

ATHLETIC PROGRAM HANDBOOK

I. INTRODUCTION

Interscholastic Athletic Programs in the Sonoma Valley Unified School District are guided by policies set by the Board of Trustees. All individuals participating in these programs work under the guidelines and regulations set by these policies. Athletic programs operate under an administrative structure designed to encourage appropriate levels of competition while supporting the goals of safety, inclusiveness, fairness, diversity, and good sportsmanship. Toward that end, hiring practices will be conducted with the utmost attention to finding the best candidates for each vacant position. The implementation of programs at each school will provide a balance of attention to different sports and a diligence in responding to any concerns raised about programs.

It is the goal of the Sonoma Valley Unified School District that our athletic programs provide a positive experience for student athletes, their families, and the community. As such, district employees will focus on inclusive practices that include a priority on good communication. The following sections on the administrative organization of the district's athletic programs provides guidelines about communication, problem solving, and the proper protocol for raising issues of concern. In all cases, we hope that information important to the district's athletic programs is easily accessible and clearly communicated.

The Sonoma Valley Unified School District pursues the following goals for student athletes:

- Accept the responsibility to become an effective, contributing member of society.
- Perform as a positive role model on campus and in the wider community.
- Fulfill academic responsibilities while progressing to meet the requirements for graduation and preparing oneself for life after high school.
- Maintain eligibility for participation in every athletic contest.

Ultimately the number of teams and size of the squad in any sport will be determined by:

- Teams in the appropriate league in which the team participates.
- Suitable indoor or outdoor game and practice facilities.
- A safe environment.

II. ADMINISTRATION OF ATHLETICS

A. Administrative Organization

As part of a K-12 school district, all participants should have an understanding that each individual is part of a much larger system. As such it is important to understand the administrative chain of authority/command for athletics. “Specifically, this chain of command will identify who is your supervisor, who is your supervisor’s supervisor, and who is ultimately responsible for what in the school district.” (National Federation of State High School Associations). When parents or students have questions about a particular aspect of the athletic program, those questions will normally be directed first to the team coach. If questions or concerns are not satisfactorily addressed at that level, the parent or coach may raise the concern with the athletic director. In cases where an issue rises to a higher level of concern, it is appropriate to involve the school administration as either an informational matter or to seek resolution of the issue.

1. Board of Education

All individuals involved in interscholastic athletics are ultimately responsible to the school district’s Board of Education, whose members are charged with the task of interpreting the needs of the community and developing policies in accordance with state statutes and mandates. The Board of Education is the final decision-making authority in the school district, in charge of and evaluating the merits of all interscholastic programs. Ultimately the Board is responsible for the hiring and dismissal of all school personnel, including coaches.

2. Superintendent

The superintendent is responsible for administering the schools according to the policies of the Board of Education and the rules and regulations of the state Department of Education. The superintendent establishes policy for athletics and ensures that all participants have an understanding of and adhere to the policy. It is expected that the superintendent represents the school district in its dealings with other school districts, community groups, and legislative bodies.

3. School Principal

The principal is the leader of the school and is responsible for the academic achievement of the student body. The principal is ultimately accountable for all aspects of school life, including athletics, and is responsible for any official action taken by the school in all areas.

4. Athletic Director

The athletic director at a school may report to the school principal or to the assistant principal responsible for athletics. The athletic director’s primary responsibility is to administer and supervise all aspects of interscholastic athletics at the school, including evaluating and assessing coach effectiveness. In addition to providing day-to-day leadership, the athletic director is also responsible for the promotion of the educational mission of interscholastic athletics and the placement of these programs in the school’s curriculum. The athletic director also has the role of making recommendations to the school principal in regard to the hiring and firing of coaches and other athletic personnel.

5. Head Coach

The head coach reports to the athletic director at a school and is responsible for all aspects of his or her athletic program. The head coach sets the level of expectations and the culture of the program and has the responsibility of ensuring the integration of the educational mission of the school into the athletic program and of promoting a healthy environment for each student.

6. Assistant Coach

An assistant coach reports to the head coach and is responsible for carrying out the duties described in the job description and other duties as delegated by the head coach. Part of the assistant coach's responsibility is to reinforce the integration of the educational mission of the school into the athletic program and of promoting a healthy environment for each student.

B. Athletic Affiliations

1. High School

Sonoma Valley High School supports and fully adopts the National Federation of State High School Associations, California Interscholastic Federation (CIF) under the North Coast Section (NCS) and the Sonoma County League's (SCL) rules, stipulations and philosophies.

The CIF is the governing body for high school sports in California and has jurisdiction over the number of scrimmages and contests a player or team can play in a year, and the beginning, end and length of the sports season. In addition, CIF hosts regional and state championships and in some cases governs sectional and district tournaments. The CIF also decides tournament sites and has final authority in all decisions regarding CIF games.

2. Middle School

Sonoma Valley Unified School District middle school athletics are affiliated with the North Valley League (NVL). The object of this association is to provide activities for the students of its member schools. All players are encouraged to participate to the best of their ability, to improve their skills, and to develop their physical talents to the maximum. The "team" aspect of sports is emphasized.

C. Statement of Athletic Philosophy

1. High School Athletics

The purpose of Sonoma Valley High School's athletic program is to promote the education and development of students through high school athletic participation. Our school is committed to an inclusive program with high standards and the principles of athletics serve as an essential part of the total educational program offered by Sonoma Valley High School.

