

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

ATHLETIC HANDBOOK



TABLE OF CONTENTS

	PAGE
MISSION STATEMENT AND NON-DISCRIMINATION STATEMENT	1
INTRODUCTION AND CORE BELIEFS	1 - 2
PROGRAM GUIDELINES	3 – 5
TITLE IV, Current Law Pertaining to High School Athletics; Pupil Fees (AB 1575); Participation in Extra Curricular and Co-curricular Activities (BP 6145); and Participation in Athletic Competition (BP 6145.2)	
California Interscholastic Federation (CIF) RULES AND GUIDELINES	6 – 8
Pursuing Victory with Honor/ CIF Bylaws Regarding Coaches Compensation; Eligibility; Additional CIF Eligibility Sections	
STUDENT ATHLETE EXPECTATIONS	9 – 10
MVUSD CONCUSSION PROTOCOLS AND INJURY REPORTS	11
COACHES RESPONSIBILITIES AND GUIDELINES	12 – 16
Athletic Clearance; Facilities; Reporting Scores; Record Keeping; Attendance; Helpful Hints; Field Trip and Transportation Guidelines	
BOOSTER CLUBS	17
SUMMER PROGRAMS & MEDIA GUIDELINES	18
APPENDIX A – CODE OF ETHICS, COACHES	19

Communication Protocol for Conflict Resolution;
CIF Expectations for Coaches;

Subject to Change Disclaimer

The policies, regulations and procedures in this handbook are subject to change without prior notice, if necessary, to be compliance with state laws, education code and/or with rules and regulations of the Board of Education for the Murrieta Valley Unified School District. For the most current, updated version of this handbook, please refer to our website at <https://www.murrieta.k12.ca.us/>.

MVUSD ATHLETIC PROGRAM MISSION STATEMENT

The mission of the Murrieta Valley Unified School District Athletics Program is to enrich the mental, physical, emotional, spiritual, and social well-being of all student athletes by providing cooperative and competitive opportunities which foster the development of lifelong values of sportsmanship, commitment, integrity, teamwork, individual effort, and good citizenship.

Murrieta Valley Unified School District Non-Discrimination Statement

The Murrieta Valley Unified School District is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived ancestry, age color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, pregnancy, parent/marital or family status, primary language, medical condition, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district, school, or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the protected characteristics named above. (MVUSD AR/BP 1312.3, AR/BP 4030, AR 4031, AR/BP 5145.3, BP 5146, BP5131.2)

The Board designates the Director of Student Support as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another District administrator to investigate complaints. If you have a complaint, you are to submit it in writing to: Dale Velk, Director of Student Support, Title IX Coordinator & Compliance Officer at 951-696-1600 or dvelk@murrieta.k12.ca.us. If you have any additional questions regarding the process, please contact Student Support at 951-696-1600. *A copy of Board Policy 0410 – Nondiscrimination in District Programs and Activities is available at <https://www.murrieta.k12.ca.us/>.*

ATHLETIC PROGRAM INTRODUCTION

This handbook was prepared in an effort to establish guidelines to help those who are connected with the administration and the athletic program within the Murrieta Valley Unified School District. The Athletic Director, Principal, and District Office have approved every coach on our campus. The guidelines on the following pages are meant to enable all staff members to function with increased confidence and effectiveness.

The coach of an athletic team is primarily responsible for the compliance of their squad members to the rules, regulations, and policies governing athletics with the MVUSD. Compliance is enhanced when student athletes are informed of and understand the policies. All coaches are directly responsible to the Athletic Director for the application of these rules and regulations. The Athletic Director will administer these rules and regulations.

You have chosen an honorable profession and must be an example of honor and dignity for our student athletes.

PURPOSE AND PHILOSOPHY OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

High School Athletics is an extension of the high school curriculum that provides activities for the growth and development of our student athletes. The administration believes that interscholastic athletics contributes significantly to preparing our student athletes for becoming productive, contributing citizens of our community and society. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness and personal health, the acquisition of competent performances, and the achievement of excellence in the student's chosen sport.

Within the Murrieta Valley School District, coaching is defined as a teaching situation. This implies that teacher

responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom, especially if we are to justify our interscholastic program on a sound educational philosophy. Therefore, we must assume that the individual coach will apply himself/herself to athletic assignment in the same professional manner displayed in a formal classroom situation.

