROSTERS**

The head coach of each team is responsible for submitting a typed roster to the athletic director at the start of his/her season. These rosters are to include last name, first name, ID #, jersey #, height and weight. These rosters are used to check for athletic eligibility and must be updated on a regular basis. The athletic office is very dependent on these lists.

## **TRANSPORTATION OF STUDENTS TO ACTIVITIES**

The district will provide transportation to and from off campus activities sponsored or co-sponsored by the district. Only students for whom written permission has been received from their parents/guardians may be transported to and from an activity.

**Coaches will ride in the bus with student athletes.**

Coaches are responsible to provide a complete schedule of all athletic events including anticipated or possible post-season games/events. All required forms for transportation to an activity must be submitted to the site Athletic Director at least 15 days prior to the activity AND to the Director of Athletics to process for Board Approval PRIOR to a scheduled out of town or overnight trip. The Athletic Director and Transportation Department should also be immediately notified if an event is cancelled. (See Athletic Director for Board submission dates).

No coach shall approve or permit students to drive themselves or other students to or from an athletic function.

### **Transportation by District Employees (coaches)**

The beginning of year procedures will apply to all coaches paid by the district that will drive student athletes to activity sites:

1. At the beginning of the school year, the site principals and department supervisors shall identify those employees who frequently or regularly drive their personal vehicles on district business.
2. The principal/supervisor shall obtain a complete "Employee/Volunteer Personal Vehicle Use Permission Form" - E (3) 3541.1 from those employees driving personal vehicles.
3. The completed form, a photocopy of the employee's driver's license and proof of insurance shall be sent to the Transportation Department.
4. The Transportation Department shall submit the necessary information to the California DMV for the listed employees to be entered into the DMV "Employer Pull Notice Program" (DMV program to provide employers with a means of promoting driver safety through on-going review of employee driving records. DMV Form INF 1101 must be completed by all Class C employee drivers and retained by the Transportation Department in order for them to be added to the Employer Pull Notice Program.)
5. The forms and DMV pull-notices shall be reviewed by the Transportation Department. The employee's DMV pull-notice will be evaluated and "points" assessed. For the district's purposes an employee is considered a high-risk driver when the driving record shows the following DMV point count:
  - 2 points in the most recent 12 month period
  - 3 points in the most recent 24 month period
  - 4 points in the most recent 36 month period
6. If any employee has a suspended or revoked driver's license, the Transportation Department shall notify the principal or site supervisor that the employee is not allowed to drive on district business.

When an employee is considered a high-risk driver pursuant to item #5 above, the Transportation Department shall notify the principal or site supervisor that the employee shall be refused or limited when driving on district business as much as reasonably possible. The principal/supervisor shall then notify the employee. The employee shall not be allowed to drive students or staff in the course of business.

Employees shall be advised and periodically reminded of the following minimum risk management standards by the Principal or designee:

1. Transport only approved passengers while on any trip.
2. All drivers and passengers are required to wear seat belts at all times.
3. Follow the safest, most direct route while giving consideration to weather and road conditions.
4. Follow all laws and rules of the road, including but not limited to, speed limits.
5. Drive defensively and do what a reasonable and prudent person would do.

### **Private Vehicles**

The Principal or designee may authorize the transportation of students by private automobile for approved athletic activities when the vehicle is driven by an adult age 21 or over who has registered with the district for such purposes.

Before transporting students to an athletic activity, drivers (e.g. unpaid volunteer coaches) shall register with the district. Drivers shall receive safety and emergency instructions, which shall be kept in their vehicle. **Before being transported, all student passengers shall provide permission slips signed by their parents/guardians. ("Waiver Liability Notice" – E (4) 3514.1)**

Drivers shall be age 21 or older and are required to possess a valid California driver's license and bodily injury liability insurance in the amount of \$100,000 per person and \$300,000 aggregate per any one accident.

Volunteer drivers that are not district employees shall be fingerprinted and not allowed to drive students until they are cleared by the Human Resources department.

Private vehicle owners, drivers and passengers shall be informed that the registered owner of the vehicle and his/her insurance company is the primary coverage for any accidents which may occur, and that the district does not provide collision or comprehensive coverage on the vehicle.

All drivers and passengers shall be required to wear seat belts in accordance with the laws of the State of California. (Vehicle Code 27315)

Vehicles may not transport any more persons than can safely sit in the passenger compartment, using a seat belt. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and shall not in any case exceed 10. (Education Code 39830)

For activities where the district is providing and/or sponsoring the transportation in a private passenger vehicle, it shall be the responsibility of Principal or designee to authorize and approve the drivers of those vehicles. **All required forms shall be submitted to the transportation department no less than 15 days prior to the activity.**

### **Student Release from Using District Transportation**

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian. The written release form must be submitted for each activity a student is involved in.