Sonoma Valley High School embraces the concepts of the student athlete and recognizes the importance of the individuality of each student. The school also recognizes the value

of the district and the conference structure, and the benefits or membership in a national and local association.

a. Freshman Athletics

This program is available to all students in the ninth grade. Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on continued learning of various skills and game rules, an expansion on the fundamentals of team play, continued social and emotional growth, and an emphasis on healthy competition. At the freshman level, cutting of students is not our desire; it is the one thing that all coaches dislike about their positions. However, if the number of students trying out for a team creates a situation that is difficult to manage and poses a safety problem or is problematic because of facility considerations, reducing team size may be necessary.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The CIF and NCS of the California High School Athletic Association publish regulations by which practice sessions are governed. The freshman program requires a minimum of a 5-day per week commitment with practices and/or contests occasionally scheduled for Saturdays. Opportunities for meaningful contest participation for each team member will exist over the course of the season.

b. Junior Varsity

The junior varsity (JV) level is intended for those students who display the potential of continued development into productive varsity level performers. Although team membership varies according to the structure of each program, sophomores occupy the majority of roster positions. In certain situations, juniors who are expected to make contributions at the varsity level will be considered for junior varsity participation. Also, freshmen may be included on a junior varsity roster. At the JV level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play and socio-emotional development. JV programs work toward achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level. The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season, however a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the six-day-per-week commitment that is expected at the varsity level. While contests and practices are rarely held on holidays and Sundays, practice sessions are sometimes scheduled during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the JV level.

c. Varsity Athletics

Varsity competition is the highest level of competition. Our goal is to be as competitive as possible within the context of team play and good sportsmanship. The varsity teams are a culmination of the junior varsity and freshman programs moving up through the course of grade levels. Normally seniors and juniors make up the majority of rosters. Occasionally, sophomore student athletes and at times freshman student athletes may be selected on the team providing that evidence of advanced levels of physical development, athletic skill and appropriate social and emotional development are demonstrated.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play competitively in the contest. It is vital that each team member has a role and that each team member be informed of the individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. Tryouts are an audition. They serve as a platform for the student athlete to demonstrate the required athletic skills for a position on the team. Tryouts are seasonal and student athletes should come to tryouts prepared for competition. There is no entitlement for returning players belonging on a team. The varsity coach is the leader of that sport's program. He/she determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

2. Middle School Athletics

The purpose of the middle school athletic program is to support and fully adopt North Valley League philosophies, regulations and requirements. Sonoma Valley Middle Schools also support and honor CIF and other Sonoma Valley High School philosophies in an effort to prepare students for the high school athletic programs. Our middle schools are committed to high standards and the principles of athletics serving as essential parts of the total educational program.

Every 7th and 8th grade student is provided an opportunity to try out for an after school athletic team. Due to North Valley League restrictions, 6th graders are not allowed to participate in all sports. The single exception is wrestling, where 6th grade students may compete but not score points. Sixth grade students may also be team managers.

The emphasis at the middle school level is on instruction, skill development, teamwork, basic offensive and defensive strategies, fair play, social maturity, and sportsmanship. Team size is determined by North Valley League regulations, suitable game and practice facilities, and safe environments. With the exception of track and wrestling, cuts may be made. Cutting of students is not our desire but, when necessary, cuts will be made based on the physical ability, effort and maturity of the student as well as facility and safety concerns. Coaches are encouraged to allow all student athletes to play in all games.

Playing time shall be rewarded to those performing at the highest level, participating in practice, and meeting all academic and team requirements.

D. Club Sports

Sonoma Valley Unified School District athletics take precedence over all club sports and affiliations. Once a student has made the commitment to participate on a District athletic team, that team takes and has priority for practice and game time schedules. The North Coast Section rules have stipulations regarding student participation in same-sport teams that are in season with High School athletics. Sonoma Valley High School strongly encourages all students to participate on as many high school teams as they desire.

E. Sonoma Valley High School Booster Club

The Sonoma Valley High School Boosters Club is a voluntary, non-profit organization, organized under the laws of California. The Booster Club organization is administered by a Board of Directors. The Board is composed predominantly of parents of high school students. The High School Athletic Director serves on the Booster Club Board.

The purpose of the Sonoma Valley High School Boosters Club is to provide support for all school extracurricular programs by direct assistance and by financial aid as requested by those programs. The Booster Club shall augment these activities and programs but shall not provide assistance to any one individual with the exception of state CIF competition.

F. Athletic Teams (effective August 2008)

Sonoma Valley High School

Fall Sports

Cross Country, Boys, Varsity
Cross Country, Boys, J.V.
Cross Country, Girls, Varsity
Cross Country, Girls, J.V.
Football, Varsity
Football, J.V.
Football, Frosh
Golf, Girls, Varsity
Soccer, Boys, Varsity
Soccer, Boys, J.V.
Soccer, Girls, Varsity
Soccer, Girls, J.V.
Tennis, Girls, Varsity
Volleyball, Girls, Varsity
Volleyball, Girls, J.V.
Volleyball, Girls, Frosh
Water Polo, Boys, Varsity
Water Polo, Girls, Varsity

Winter Sports

Basketball, Varsity, Boys
Basketball, J.V., Boys
Basketball, Frosh, Boys
Basketball, Varsity, Girls
Basketball, J.V., Girls
Basketball, Frosh, Girls
Wrestling, Varsity
Wrestling, J.V.

Spring Sports

Baseball, Varsity
Baseball, J.V.
Baseball, Frosh
Golf, Boys, Varsity
Softball, Girls, Varsity
Softball, Girls, J.V.
Swimming, Boys, Varsity
Swimming, Boys, J.V.
Swimming, Girls, Varsity
Swimming, Girls, J.V.
Tennis, Boys, Varsity
Track, Varsity Boys
Track, J.V., Boys
Track, Girls, Varsity
Track, Girls, J.V.