Coaches have a tremendous opportunity to influence young people. Athletics are an extension of the school day and the coach is the teacher. The classroom becomes the soccer field, the baseball/softball field, basketball court, or the yellow bus carrying student athletes' home after they have just suffered a heart wrenching loss or emotionally thrilling last second victory. These are teaching opportunities a coach can use to help young people become better citizens and better human beings.

In addition, our aim is to develop a student athlete with an improved self---image, the ability to learn a new skill, and an intrinsic motivation for growth and development. We want to see a student athlete who will demonstrate a willingness to accept responsibility for their actions, measure themselves against standards of quality, express ideas and solutions to problems, and value fair play, honesty, and cooperation. We wish to excel in athletics, just as we desire to excel in all activities and functions in the name of the district.

Interscholastic athletics is a voluntary activity. Students are not obligated to participate, and participation is not required for graduation. Thus, **competition in high school athletics is a privilege and not a right**. Accompanying this privilege is the responsibility to conform to the standards established by the Murrieta Valley Unified School District. This privilege may be revoked if the student athlete fails or refuses to comply with the expectations.

BELIEFS

- Students are our highest priority.
- Participation in high school interscholastic athletics is an important part of a student's overall educational experience.
- Student athletes have an inherent responsibility to conduct themselves in a manner that reflects the values of the California Interscholastic Federation (CIF) as well as the school, district, league, and community they represent. **Participation in high school athletics is a privilege and not a right.**
- Open and honest communication and mutual respect among coaches, parents, and athletes provides the foundation of a successful athletic program. Positive parental support and involvement enhance student growth and program quality.
- All stakeholders involved, including members of the athletic teams, pep and/or cheer squads, coaches, faculty members, booster club members, spectators, and volunteers have a duty to assure their sport's program imparts important life skills and promotes the development of sportsmanship, good character, and Pursuing Victory with Honor.
- AB 165 – MVUSD athletics is a public institution that promises "inclusion of all students" and at no time will a student be dismissed from a curricular, co-curricular, or extra -curricular program attached to the school, dismissed from instruction, and/or receive a lower grade due to financial hardship.

ATHLETIC DEPARTMENT

The Athletic Director works along with the Principal to ensure that the athletic program is able to function at a high level. Staff support is critical in running our program. Coordination for all supervisors and ticket takers is handled through the athletic office. School spirit, rallies, and other special activities are handled through the student body. An administrator or assigned employee is at every home game to assure sportsmanship of all fans.

The chain of command originates with the Principal and is followed by the Athletic Director. The delineation of duties is as follows:

- Principal – as administrative head of the school, is the head of all activities in the school, including athletics and makes all final decisions on personnel.
- Responsibility for the day---to---day operations of the athletic program is delegated by the Principal to the Athletic Director.

- Athletic Director – has primary responsibility for facilities, personnel, officials, game supervision (with administrators), scheduling, transportation, budget, equipment, eligibility, awards, and communication (including news and media). The Athletic Director reports to the Principal.
- Head coach
- Assistant coaches

MVUSD ATHLETIC PROGRAM GUIDELINES

COMMUNICATION PROTOCOL FOR CONFLICT RESOLUTION:

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

John Broussard Athletic Director, Murrieta Mesa High School, 951-677-0568
jbroussard@murrieta.k12.ca.us

Darin Mott, Athletic Director, Murrieta Valley High School, 951-696-1408
dmott@murrieta.k12.ca.us

Carl Galloway, Athletic Director, Vista Murrieta High School, 951-894-5750
cgalloway@murrieta.k12.ca.us

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

1. Player-coach: (To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them). Every effort should be made to resolve the problem at this level.
2. Player-coach-parent: If an issue still needs to be resolved after step 1, the player and coach will set up a meeting which will include the parent(s) or legal guardian(s) of the player. Communication with a coach regarding a concern should never take place at or immediately following a game or event.
3. Player-coach-parent-athletic director: If an issue still needs to be resolved after step 2, the athletic director will set up a meeting with all those involved. Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the **sole** responsibility and discretion of the coach.
4. Player-coach-parent-athletic director-administration: After following steps 1-3, any unresolved issues can be referred to the school's administration in charge of athletics. A meeting will be set up for all parties involved to resolve the issue.
5. Concerns that have not be resolved after following steps 1 – 4 may be brought to the attention of the MVUSD Director of Athletics, Dale Velk, at 951-696-1600 or dvelk@murrieta.k12.ca.us
6. Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the conflict resolution process.