Students who do not ride district provided transportation to an athletic event and fail to provide coaches with the above written release form will not be allowed to dress out for the contest.

Each athlete needs to have an approved form on file and sign out with the coach at the event ("Non-District Sponsored Transportation Agreement" form E (6) 3541.1)

### **Transportation Not Provided By District**

If transportation is not provided and/or sponsored by the district, it shall be the responsibility of the principal or their designee to be certain that the participants and the parents/guardians are advised in writing that the district is not providing transportation, that the parent/guardian assumes all responsibility to make appropriate transportation arrangements, and that the district assumes no legal liability for that transportation. ("Non-District Sponsored Transportation Agreement" form E (6) 3541.1)

If the district is not providing and/or sponsoring the transportation, the district (and coaches) shall not:

- Mandate the route of travel
- Mandate the time of travel
- Mandate caravanning
- Mandate car pooling
- Assign riders
- Have district equipment or material in the private passenger vehicles
- Review driving records of the drivers
- Require proof of liability insurance
- Check the condition of the vehicle
- Approve the drivers

### **Returning Home From Athletic Activities**

**After returning to school (or the meeting site) coaches should ensure that all students have a ride home. Coaches should be the last ones to leave the site. No students should be left alone waiting for a ride home.**

### **SCHEDULING**

The head coach will be responsible to set up their non-league schedule for their sport with athletic director approval. **Final confirmation of all non-league and league contest will be done by the Athletic Director.** All non-league contests should be verified with an athletic contract and consideration for maintaining a balanced schedule of home and away contests and travel expenses. Do not make any firm commitments without checking with the Athletic Director on the availability of transportation and facilities. **Not renewing a preceding year's non-league contract should be communicated directly by the Athletic Director with the Athletic Director of the other school, providing them the most advance notice possible.**

The CIF determines the number of contests which teams may play. This information is available in the CIF and League handbooks. See the Athletic Director for details.

### **MAINTENANCE REQUESTS/ WORK ORDERS**

If you spot items or areas that need custodial attention, you can initiate repairs by filling out a work order and turning it over to the athletic office. Forms are available in the main office, or you can e-mail the athletic director.

### **UNIFORMS**

It is the coach's responsibility for care, storage, and inventory of their team's uniforms. Once a uniform is checked out to an athlete, that athlete is responsible for that uniform. If the athlete loses, damages, or alters the uniform, he/she is responsible for the cost of replacement and will be placed on L.O.P. until cleared. The coach should check with the athletic director as to the exact cost.

### **EQUIPMENT**

All equipment will, at the time of receipt, be inventoried by the head coach and/or equipment manager and placed on an inventory list. Coaches and equipment managers are responsible for the care, storage, and inventory of their equipment for their sport. No equipment is to be loaned without express approval of the athletic director.

### **KEYS**

**Keys are never to be given to students or any unauthorized personnel.** Keys are not to be left lying around as to encourage and facilitate theft. Keys should be returned at the end of the season if the coach is not a permanent staff member.

### **RELEASING ATHLETES FROM CLASS**

Schedule pre-season contests to provide minimal class interruptions. If you must allow students out of class to attend a scheduled competition, you must notify your Athletic Director so they can notify the attendance office so your athletes may be excused from classes. High school student athletes must be informed by their teacher of homework requirements.

### **INELIGIBILITY LISTS**

The athletic director will provide a printout of all students indicating their eligibility status. It is your responsibility to make sure that you have an updated roster on file with the Athletic Director.

### **FIRST AID KITS**

As soon as the sports preceding your season are complete, the Athletic Trainer or athletic director at the middle schools will issue you a first aid kit. It is very important that you make sure it is stocked and that you include a copy of each athlete's emergency procedure card.

### **PERSONAL ITEM SECURITY**

Unfortunately, theft is always a problem where valuables are stored. Please instruct your athletes to not bring expensive items or large amounts of money.

### **MEDIA RELATIONS**

Parents, players, and fans enjoy reading results of your competition in the local newspapers. It is important, that the coach foster a relationship with the reporters in the area. All game results, team and individual statistics and other pertinent information should be forwarded to the appropriate newspapers.

Typically the home team will phone in results of conference games. However, whether or not the opposing team does this, it is incumbent upon the coach to ensure the newspapers are notified.

Here are the appropriate telephone numbers:

Madera Tribune Sports Desk:	(559) 674-2424
Fresno Bee Sports Desk:	(559) 441-6666

### **DO'S:**

When talking to reporters, be positive about your program. (This is hard to do sometimes after a loss, but the writer will gladly report your frustration.)

If you lost a game, don't dwell on the loss, but build up the performance of the players. "We lost, but I was encouraged by the effort the kids showed during the fourth quarter".

Mention players by name, and have the players interviewed by the reporters.