Other co-curricular related to athletics: Pep squad (one stipend for fall/winter)

Middle Schools

Fall Sports

Basketball, 8th, Girls
Basketball, 7th, Girls
Soccer
Wrestling

Winter Sports

Basketball, 8th, Boys
Basketball, 7th, Boys
Volleyball, 8th, Girls
Volleyball, 7th, Girls

Spring Sports

Track

Athletic teams may be cancelled due to lack of funds, lack of qualified staff and/or low participation.

III. PERSONNEL PRACTICES

A. Timelines and Process for Hiring Coaches

The goal of the establishment of timelines for the hiring of coaches and assistant coaches is to provide clear expectations that will support having the appropriate personnel in place for the District’s athletic activities. Only when individuals are properly screened and processed for employment may they perform in an official capacity with the District’s athletic programs.

1. Fall Sports and Varsity Winter Sports:

ACTIVITY	TIMELINE	COMMENTS
Status Form (Appendix H)	To District Office by May 15	For <u>each</u> position to be utilized that season
Posting of all applicable positions	After approval of Status Forms Typically by June 1	Certificated: If returning, no need to post Non-certificated: Must post all positions filled by non-Certificated coaches
Returning Certificated: Letter of Intent (Appendix I) New coach: Application	During posting period	Panel interview if multiple applications for one position Formal reference check on all finalists Typically by June 15-June 20
Request for Employment (Appendix K)	After posting closes Typically by June 20	For <u>each</u> position to be utilized that season
Qualifications and Competency (Appendix L)	This form is in addition to the Request for Employment Typically by June 20	For each position to be filled by <ul style="list-style-type: none"> • new certificated coach • returning non-certificated coach or • new non-certificated coach
Hiring recommendation to Board of Trustees.	Typically in August Board meeting.	Formal action by the governing board confirms the administrative hiring recommendation
Start Date (as determined by League)	Following TB clearance, fingerprints, and Qualifications and Competency form	Coaches are not allowed to work with students until completed Qualifications and Competencies is confirmed by Human Resources
Verification and Authorization to Pay (Appendix M) and Extra Pay Assignment form (Appendix N)	At conclusion of season	“Season” includes championship playoffs

2. Winter Sports and Varsity Spring Sports

ACTIVITY	TIMELINE	COMMENTS
Status Form (Appendix H)	To District Office by September 15	For <u>each</u> position to be utilized that season
Posting of all applicable positions	After approval of Status Forms Typically by Sept. 30	Certificated: If returning, no need to post Non-certificated: Must post all positions filled by non-Certificated coaches
Returning Certificated: Letter of Intent (Appendix I) New coach: Application	During posting period	Panel interview if multiple applications for one position Formal reference check on all finalists Typically by Oct. 1 - Oct. 5
Request for Employment (Appendix K)	After posting closes Typically by October 5	For <u>each</u> position to be utilized that season
Qualifications and Competency (Appendix L)	This form is in addition to the Request for Employment Typically by October 5	For each position to be filled by <ul style="list-style-type: none"> • new certificated coach • returning non-certificated coach or • new non-certificated coach
Hiring recommendation to Board of Trustees.	Typically in November Board meeting.	Formal action by the governing board confirms the administrative hiring recommendation
Start Date (as determined by League)	Following TB clearance, fingerprints, and Qualifications and Competency form	Coaches are not allowed to work with students until completed Qualifications and Competencies is confirmed by Human Resources
Verification and Authorization to Pay (Appendix M) and Extra Pay Assignment form (Appendix N)	At conclusion of season	“Season” includes championship playoffs

3. Spring Sports and Varsity Fall Sports

ACTIVITY	TIMELINE	COMMENTS
Status Form (Appendix H)	To District Office by December 1	For <u>each</u> position to be utilized that season
Posting of all applicable positions	After approval of Status Forms Typically by Dec. 15	Certificated: If returning, no need to post. Non-Certificated: Must post all positions filled by non-Certificated coaches
Returning Certificated: Letter of Intent (Appendix I) New coach: Application	During posting period	Panel interview if multiple applications for one position Formal reference check on all finalists Typically by Jan. 1 - Jan. 10
Request for Employment (Appendix K)	After posting closes Typically by January 10	For <u>each</u> position to be utilized that season
Qualifications and Competency (Appendix L)	This form is in addition to the Request for Employment Typically by January 10	For each position to be filled by <ul style="list-style-type: none"> • new certificated coach • returning non-certificated coach or • new non-certificated coach
Hiring recommendation to Board of Trustees.	Typically in February Board meeting.	Formal action by the governing board confirms the administrative hiring recommendation
Start Date (as determined by League)	Following TB clearance, fingerprints, and Qualifications and Competency form	Coaches are not allowed to work with students until completed Qualifications and Competencies is confirmed by Human Resources
Verification and Authorization to Pay (Appendix M) and Extra Pay Assignment form (Appendix N)	At conclusion of season	“Season” includes championship playoffs

B. Requirements to Coach

1. Child Abuse Reporting

Any employee of a public school system in California is a mandatory reporter with regard to child abuse. As such, athletic team coaches, whether certificated or non-certificated, have a duty to report any suspected case of child abuse.

2. CIF Training

With the passing of the Coaching Education and Steroid/Performance-Enhancing Supplements bylaws in May 2005, the State CIF Federated Council mandated “certification” of coaches.

The purpose of the CIF Coaching Education Program is to enhance the experience of student athletes by assuring that their coaches meet a minimum level of professional training. The program provides strong, pragmatic and comprehensive instruction for coaches of interscholastic athletics in California that is consistent with the highest national standards as set by the legislature, state Department of Education, California Interscholastic Federation and National Federation of State High School Associations.