CURRENT LAW PERTAINING TO HIGH SCHOOL ATHLETICS

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:

Interscholastic athletics in California are: Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in education institutions that receive federal funds from the U.S. Department of Education. This includes all public-school districts in the State of California. Title IX applies to a wide range of school programs and activities, including interscholastic athletics.

Under Title IX school districts must provide girls and boys with equal athletic opportunities. The focus of Title IX is an overall program equality, not comparisons between specific sports. Title IX does not require that male and female athletes receive identical support and services. Instead, it requires that male and female athletes receive the same quality of support and that each program equally meets the needs of the athletes involved.

To help determine whether equal athletics opportunity exists, federal regulations set out a series of “program components” which must be evaluated. For a district to be found in violation of Title IX, there must be a disparity between the way male and female athletes are treated in at least one component of the district’s overall program, and the disparity must result in a lack of equal opportunity.

The program components evaluated under federal regulation that are most relevant include:

- Accommodation of students’ athletic interest and abilities
- The provision and maintenance of equipment and supplies
- The scheduling of games and practice times
- Practice and competitive training facilities
- Coaching
- Publicity
- Medical and training
- Travel and per diem

Within each of these program components, a district must equally meet the needs of male and female athletes. If there is a disparity found in one program component, a district may assert that the disparity is offset by advantages elsewhere in the district’s athletic program. If the district demonstrates that, overall, its entire program provides equal athletic opportunity in its athletic program despite the disparities in an individual component; the district may avoid a finding of noncompliance with Title IX.

The federal law does not require the provision of any specific athletic program of services: it simply requires that whatever services are provided be provided equitably.

Pupil Fees (AB 1575)

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Several laws do authorize specific fees a school or district may charge. Please note the law does not prohibit a school district or its programs from requesting voluntary donations or engaging in fundraising activities and programs. These donations and fundraising financial contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

Allegations of unlawful pupil fees are addressed through Board Policy 1312.3– Uniform Complaint Procedures. Complaints regarding pupil fees may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint may be filed with the school site principal.

Participation in Extra Curricular and Cocurricular Activities (BP 6145)

Murrieta-Valley Unified School District Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students’ feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

Extracurricular or cocurricular programs or activities are available to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

Any complaint alleging unlawful discrimination in the district’s extracurricular and co-curricular programs or activities shall be filed in accordance with the district’s BP 1312.3 – Uniform Complaint Procedures.

A copy of BP and AR 6145 – Extracurricular and Co-curricular Activities is available at <https://www.murrieta.k12.ca.us/>.

Participation in Athletic Competition (AR 6145.2)

The district’s athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

Interscholastic, intramural, and/or club athletics participation is open to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

Administrative Regulation (AR) 6145.2 – Athletic Competition outlines the considerations to determine whether equivalent opportunities are available to both sexes, as well as the criteria used to ensure the district’s athletic program effectively accommodates the interests and abilities of both sexes in athletics.

Any complaint alleging unlawful discrimination within the district’s athletic program shall be filed in accordance with the district’s BP 1312.3 – Uniform Complaint Procedures.

A copy of AR 6145.2 – Athletic Competition is available at <https://www.murrieta.k12.ca.us/>.

CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF) RULES AND GUIDELINES

PURSUING VICTORY WITH HONOR:

CIF Expectations for Coaches:

1. Sign and follow the CIF Code of Ethics (Refer to Appendix A).
2. Use “teachable moments” daily to emphasize the importance and essential elements of the six core pillars of Pursuing Victory with Honor: Caring, Citizenship, Fairness, Respect, Responsibility and Trustworthiness.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six pillars above.
4. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student athletes.
5. Demand scrupulous integrity and observe and enforce the spirit of as well as the letter of the rules from their student-athletes.
6. Communicate to their student-athletes and parents that **ATHLETIC PARTICIPATION IS A PRIVILEGE, NOT A RIGHT**. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student/parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. The coach should clearly define the expectations that coaches have for athletes and parent behavior and the repercussion of not meeting those expectations. Both groups should sign a code of conduct form.
8. Emphasize that success in the classroom should be first priority of any student-athlete and that pressure to win is not placed above education, character development, academic, social, emotional, physical, and the ethical well-being of the student athlete.
9. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
10. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on companies or sponsors. Coaches should report any suspected violations of CIF rules to the athletic office.
11. Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athlete by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.
12. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director; and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletes, its place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

California Interscholastic Federation (CIF) BYLAWS REGARDING COACH COMPENSATIONS

CIF-SS Bylaw 503 (F). – Coaching Compensation

(1.) A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team. All member schools will, upon request, submit to the Southern Section Office, their financial pay structure for coaches' stipends adopted by the governing board.