### **DONT'S:**

Don't go on and on about how terrible your team played. (Look for positives.)  
Don't let your frustration with officials become part of your conversation.

### **PARENT/COACH COMMUNICATION**

#### **1. Communication parents should expect from district coaches:**

- Philosophy as a coach
- Expectations the coach has for your child
- Location and times of all practices and games
- Team requirements: practices, equipment, off-season training, etc.
- Procedures to follow should your child be injured during participation
- Participant conduct code and consequences for not following these guidelines
- Student transportation policies

#### **2. Communication coaches should expect from parents:**

- Concerns expressed directly to the coach first
- Specific concerns with regard to coach's philosophy and/or expectations
- Notification of any illness, injury, or missed practices

#### **3. Appropriate concerns parents should discuss with coaches:**

- The treatment of their child, mentally and physically
- Ways to help their child improve
- Concerns about their child's behavior

4. **Coaches decisions:**

- Playing time
- Team strategy
- Matters concerning other student-athletes

5. **Parents should not:**

- Confront the coach before or after practice
- Confront the coach before or after a game

**SUGGESTIONS FOR STARTING YOUR SEASON**

Before your season begins, an excellent way to communicate with your players and parents is by having a parent/player meeting. This meeting may only be 45 minutes to an hour, but it will save you hours of phone calls and meetings. At this meeting, plan on including the following information:

- Schedule of games and scrimmages, and a calendar which shows practice times for the entire season.
- Go over the “Parent/Coach Communication” items. (See previous section)
- Discuss your coaching philosophy.
- Go over what parents should do for injury care.
- Discuss eligibility and what the 4.0 scale means.
- Discuss student transportation policies and parents’ responsibilities.
- Pass out directions to all away games / meets.
- **Inform parents of fan behavior expectations.**
- **Give every parent the “Student & Parent/Guardian Athletic Handbook”.**

Include any other pertinent information for your sport

**END OF SEASON RESPONSIBILITIES**

The head coach of each varsity sport is responsible for the following:

- Collect all equipment and uniforms.
- Inventory all equipment and secure proper storage.
- Complete scheduling of non-league contests. (see scheduling)
- Collect all keys from walk-on coaches and turn keys in.
- Check roster and determine letter winners. Provide the A.D. with a copy of letter winners.
- Turn in a list of all athletes who lost or damaged uniforms or equipment to the athletic department.
- Meet with the Athletic Director to discuss evaluation of your season.

# COACH'S ACKNOWLEDGEMENT

## CODE OF ETHICAL CONDUCT:

*Employees providing supervisory or instructional services in inter-scholastic athletic programs and activities shall:*

- ☐ Show respect for players, officials and other coaches.
  - ☐ Respect the integrity and judgment of game officials.
  - ☐ Establish and model fair play, sportsmanship, and proper conduct.
  - ☐ Establish player safety and welfare as the highest priority.
  - ☐ Provide proper supervision of students at all times.
  - ☐ Use discretion when providing constructive criticism and when reprimanding players.
  - ☐ Consistently require all players to adhere to the established rules and standards of the game.
  - ☐ Properly instruct players in the safe use of equipment.
  - ☐ Not exert undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution.
- 1. Not exert undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
  - 2. Not suggest, provide or encourage 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.
  - 3. Not recruit athletes from other schools.
  - 4. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates. (*Title 5, Section 5596*)

## **CIF – Madera Unified School District:**

### ***Code of Conduct for Interscholastic Coaches***

#### ***Preface***

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs **promote important life skills and the development of good character**. We believe that the essential elements of character- building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

#### **TRUSTWORTHINESS**

1. *Trustworthiness* — be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- Integrity* — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- Honesty* — don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- Reliability* — fulfill commitments; I will do what I say I will do; be on time.
- Loyalty* — be loyal to my school and team; put the team above personal glory.
2. *Primacy of Educational Goals* — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.
3. *Counseling* — be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. *College Recruiters* — be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

#### **RESPECT**

5. *Respect* — treat all people with respect all the time and require the same of student-athletes
6. *Class* — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. *Taunting* — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. *Respect Officials* — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. *Respect Parents* — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. *Profanity* — don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. *Positive Coaching* — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. *Effort and Teamwork* — encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. *Professional Relationships* — maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

## RESPONSIBILITY

14. *Life Skills* — always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. *Advocate Education* — advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
  - ☐ *Advocate Honor* — prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
  - ☐ *Good Character* — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
  - ☐ *Role-Modeling* — be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. *Personal Conduct* — refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. *Competence* — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety.
21. *Knowledge of Rules* — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. *Positive Environment* — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
  1. *Safety and Health* — be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
  2. *Unhealthy Substances* — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
  3. *Eating Disorders* — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
  4. *Physicians' Advice* — seeks and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
  5. *Privilege to Compete* — assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.