The revised CIF Bylaw 22.B.(9) states: “Definition of a coach, paid or unpaid: Any individual that the school/district is required to approve under Title V, California Code of Regulations, Section 5593 and 5594 and/or under California Education Code 33190-33192, 45125.01 and 45125.1.” Simply stated, anyone who is required to be fingerprinted and/or is approved by their local district Governing Board to have contact with students must participate in the CIF Coaching Education Program.

The National Federation of State High School Associations (NFHS) “Fundamentals of Coaching” Course and the American Coaching Effectiveness Program (ACEP) “Coaching Principles” course both meet California’s standards for Coaching Education. Coaches are to complete one of these programs before the December 31, 2008 deadline.

Coaches may become Certified in one of three ways:

1. Coaches can go on their own to www.nfhslearn.com and take the “Fundamentals of Coaching” course online for \$52.
2. Any representative from a school/district can also go to www.nfhslearn.com and purchase license #'s in bulk (\$52 each), for their coaches. The coaches then go online and complete the “Fundamentals of Coaching” course to become certified.
3. The NFHS/CIF Fundamentals of Coaching Course can also be taught to your coaches in a classroom setting. Individuals who wish to teach the blended NFHS/CIF Course, must attend a CIF Coaching Education Instructor Training.

A Certified Instructor in the ACEP program can still order CIF/ACEP Coaching Principles packets from the CIF State Office.

A school/district may hire a coach that is not certified, but only for one sports season. The coach must complete the certification before they can coach another season and/or a second sport. The State law (SB39) allows for this one sports season exception.

3. Competence in Care and Prevention of Athletic Injuries

Athletic coaches shall provide evidence of one or more of the following:

1. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card.
2. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card.
3. A valid Emergency Medical Technician (EMT) I or II card.

4. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA).
5. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards.

4. Coaching Theory and Techniques

Athletic coaches shall provide evidence of one or more of the following:

1. Completion of a college course in coaching theory and techniques.
2. Completion of inservice programs arranged by a school district or county office of education.
3. Prior service as a student coach or assistant athletic coach in the sport or game being coached.
4. Prior coaching in community youth athletic programs in the sport being coached.
5. Prior participation in organized competitive athletics at high school level or above in the sport being coached.

5. Knowledge of Rules and Regulations

Athletic coaches shall provide evidence of knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at high school level, the regulations of the CIF.

6. Child or Adolescent Psychology

Athletic coaches shall provide evidence of knowledge of child or adolescent psychology as it relates to sports participation in any of the following ways:

1. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions.
2. Completion of a seminar or workshop on human growth and development of youth.
3. Prior active involvement with youth in school or community sports program.

7. Substance abuse prevention

Athletic coaches shall provide evidence of knowledge of substance abuse prevention, including but not limited to tobacco, alcohol, steroids and human growth hormones, as evidenced by the completion of a college-level course, workshop or seminar that includes instruction on substance abuse prevention and the physical and psychological effects of steroids and human growth hormones.

C. Additional Requirements for Non-Certificated Coaches

1. Fingerprinting

Non-certificated persons employed to coach or supervise district athletic teams must be screened via a Department of Justice fingerprint clearance. Such screening will ensure that individuals hired as athletic coaches have not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.

2. Health Screening

Non-certificated persons employed to coach or supervise district athletic teams must be screened to confirm that they are free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

D. Code of Ethical Conduct

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

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Consistently require all players to adhere to the established rules and standards of the game.
8. Properly instruct players in the safe use of equipment.
9. Not exert undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
10. Not exert undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Not suggest, provide or encourage any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
12. Not recruit athletes from other schools.

13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates.

E. Process for Coaching Employment

1. Hiring New Coaches (Certificated)

Qualified certificated district employees who wish to coach shall respond to the posting of vacant positions with a letter of intent. The athletic director working in coordination with the site administrator will conduct interviews and formally check references, making final employment recommendations to the office of Human Resources using the Request for Employment Form. Administrative recommendations will be carried forward by the Department of Human Resources for action by the Governing Board.

2. Hiring New Coaches (Non-certificated)

When a vacant coaching position is not filled by a certificated district employee, a non-credentialed individual may apply using the Classified Employment Application Form. The athletic director working in coordination with the site administrator will conduct interviews and formally check references, making final employment recommendations to the office of Human Resources using the Request for Employment Form. Administrative recommendations will be carried forward by the Department of Human Resources for action by the Governing Board.

3. Returning Coaches

Certificated coaches who have received a satisfactory evaluation via the Verification of Completion of Service Form are invited to submit a letter of intent to continue in the assignment. No additional processing is required by the district. The Education Code requires that a coaching position that has been filled by a non-certificated coach **must** be posted and advertised annually to provide an opportunity for certificated employees to serve. If a non-certificated coach has served successfully as indicated by the Verification of Completion of Service Form, and no certificated employee fills the posted position, the non-certificated coach may indicate an interest in continuing by submitting a Letter of Intent.

4. Volunteer Coaches

Athletic programs in the Sonoma Valley Unified School District are enhanced through the participation of volunteers. Volunteers serving the Districts programs do so under the direction of employees of the district and specifically the team's athletic coach. When a coach determines that a volunteer will be overseeing activities independently of a coach or assistant coach, prior to starting such activities the volunteer coach will go through the health and security screening required of regular district employees.

5. Terminating Employment

Coaching assignments are temporary assignments. Each year the athletic director will complete a Verification of Completion of Service Form indicating the level of satisfaction with the completed coaching assignment. Certificated coaches with a satisfactory verification will be offered the opportunity to continue in the assignment. Otherwise, the position will be considered vacant and will be re-posted. Administrative

recommendations will be carried forward by the Department of Human Resources for action by the Governing Board.