(2.) Penalty for Improper Coaching Compensation

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

QUESTION: In what manner is the payment of the coaches specifically permitted to be handled?

ANSWER: Coaches may be paid by way of the district office and/or ASB account. Outside groups such as booster clubs may donate to the district, but they cannot specify that the money specifically be utilized for Coach A, or Coach B.

SITE PROCEDURES REGARDING COACH COMPENSATION

Per the CIF-SS Bylaws indicated above, the following coaching compensation parameters will need to be in place so that our athletic programs are not in violation:

The calendar year will be broken up into three seasons of sport:

August – November:	Fall sports
November – February:	Winter sports
February – May:	Spring sports

Coaches will be coaching in the sports offered by the school either during the fall, winter, or spring sports sessions. All coaches during the season of sport will only receive district allocated stipends, or, compensation commensurate to district-established stipends. The latter would be in cases where there are more coaches on staff than established by the district stipend schedule. These additional stipends can be funded by donations from outside groups (Booster Clubs) as long as the money is deposited through the district office and these coaches are paid by the district office for their services during the season of sport in accordance with Bylaw 503. No coach can receive any additional compensation during the season of sport above the stipend schedule set by the district office.

No certificated coach can receive any compensation outside their season of sport during the school year.

No classified coach can receive funds more than their district stipend outside their season of sport during the school year.

ELIGIBILITY

Student athletes must adhere to the following requirements to be eligible for athletic competition:

1. Student: Only students regularly enrolled in a public and private CIF member school, grades 9-12, shall be permitted to participate in CIF.
2. An eighth-grade student graduate enrolling in the ninth grade for the first time may attend any member high school and be eligible for interscholastic activities.
3. Enrollment: A student who participates in an interscholastic athletic contest or participating in at least one class at the school shall be considered to be "enrolled" in that school.
4. Age: No student, whose 19th birthday is attained prior to June 15th, shall participate or practice on any team for the following year.
5. A student may not compete on a freshman (9th grade) team after he/she reaches his/her 16th birthday on or before June 15th.
6. A student may not compete on a sophomore (10th grade) team after he/she has reached his/her 17th birthday on or before June 15th.
7. Consecutive semesters: Once you enter the 9th grade, you have eight consecutive semesters in which to play athletics, after those eight semesters, you lose your eligibility.
8. Scholastic: The athlete must be currently enrolled in and pass at least 20 semester periods of work. The athlete must maintain during the previous grading period a minimum of a 2.0 GPA on a 4.0 scale.
9. *Transfer: If a student attends a school other than yours (in the previous year of eligibility), **notify the athletic director of any new student/athlete. The student must meet with the athletic secretary (not the counselor) to complete all necessary CIF paperwork prior to participation.***
10. Amateur: Athletes cannot play high school athletics if they lose their amateur status.
11. *Independent Team: Athletes cannot play on a school team and an independent team during the same sport season per the CIF Blue Book.*
12. Medical Exam: Students must pass a physical exam prior to the sports season.
13. **All physicals are good for one calendar year.**
14. Fighting in an athletic contest may result in the athlete's suspension from additional contests and may result in removal from the team.
15. Student/Athletes under a physician's care may not return to athletic participation without written release from a medical doctor. Coaches on all levels should keep all written communication for the entire season. Give all medical forms to the athletic trainer and keep one copy for your records.

Additional CIF Eligibility Sections

Additional eligibility regulations are listed below and are fully detailed in the CIF Blue Book:

Residential Eligibility (Bylaw 206)

Transfer Eligibility (Bylaw 207)

Foreign Student Eligibility (Bylaw 208)

CIF Grading Period – Sect. 205.1; A-B-C; pages 69-70

ATHLETIC TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program within our district, we encourage coaches to select as many student athletes as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, athletic ability, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedures in this regard, coaches should strive to maximize the opportunities for student athletes without diluting the quality of the program.