1. *Self-Control* — control my ego and emotions; avoid displays of anger and frustration; do not retaliate.
2. *Integrity of the Game* — protect the integrity of the game; don't gamble. Play the game according to the rules.
30. *Enforcing Rule* — enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. *Protect Athletes* — put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
  1. *Access* — help make your sport accessible to all diverse communities.
  2. *Improper Commercialism* — be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

## FAIRNESS

34. *Fair and Open* — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

## CARING

35. *Safe Competition* — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. *Caring Environment* — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

## CITIZENSHIP

37. *Honor the Spirit of Rules* — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. *Improper Gamesmanship* — promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

I, \_\_\_\_\_, acknowledge that I have read and understood the Madera Unified School District's Coaches Manual. I have also had a chance to have any questions answered to my satisfaction in regard to the content of that manual. I agree to follow the policies and procedures listed in the manual to the best of my ability in carrying out my duties as a coach in the Madera Unified School District.

In addition, I agree to complete the required training as outlined in the manual and keep this training current by taking those refresher courses that the district requires to keep my coaching certifications.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

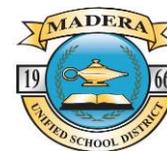
\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director/Principal Signature

\_\_\_\_\_  
Date

# MADERA UNIFIED SOCIAL MEDIA POSITION STATEMENT



Social Media has become engrained in today's society. The wide variety of social networking tools presently available provides students, teachers and coaches with easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

MUSD recognizes and supports its student-athletes and coaches rights to freedom of speech, expression, and association, including the use of social networks. In this context, each student-athlete and coach must remember that participating and competing for the Madera Unified School District is a privilege, not a right. The student-athlete and coach represent his or her high school, middle school and the District, therefore, they are expected to portray themselves, their team, and their school in a positive manner at all times. Any online postings must be consistent with federal and state laws as well as team, school, school division and MUSD rules and regulations (including those listed below).

## **Specifically prohibited behaviors include but are not limited to:**

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.

## **Also prohibited are all on-campus connections to off-campus violations of the policy such as:**

- Use of school computers to view off-campus postings.
- Students accessing posts at school on their own devices.
- Distribution of hard copies of posts on school property.
- Re-communication on campus of the content of the posts.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation for expulsion or termination.

One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High school or middle school students and coaches should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

## **Social Media Guidelines for Student-Athletes and Coaches**

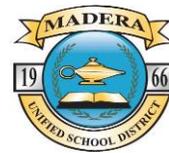
1. Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember - once posted the information becomes the property of the website.

2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.

4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. **Social networking sites are NOT a place where you can say and do whatever you want without repercussions.**

5. Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.



# MADERA UNIFIED COACH'S SOCIAL MEDIA AGREEMENT

**PUBLIC ACCESS:** I understand that my personal social media pages may be monitored by School Site and MUSD Administration Staff. I understand that I represent the Madera Unified Athletic Program and pictures of drugs, alcohol or any illegal substances or activities reflect negatively on the District and its athletic programs and will not be tolerated.

**SOCIAL MEDIA:** There is a balancing act involved when it comes to social media, especially for coaches. While we encourage and fully support freedom of speech, expression and association, we also ask that you be cognizant of the fact that you are representing yourself, school, district, the athletic department and your team every time you use social media. The Athletic Department advises coach's to exercise extreme caution in their use of social media application (Facebook, Twitter, Instagram, YouTube etc.). Always remember that inappropriate postings can follow you for life.

**Keep the following in mind before participating on social networking websites:**

- Nothing is ever fully private. Even if you are blocked, your followers can make your postings public.
- Once a post or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen-shot it.
- Do not post inappropriate information that could damage or embarrass individuals, teams, the Athletic Department, Madera Unified or you.
- Do not allow yourself to be photographed in a compromising situation. Remember that anyone can post a cell phone photo of you and tag or ID you, leaving you with little control or usage of the photograph.

**Do not post disrespectful comments or engage in inappropriate behavior such as:**

- Derogatory or defamatory language about anyone, including coaches, officials, opponents etc.
- Comments that constitute a credible threat of physical or emotional injury to another person.
- Comments or photos that describe illegal behavior
- Refrain from affiliating yourself from topics that potentially offensive and/or degrading.
- Reposting or retweeting someone else's offensive statement or joke may be attributed to you.
- Comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, play books, game plans, officiating etc.

**I have read all the above and understand that failure to follow the coaching agreement may result in suspension or dismissal from any Madera Unified Athletic Program.**

**Coach:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**As an Athletic Director, I have reviewed the social media agreement thoroughly and answered any question the coach may have had.**

**Athletic Director:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Madera Unified School District Athletic Directors

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## **Director of District Athletics**

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## **T. Jefferson Middle School: Athletic Director**

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## **Desmond Middle School: Athletic Director**

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## **M. L. King Middle School: Athletic Director**

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