6. Evaluation Procedures

Evaluation of coaches takes place under the authority of the site administrator assigned to athletics. Generally, the athletic director will be responsible for the annual Verification of Completion of Service. The athletic director and the appropriate site administrator will meet to review verification forms prior to the meeting between the athletic director and the coach.

F. Job Descriptions

The following job descriptions provide the general guidelines for athletic directors and coaches in the Sonoma Valley Unified School District. While each sport and activity involves unique circumstances and challenges, these general outlines provide an overview of responsibilities.

Sonoma Valley Unified School District Job Description

Job Title: High School Athletic Director
Reports To: Site Administrator

Description of Position:

Under administrative direction, provides for overall leadership and coordination among the various sports to facilitate athletic programs that provide students with positive learning experiences. The Athletic Director will serve as a role model for coaches and athletes, providing positive representation for the school and district at meetings and athletic events.

Essential Duties and Responsibilities: Include the following:

- Works under the direction of the principal and/or assistant principal, to coordinate the overall athletic program.
- Maintains an active program that promotes sportsmanship and welcomes competing teams and guests.
- Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the California Interscholastic Federation (CIF), North Coast Section (NCS) and Sonoma County League (SCL).
- Responsible for evaluating all new applicants for open coaching positions; shall be a member of the selection committee.
- Observes coaches, makes future recommendations in terms of job expectations and makes recommendations to the school principal as to coaches' job assignments.
- Ensures participation opportunities for all students through an active and timely advertising and promotion program for each sport.
- Works with student athletes planning to participate in collegiate athletics.
- Communicates all student disciplinary matters and parent/community complaints regarding athletic programs to the site administrator.
- Reports facilities health and safety issues immediately to the site administrator
- Provides an annual written report to the site administrator regarding athletic facilities.
- Resolves conflicts that may develop within the athletic department.
- Responsible for determining scholastic eligibility of all team members on a grading period and semester basis.
- Maintains an annual file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
- Interprets board policy to provide guidance to the schools and coaches.
- Represents the school at league and conference meetings.
- Responsible for the distribution of complimentary passes.
- Sends reminders regarding upcoming events to schools, officials and school administrators.
- Conducts coach orientations and monitors required CIF trainings to certify coaches.
- Oversees seasonal awards activities.
- Liaison with middle school athletic directors and middle school athletic program.

- Liaison between the coaches and the Athletic Booster Club.
- Serves on Boosters' Board.

Game and Event Management Responsibilities

- Coordinates with coach to ensure arrangements for all events including transportation, lodging, and meals as required.
- Responsible for contracting all game officials.
- Makes arrangements for all events such as transportation.
- Distributes and provides updates of schedules of upcoming events and team rosters to school administration in a timely manner.
- Responsible, after consulting the head coach, for informing the administration of the cancellation or postponement of contracted contests due to non-playable conditions.
- Supervises public address system operations at the various games.
- Coordinates with Head Coach for medical personnel at home games.
- Coordinates with Athletic Boosters regarding a reasonable and equitable program for the concession stands.
- Responsible for the operation and organization of the press boxes.

Technical Administrative Responsibilities

- Presents an annual report to the principal including a financial report to the Boosters Committee.
- Maintains a team roster for each sport.
- Maintains records of, and informs school administration of, all athletic suspensions and expulsions from teams.
- Works in conjunction with the principal in developing the yearly budget for the program.
- Establishes procedures for the control of the training and weight room.

Qualifications:

Knowledge of:

- Athletics programs and procedures at Sonoma Valley High School.
- Principles of leadership, supervision, and training.
- Principles and techniques of coaching at the high school level.
- Budgetary and record-keeping practices.
- Emergency preparedness requirements and procedures.
- Safety rules and regulations.
- Principles of positive coaching.
- Knowledge of District Health and Wellness Policy/concepts
- Education Code, Board policies and League regulations as they relate to the school's athletic programs.

Ability to:

- Mediate problems as they arise within the school's athletic programs.
- Administer a complex array of programs and activities.
- Manage timelines, scheduling and budgetary responsibilities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

- Experience as a classroom teacher and five years of coaching at the high school level are desirable.
- Completion of all qualifications and competencies required by the District
- Bilingual preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk and listen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty five (45) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Approved by: Board of Trustees
Approval date:

Sonoma Valley Unified School District Job Description

Job Title: High School Head Athletic Coach
Reports To: High School Athletic Director

Description of Position:

Under administrative direction, provides instruction to student athletes in fundamental rules, skills, strategy, and physical training necessary for individual and team success. The Head Coach will serve as a role model for members of the coaching staff and athletes, providing positive representation for the school and district at meetings and athletic events.

Essential Duties and Responsibilities: Include the following:

- Works under the direction of the principal and/or assistant principal and athletic director to coordinate the overall athletic program.
- Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the California Interscholastic Federation (CIF), North Coast Section (NCS) and Sonoma County League (SCL).
- Understands the proper chain of command and refers all requests or complaints through proper channels.
- Remains current in all aspects of the profession through attendance at conferences, trainings, and membership in professional organizations.
- Provides documentation to fulfill state and system requirements concerning students' insurance coverage, parental consent and eligibility.
- Monitors appropriate exclusion of students who have not completed eligibility requirements.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, consults with athletic director and contacts parents when a student is dropped or becomes ineligible.
- By his/her presence at all practices, games and while traveling, ensures compliance with attendance and safety regulations for each participant.
- Reports to athletic director and administrator regarding student behavior infractions during any athletic activities.
- Initiates programs and policies concerning injuries, medical attention and emergencies.
- Completes appropriate student accident report on all disabling athletic injuries on proper forms and submits to athletic director within 24 hours.
- Provides supervision to team members for use of training and weight rooms.
- Maintains written record of student performance and attendance in games and practices.
- Responsible for hosting NCS and SCL events.
- Attends appropriate league and conference meetings and advises the athletic director regarding recommended policy, method or procedural changes.
- Resolves conflicts that may develop within the athletic team and coaching staff.
- Works with student athletes planning to participate in collegiate athletics.
- Directs student managers.