BACK---TO---BACK SEASONS

A student athlete, who is ending one season and immediately starting another sport, may have up to three days off (a weekend counts as two days). It is the responsibility of the student athlete to see the coach whose season he/she is starting and confirm how many days he/she can take off.

DISCIPLINE POLICY

School administration may remove a student athlete from an athletic team if the administration determines that the student athlete has violated a provision of the student discipline policies, rules, and/or regulations or if the administration determines that such removal is in the best interest of the activity or in the best interest of the school as a whole. School administration may also remove a student athlete from a specific position, such as captain, without removing the student athlete from the entire team.

The head coach shall have the right to remove any student athlete from immediate participation in any athletic activity under that coach's supervision if the student athlete's presence poses a continued danger to persons or property or an ongoing threat of disrupting school, travel, or any other school provided transportation, or any school sponsored activity held on or off school property. Within 24 hours of the suspension of a student athlete from participation, the coach shall either reinstate the student athlete's participation privileges or issue a proposed suspension of the student athlete to the Athletic Director.

Student athletes may not represent their school if they received an in---school suspension or out---of---school disciplinary suspension. A suspended student athlete is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

Practice will not be permitted during an athletic suspension. This includes being in the team area during a game or contest and warming up with the team. Student athletes will also be not allowed to travel with the team during this period.

Student athletes assume the obligation to appear in public appropriately and to engage in behavior that reflects credit to their school, team, and community. Disruptive behavior in or out of school may result in suspension from athletics.

RELATIONSHIPS WITH TEACHERS

Student athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the student athlete and the Principal, Athletic Director, and head coach will determine disciplinary action.

CHEMICAL HEALTH

Misbehavior may result in athletic suspension, even if the behavior occurs outside the school year or athletic season. A student athlete shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana, steroids; or any controlled substance. It is not a violation for a student athlete to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. However, during the school year, all medication must be reported to the school nurse prior to administration.

TEAM UNIFORMS

Student athletes are financially responsible for all equipment and uniforms that they have checked out. Student athletes may not try out for another sport until all equipment has been returned. Seniors will not be permitted to walk at graduation until all issued gear has been returned and the student athlete is in good standing with the head coach.

TERMINATION OF PARTICIPATION BY A STUDENT ATHLETE

Cut from a team because of lack of ability – a student athlete cut from a team may try out for another sport immediately.

Dropped from a team by mutual consent – a student athlete may terminate association with a team by approval of the coach prior to dropping the sport. The student athlete is eligible to try out for another sport subject to approval by the Athletic Director and the coach of the new sport.

Quitting a sport – a student athlete who quits any sport without approval of the coach and Athletic Director will be suspended from participating in any athletic program until the next sport season

CIF and MVUSD CONCUSSION PROTOCOL



CIF-SS Bylaw 503 H Concussion Protocol In accordance with CA State Law AB 2127 (Effective 1-1-15) and Blue Book Bylaw 503 H 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 education and management of concussion and receives written clearance to return to play from that health care provider.

If a licensed health care provider, trained in education and management of concussion determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis under the supervision on a licensed health care provider.

The following PowerPoint Audio Presentation has been developed to assist member schools with a recommended Return To Play Protocol for athletes who have been diagnosed with a concussion or a serious head injury.

Please click onto the link below to review the recommended RTP protocol.

<https://www.youtube.com/watch?v=BHz9WQF-ceo&feature=youtu.be>

ATHLETIC INJURY AND ACCIDENT REPORTS

Injuries to student athletes will occur. Proper and immediate care will help reduce the amount of time a student athlete will miss from team participation. At the conclusion of a practice or contest prior to leaving for home, the injured student athlete must check in with the coach. A phone call home may be necessary to alert and inform the parents. Under no circumstances should a student athlete drive a vehicle with any type of suspected head or neck injury.

If the injury requires an examination by a physician, the student athlete may not return to practice or competition without the written permission from the physician. A file must be submitted to the Athletic Director and kept on file.

A student athlete should not participate in a contest after prolonged illness or injury until the coach has an opportunity to evaluate the student athlete's skill and conditioning levels.