- Responsible for making recommendations to the athletic director concerning the improvement of athletic facilities and reporting facility safety concerns.
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records related to this procedure.
- Properly marks and identifies all equipment before issuing or storing.
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Provides athletic director with an official roster no later than two weeks after the first date of practice.
- Organizes parents, coaches and guests and holds a pre-season parent meeting attended by a high school administrator.
- Organizes and holds an end-of-season award event.
- Maintains communication throughout the season with parents and the high school athletic director.

Game and Event Management Responsibilities

- Responsible for contacting all game officials for any necessary cancellation or rescheduling.
- Schedules departure times for all away games and events.
- Distributes and provides updates of schedules of upcoming events to athletic director one month prior to first day of practice.
- Responsible for official scorekeeper at home games.

Observation/Evaluation Responsibilities: Include the following:

- Conducts assistant coach and volunteer orientations and monitors required CIF trainings to certify assistant coaches.
- Observes assistant coaches and volunteers and makes future recommendations in terms of job expectations.
- Makes recommendations to the athletic director as to coaches' job assignments.

Qualifications:

Knowledge of:

- Athletics programs and procedures at Sonoma Valley High School.
- Principles of leadership, supervision, and training.
- Principles and techniques of coaching at the high school level.
- Budgetary and record-keeping practices.
- Emergency preparedness requirements and procedures.
- Safety rules and regulations.
- Principles of positive coaching.
- Knowledge of District Health and Wellness Policy/concepts
- Education Code, Board policies, and League regulations as they relate to the team's athletic program.

Ability to:

- Mediate problems as they arise within the athletic program and team.

- Manage timelines, schedules and budgetary responsibilities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

- Experience as a classroom teacher and coaching at the high school level are desirable.
- Previous coaching experience desirable.
- Completion of all qualifications and competencies required by the District
- Bilingual preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk and listen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty five (45) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Approved by: Board of Trustees
Approval date:

Sonoma Valley Unified School District Job Description

Job Title: Middle School Athletic Director
Reports To: Middle School Site Administrator

Description of Position:

Under administrative direction, provides for overall leadership and coordination among the various sports to facilitate athletic programs that provide students with positive learning experiences. The Athletic Director will serve as a role model for coaches and athletes, providing positive representation for the school and district at meetings and athletic events.

Essential Duties and Responsibilities: Include the following:

- Works under the direction of the principal and/or assistant principal, to coordinate the overall athletic program.
- Maintains an active program that promotes broad student participation and sportsmanship and welcomes competing teams and guests.
- Responsible for administering all interscholastic policies and procedures working within the confines of the rules and By-Laws of the North Valley League.
- Responsible for evaluating all new applicants for open coaching positions; shall be a member of the selection committee.
- Observes coaches, makes future recommendations in terms of job expectations and makes recommendations to the school principal as to coaches' job assignments.
- Attends North Valley League meetings.
- Communicates all student disciplinary matters and parent/community complaints regarding athletic programs to the site administrator.
- Reports facilities health and safety issues immediately to the site administrator.
- Coordinates with the maintenance department the maintenance of fields and gymnasiums, including physical education facilities.
- Responsible for making recommendations to the principal concerning the improvement of athletic facilities and reporting facility safety concerns.
- Resolves conflicts that may develop within the athletic department.
- Responsible for determining scholastic eligibility of all team members on a grading period and trimester basis.
- Maintains an annual file of players, insurance forms, records, parent consent forms, payments, etc.
- Interprets board policy to provide guidance to the schools and coaches.
- Receives equipment quotations from coaches, evaluates such requests and approves appropriate orders.
- Sends reminders regarding upcoming events to schools, officials and school administrators.
- Provides for the cleaning, repairing and storing of all athletic equipment and maintaining an inventory of equipment.

- Implements and enforces procedures for the control of the weight room and training room as applicable.
- Arranges for training/first aid supplies to be at each home game.
- Represents the school in all athletic business at league and conference meetings.
- Responsible for the distribution and publication of all schedules.
- Coordinates with the coaches to make arrangements for all events such as transportation, lodging and meals, when required.
- Responsible for dispensing athletic awards to coaches for their planned awards ceremonies.

Game and Event Management Responsibilities

- Coordinates with coach to ensure arrangements for all events including transportation, lodging, and meals as required.
- Schedules departure times for all away games and events.
- Responsible for contracting all game officials and scorekeepers.
- Distributes and provides updates of schedules of upcoming events and team rosters to school administration in a timely manner.
- Responsible, after consulting the head coach, for informing the administration of the cancellation or postponement of contracted contests due to non-playable conditions.
- Supervises public address system operations at the various games.
- Coordinates with head coach for first aid supplies at all events and competitions.

Technical Administrative Responsibilities

- Works in conjunction with the principal in developing the yearly budget for the program.
- Maintains a team roster for each sport.
- Maintains records of, and informs school administration of, all athletic suspensions and expulsions from teams.
- Establishes procedures for the control of the training and weight room.

Qualifications:

Knowledge of:

- Athletics programs and procedures for the district's middle schools.
- Principles of leadership, supervision, and training.
- Principles and techniques of coaching at the middle school level.
- Budgetary and record-keeping practices.
- Emergency preparedness requirements and procedures.
- Safety rules and regulations.
- Principles of positive coaching.
- Knowledge of District Health and Wellness Policy.
- Education Code, Board policies and League regulations as they relate to the school's athletic programs.