COACHES RESPONSIBILITIES

ATHLETIC CLEARANCE - Coaches are responsible for insuring that every student trying out for their team has been administratively cleared for participation by completing and submitting the Athletic Clearance Packet (ACP), including current physical (needed every school year) and proof of medical insurance. Additionally, the coach must check that all criteria for eligibility (residential and academic) have been met by the athlete before tryouts and regular practices begin. Indication that an athlete has been administratively cleared will be the coach's receipt of the ACP or note by the athletic secretary. **IF AN ATHLETE HAS NOT BEEN CLEARED, HE/SHE MAY NOT PARTICIPATE IN TRYOUTS, PRACTICE OR CONTESTS!**

If an athlete has been sidelined because of injury, or is otherwise medically precluded from play, the coach must receive written clearance from the treating physician before the athlete can participate.

FACILITIES - Coaches shall work with the custodial staff and the athletic office to see that the school's facilities are ready for contests and/or practices. A Use of Facilities request form must be turned in one month before the season starts or before an event.

REPORTING SCORES - The head coach is responsible for reporting the scores of all contests to the athletic secretary and/or the league statistician. Additionally, the head coach should report game scores to the local paper (See media section for guidance). Some schools may require you to report scores to CIF: www.cifss.org

RECORD KEEPING - One of the most neglected parts of coaching is the setting up a system of record keeping for their program. Record keeping involves a system of attendance at daily workouts, a record of daily workouts and the conditioning process used with your athletes, and a system that would help you maintain a history of problems, injuries, accidents, etc. This system will help with accountability when grades are due and for your own protection.

ATTENDANCE - There are numerous benefits of keeping track of attendance of your athletes daily. As a coach, you may use the process of attendance to help support your basic team rules, to be able to notice trends with regards to an athlete's performance levels, to possibly help make early personnel decisions regarding your weekly contests, etc. Try to use a system that is simple for you and your assistants, as well as one that might meet other needs as well. The biggest key is maintaining it continually, as well as storing records after the season is over so that they can be referred to as needed.

All coaches with an athletic class **must keep an attendance record that is to be turned in to the attendance/athletic office each day (depending on school)**. It is imperative that records be accurate! Please remind your athletes that they must be in class for the entire period. Leaving school for any reason without first checking out appropriately through the attendance office will prevent the **athlete from participating in practice and/or games**.

COACHES GUIDELINES

1. All coaches, paid or unpaid, **MUST** be approved by the athletic director, assistant principal, and district office, and have on file all current district required forms.
2. Each coach is responsible for knowing and understanding athletic protocols, rules, and regulations.
3. Coaches are to demand that their players conduct themselves in a positive manner that represents their school and MVUSD.
4. Coaches are held responsible for their players during practices, at games, and on trips.
5. Cooperation is an essential part of the school athletics program. Coaches should cooperate with coaches of other sports in the school. They should support each other in an ethical manner, never second-guessing or criticizing coaching ability.
6. Coaches are to report promptly for all practice sessions and contests or contact the athletic director if you are unable to attend.
7. Each coach will present to the athletic office a team roster and immediately report any athlete who has been dismissed or quit.
8. Each coach is responsible for each student athlete under his/her supervision at all times. His/her concern should be the physical well-being of each athlete and the preparation of each athlete for competition. Conditioning should be designed to ensure that athletes are properly prepared to meet the physical demands of their sport.
9. Each coach has the obligation to respect every sport, and to encourage students toward full participation. **At no time should any student be encouraged to forego one sport in favor of another, except at the student's own discretion.**
10. Coaches are responsible to check that each team member has the proper paperwork completed before participating.
11. Discipline will be the same for all athletes, whether they are substitute players or starters.
12. During practice or competition, a coach shall not use any tobacco product.

HELPFUL HINTS FOR COACHES

PRE-SEASON

- Schedules – practice and games
- Facilities requests
- Team rosters
- Athlete/Parent meeting
- Eligibility
- Equipment/Uniforms
- Transportation requests
- All coaches cleared

IN SEASON

- Call in scores
- Keep statistics and results
- Take care of equipment
- Feedback to parents and athletic office
- TURN IN PAY VOUCHERS**
- Public Relations - promote your team
- Training kit
- Game/Field prep

POST SEASON

- Banquet – Submit roster with awards to athletic secretary
- Next season's schedule
- Equipment
- Uniforms
- Evaluation of program and assistant coaches

SUMMER

- Flyers
- Use of Facility request form(s)