Ability to:

- Mediate problems as they arise within the school's athletic programs.
- Administer a complex array of programs and activities.
- Manage timelines, scheduling and budgetary responsibilities.

- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

- Experience as a classroom teacher and five years of coaching at the middle school or community level are desirable.
- Completion of all qualifications and competencies required by the District
- Bilingual preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk and listen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty five (45) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Approved by: Board of Trustees
Approval date:

Sonoma Valley Unified School District Job Description

Job Title: Middle School Head Athletic Coach
Reports To: Middle School Athletic Director

Description of Position:

Under administrative direction, provides instruction to student athletes in fundamental rules, skills, strategy, and physical training necessary for individual and team success. The Head Coach will serve as a role model for members of the coaching staff and athletes, providing positive representation for the school and district at meetings and athletic events.

Essential Duties and Responsibilities: Include the following:

- Works under the direction of the principal and/or assistant principal and athletic director to coordinate the overall athletic program.
- Understands the proper chain of command and refers all requests or complaints through proper channels.
- Remains current in all aspects of the profession through attendance at conferences, trainings, and membership in professional organizations.
- Provides documentation to fulfill state and system requirements concerning student insurance coverage, parental consent and eligibility.
- Monitors appropriate exclusion of students who have not completed eligibility requirements.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, consults with athletic director and contacts parents when a student is dropped or becomes ineligible.
- By his/her presence at all practices, games and while traveling, ensures compliance with attendance and safety regulations for each participant.
- Reports to athletic director and administrator regarding any emergency situations and student behavior infractions during any athletic activities.
- Implements programs and policies concerning injuries, medical attention and emergencies.
- Completes appropriate student accident report on all disabling athletic injuries on proper forms and submits to athletic director within 24 hours.
- Provides supervision to team members for use of training and weight rooms as applicable.
- Maintains written record of student attendance in games and practices.
- Advises the athletic director regarding recommended policy, method or procedural changes.
- Resolves conflicts that may develop within the athletic team and coaching staff.
- Directs student managers.
- Responsible for making recommendations to the athletic director concerning the improvement of athletic facilities and reporting facility safety concerns.
- Provides proper safeguards for maintenance and protection of assigned equipment.

- Properly marks and identifies all equipment before issuing or storing.
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records related to this procedure.
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Provides athletic director with an official roster no later than the first date of practice.
- Organizes parents, coaches and guests and holds a pre-season parent meeting.

Game and Event Management Responsibilities

- With appropriate clearance from the Athletic Director, responsible for contacting all game officials for any necessary cancellation or rescheduling.
- Distributes and provides updates of schedules of upcoming events to athletic director.

Observation/Evaluation Responsibilities

- Conducts assistant coach and volunteer orientations.
- Observes assistant coaches and volunteers, and makes future recommendations in terms of job expectations.
- Makes recommendations to the athletic director as to coaches' job assignments.

Qualifications:

Knowledge of:

- Athletics programs and procedures at middle school level.
- Principles of leadership, supervision, and training.
- Principles and techniques of coaching at the middle school level.
- Budgetary and record-keeping practices.
- Emergency preparedness requirements and procedures.
- Safety rules and regulations.
- Principles of positive coaching.
- Knowledge of District Health and Wellness Policy.
- Education Code, Board policies, and League regulations as they relate to the team's athletic program.

Ability to:

- Mediate problems as they arise within the athletic program and team.
- Manage timelines, schedules and budgetary responsibilities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

- Experience as a classroom teacher and coaching at the middle school level are desirable.
- Previous coaching experience desirable.
- Completion of all qualifications and competencies required by the District
- Bilingual preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk and listen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty five (45) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Approved by: Board of Trustees
Approval date:

G. Positions and Salaries

The following chart provides an overview of coaching positions and salaries current in the 2008-2009 school year.

Extra-Curricular Pay Scale

Class I	\$2,376
Class II	2,037
Class III	1,697
Class IV	1,299
Class V	1,006
Class VI	681
Class VII	341
Class VIII	273

High School Coaching 9-12

Season	Position (number of authorized positions)	Class	Season	Position	Class
Fall	Cross Country (1)	II	Winter	Basketball Varsity, boys (1)	I
	Cross Country Assistant (1)	III		Basketball J.V., boys (1)	II
	Golf, girls (1)	II		Basketball Frosh, boys (1)	III
	Football Varsity (1)	I		Basketball Varsity, girls (1)	I
	Football Varsity Assistant (1)	II		Basketball J.V., girls (1)	II
	Football J.V. (1)	II		Basketball Frosh, girls (1)	III
	Football J.V. Assistant (2)	II		Wrestling, Varsity (1)	I
	Football Frosh (1)	III		Wrestling, Varsity Assistant (1)	II
	Football Frosh Assistant (1)	III		Athletic Trainer (1)	II
	Soccer, boys (1)	I		Spring	Baseball Varsity (1)
Soccer Assistant, boys (1)	II	Baseball J.V. (1)	II		
Soccer, girls (1)	I	Baseball Frosh (1)	III		
Soccer Assistant, girls (1)	II	Golf, boys (1)	II		
Tennis, girls (1)	II	Softball (1)	I		
Volleyball (1)	I	Softball J.V. (1)	II		
Volleyball J.V. (1)	II	Swimming, Varsity (1)	I		
Volleyball Frosh (1)	III	Swimming Assistant (1)	II		
Water Polo Varsity (1)	I	Track (1)	I		
Athletic Trainer (1)	II	Track Assistant (2)	II		
Annual	Athletic Director	Ix1.5	Tennis (boys) (1)	II	
	Pep Squad	III	Athletic Trainer (1)	II	