TRANSPORTATION/FIELD TRIP RULES & GUIDELINES

1. Approvals
 - a. Fieldtrip transportation must be processed through the Transtrak system.
 - b. Board approval is required for all trips.
 - c. No outside charter companies may be booked without approval from the Transportation and Risk Management department.
2. Timelines
 - a. Approvals must be completed two months prior to travel date.
3. Vehicle Type
 - a. Must be specified on the travel request.
 - b. Any change of vehicle type may require resubmitting the student travel request.
4. Busing requirements
 - a. It is anticipated that school buses will be used for transport.
 - i. The transportation department will attempt to use district buses but may, when they are not available, contract out.
 - ii. Requests for recliner buses will require a 2nd non-district budget line to pay the difference between school bus cost and recliner cost.
 - b. If the district provides busing to an event, students must use it.
 - i. Exceptions to this guideline must be approved by the school principal prior to transport.
 - c. If the district does not provide busing, then it is expected that students will arrange their own transportation to/from the event.
 - d. Bus riders are expected to follow the Field Trip Bus Conduct Rules.
5. Bus Schedules
 - a. Buses will be scheduled to arrive at least 15 minutes prior to the scheduled departure time when it does not conflict with home to school routes.
 - b. Scheduled departure times do not reflect loading time. Students are to be on the bus at the scheduled departure time.
 - c. Athletic trip return buses will be scheduled (even if it is believed all parents will transport their own student(s) home.)
 - i. Return buses will be scheduled to arrive 30 minutes prior to departure whenever possible.
 - ii. Please notify the driver as soon as possible, if it will be necessary to delay the return portion of the trip. Legal constraints may require that a different bus/driver is assigned.
 - d. The trip's designated chaperone will be asked to acknowledge the scheduled return trip

departure time upon arrival at the destination. If this time is inaccurate or becomes inaccurate during the trip, the chaperone is to contact transportation dispatch immediately.

TRANSPORTATION BY OTHER MEANS

1. Parents may ONLY take their own child home from events with approval in advance from the coach.
2. To do so, a written waiver must be submitted to the coach completed waivers are to be kept on file in the athletic department and are to be auditable.
3. Students may not take anyone home from events.
4. Staff may only transport students in district vans/vehicles.

ATHLETIC TOURNAMENTS

Pre-season tournaments:

1. Please submit the trip request as soon as tournament entry is confirmed.
2. If times are unknown, fill in all the required time fields with 12:00 a.m.

California Interscholastic Federation (CIF)

1. Please submit request as soon as the school is notified of the tournament
2. Requests will automatically be approved and routed directly to transportation

FIELD TRIP BUS CONDUCT RULES

1. Passengers must follow the instructions of the bus driver. A driver has the authority to pull the bus over and/or return to the school if necessary. Individual students will be held responsible for their behavior while riding a district school bus.
2. Passengers are not permitted to enter a bus unless the driver is present.
3. Passengers shall enter and leave the bus in an orderly manner.
4. Passengers shall remain seated while the bus is in motion.
5. Passengers shall sit facing the front of the bus.
6. When necessary passengers may be required to share their seats with other students.
7. Passengers shall not put any part of their bodies outside of a bus window.
8. Passengers shall not use vulgar or profane language on the bus or direct comments to any person outside the bus.
9. Passengers shall not engage in fighting or boisterous conduct, create unnecessary noise or commotion, or shoot or throw things while on the bus.
10. Passengers shall not smoke or light matches on the bus.
11. Items which may jeopardize the safety of any person shall not be permitted on the bus.
12. No animals shall be transported on a school bus (except guide dogs.)
13. Passengers shall not be permitted on buses if they are wearing track spikes or shoes with metal cleats. Students who must change the spikes should put the discards in a bag or other container and not leave them on the bus.
14. Passengers must not leave debris of any kind on the bus.
15. Passengers shall not tamper with the bus or equipment.
16. Passengers who are responsible for damage or vandalism to a district vehicle will be held individually accountable to reimburse the district for the cost of repairs and will also be subject to school disciplinary procedures.
17. Chaperones must be seated throughout the bus.

MVUSD VEHICLE DRIVING GUIDELINES

ALL VAN DRIVERS WILL:

- Comply with all traffic safety laws at all times.
- Be current district employees.
- Complete the district defensive driving class.
- At the start of the year, submit their driver's license number to the MVUSD Transportation Department. Drivers will be entered into a DMV pull notice program which confirms a current driver's license is in good standing.
- Use District vehicles for district business only.
- Be responsible for paying all tickets or tolls acquired while in the vehicle.