Middle School Coaching 6-8

Season	Position	Class	Season	Position	Class
Fall	Basketball 8, Girls (1)	II	Winter	Basketball 8, Boys (1)	II
	Basketball 7, Girls (1)	III		Basketball 7, Boys (1)	III
	Soccer (1)	II		Volleyball 8 (1)	II
	Wrestling (1)	II		Volleyball 7 (1)	III
	Wrestling Assistant (1)	III	Spring	Track (1)	II
				Track Assistant (1)	III
	Athletic Director	II			

H. Complaints

It is an underlying goal of the Sonoma Valley Unified School District to remain responsive to the needs and interests of the community served by the District's schools and programs. There are times when concerns are raised regarding the District's programs, and the District maintains policies specific to different kinds of complaints that may be made about District operations. The policies and regulations regarding complaints provide an overview of the rationale and process for proceeding with a complaint process.

In general it is the goal of the District to respond to complaints and to resolve them at the most informal level practicable. It is the intent of the District to provide assistance to individuals who desire assistance with the complaint process. Questions regarding the complaint processes can be addressed to the Department of Human Resources.

In compliance with State and Federal laws, the District has specific complaint processes in the following areas: A) Complaints concerning school personnel, B) Complaints concerning discrimination (Uniform Complaints), C) Complaints regarding sexual harassment. The Board Policies and Administrative Regulations regarding the processing of these complaints are included in this manual and are available through the District website.

IV. COACHING EXPECTATIONS AND RESPONSIBILITIES

General responsibilities for coaches are included in the job descriptions for coaches. Coaches are expected to support an environment within their programs that is consistent with the philosophy and goals outlined in this handbook. Coaches are responsible for modeling and maintaining the highest level of conduct for the student athletes that they oversee.

A. Student Conduct

Coaches are responsible for understanding and enforcing the school behavioral expectations associated with participation in interscholastic athletics. School behavioral expectations are contained in Appendices D, E, and F, and are available through each school's website.

B. Student Participation

The coach's role includes encouraging students to participate appropriately within the District's athletic programs. The District maintains an overarching goal of a program which encourages participation and develops programs whose diversity matches that of the school and community.

Board Policy 6145 provides the overview of the academic requirements for participation in the districts athletic programs at both the middle school and high school levels.

C. Students with Disabilities

The Code of Federal Regulations (Section 300.107) clarifies the requirement for schools to provide "nonacademic and extracurricular services and activities in the manner necessary to afford individuals with exceptional needs an equal opportunity for participation in those services and activities." As such, schools must adopt practices to ensure that appropriate attention is given to the inclusion of special needs students in the schools' athletic programs.

D. Rosters

Coaches are responsible for maintaining accurate rosters of their athletic teams and providing those rosters to the athletic director on a timely basis.

E. Parent Meetings

Coaches are responsible for holding a mandatory meeting of parents with the student athletes at the beginning of each season. At the high school level, these pre-season meetings are to be attended by a Sonoma Valley High School administrator. Throughout the season, coaches will be responsible to maintain regular and ongoing communication with parents. It is the expectation that coaches will provide parents with guidelines to ensure the coach's accessibility throughout the season.

F. Student clearance

Coaches are responsible for monitoring the appropriate participation of students on their teams. Prior to the start of the season, coaches will provide a notice to students and

parents regarding the regulations associated with participation in District athletic programs. Coaches are responsible for ensuring that students do not participate without completing appropriate insurance paperwork, and that the school office has a sports participation and health card on file. Monitoring the academic expectations for student participation is the responsibility of the athletic director, but it is enforced by the team coach. Behavior expectations are provided and enforced by the coach.

G. Financial matters

All purchases and fundraising activities conducted by coaches are to be approved in advance by the school administrator.

H. Volunteers

Coaches are responsible for the volunteers associated with the team. As such, volunteers serve only with the permission of the coach. In some cases, a coach may determine that a volunteer is to be independently responsible for a small group of students. Any volunteer authorized to work independently is to be processed through the Department of Human Resources and is subject to a Department of Justice security screening and the appropriate health screening. Only screened volunteers will have authorization to oversee students when not in the presence of the coach.

I. Athletic Trainer

The athletic program at Sonoma Valley High School is supported through a stipend position for a year round athletic trainer. Working under the supervision of the administrator for athletics and the guidance of the athletic director, the athletic trainer will be present on the school campus during practice and will be assigned to specific games and activities. The athletic trainer serves in a consulting role regarding training regimens for athletes. The athletic trainer is not a physician. When medical treatment is required, the athletic trainer will provide assistance in securing emergency medical care.

J. Keys

At Sonoma Valley High School, the Associated Student Body Bookkeeper will provide coaches with keys necessary to the completion of duties. At the middle school level, the School Office Manager will provide coaches with keys necessary to the completion of duties. Keys must be kept in the possession of the coach and are never to be loaned out or duplicated. In no case should keys be given to students. All keys are to be returned to the school office at the end of the season unless prior approval is received. If keys are provided for the use of club sport activities on a school campus, there must be an approved facility use agreement with appropriate hold harmless and certificate of insurance.

K. Transportation of students

Coaches are responsible for communicating and enforcing District regulations with regard to transportation. All trips involving athletic teams are considered to be field trips, and must be conducted in accordance with the appropriate District policies regarding such transportation. As is the case with other school activities, the use of any alcoholic beverages during field trips is prohibited. Any deviation from District regulations

regarding the transportation of students should be reported immediately to the athletic director or to the appropriate school administrator.