IF THERE IS AN ACCIDENT:

- Immediately report it to the MVUSD Transportation Department – Safety & Training section 951-696-1600 ext. 1191.
- Thoroughly complete the accident report (in the vehicle's glove box).
- Report any visible damage. Fault/No Fault
- Promptly submit the vehicle to the MVUSD Transportation Department – Vehicle Maintenance section when requested.
- Keep the vehicle clean.
- Submit the vehicle for a maintenance check-up prior to using it for a trip of more than 100 miles.
- Ensure the van does not exceed 55 mph at any time students are on board.
- Enforce all rules which are posted inside the van.
- Fuel the van at the District Support Center, unless on district business more than 50 miles from the district. (NOTE: Students are not to be in the van when fueling.)
- Complete the van check-out document and comply with the rules contained therein if borrowing an MVUSD Transportation Department vehicle.

BOOSTER CLUBS

The intent of the Booster Club is to promote, provide support, encourage our athletes during their participation in their respective sports, and to support the vision of the coach. The purpose of a Booster Club is also to provide additional resources to enhance the experiences of the student athletes. The club should be committed to providing a quality program that encompasses the total development of our student athletes.

Parents of players involved in athletic programs are usually part of the organized Booster Club, and parent participation can include:

- Attending games
- Helping with various events and fundraisers
- Attending Booster club meetings
- Being an active part of the booster organization and board

It is the desire and expectation of the athletic department that many parents will join and contribute in some way to the booster organization supporting their respective sport.

There must be a *clear separation* between the legitimate functions that are the responsibility of the district athletic program and the activities of the Booster Clubs:

- Booster organizations do not participate in choosing players or deciding on which team-level athletes will play.
- Booster organizations should not expect to be involved in coaching decisions or strategies in any way.
- All decisions and all responses to situations on the field or the court are the sole responsibility of the coaching staff.
- Any issues that a parent and/or booster would like to raise with the coaches should be brought to the head coach at a separate time and place after the conclusion of the athletic contest. Usually the next day or a 24-hour waiting time is optimal.
- Parents and/or boosters who would like to address a lower level coach should schedule a meeting time when the head coach can be in attendance.
- All conflicts should follow the conflict resolution document found on page three.
- Boosters cannot directly pay employees during the school year, all monies must go through the school district (this process can take up to six to eight weeks for payment, so please plan accordingly.)
- All donations must be made in accordance with state, district, CIF-SS and student body rules and regulations.
- Any purchase and/or donation made by the Booster Club for the respective sport team will become the property of the school/district.
- Booster club social gatherings, although generally not considered school sponsored events, should exemplify and model positive experiences for our student athletes.
- Alcohol should never be available or served when students are present. Any school sponsored event that has student athletes in attendance, should adhere to education code.

DISTRICT POLICY FOR OUTSIDE PROGRAMS AND OUT-OF-SEASON CAMPS

- Outside programs and youth camps are NOT affiliated with Murrieta-Valley Unified School District and *may not use the high school name or mascot*.
- All out-of-season camps will be run through a Booster Club with a 501 3c status (non-profit)
- Participation or non-participation in outside camps or programs **CANNOT** determine the status of a student athlete during the school year. There can be **NO** correlation between camp/outside program participation and making a team during the school year.
- An MVUSD address or email cannot be used for collection of outside monies. A Booster Club official address, P.O. Box, PayPal account or a strategically placed lock box can be used for the collection of Outside monies.
- The Booster Club collecting the out-of-season fees will have a non-ASB account.

Please remember:

1. MVUSD does not run and is not affiliated with outside athletic camps or programs.
2. A Booster or private organization may apply for a facility use permit to run an out-of-season athletic camp.
3. A coach that works for a booster or private outside program is not doing so as an employee of MVUSD and may be paid for their services by the outside organization.

***Participation in summer booster/private programs is voluntary, not affiliated with high school, and bears no impact on the selection process for any school affiliated sports program.*

MEDIA GUIDELINES

Each head coach of a varsity sport is responsible for calling in the results of every athletic contest to the local newspapers. **This should occur whether the team wins or loses. Head varsity coaches are responsible for uploading rosters, schedules, and varsity team scores after each contest to CIF home.**

CONTACT INFORMATION: Southwestern League

Press Enterprise: (preps@pe.com)

OC Register: 714-796-7804

LA Times: 213-237-7145

CIF Southern Section Home: <http://www.cifss.org>

IN-SCHOOL PUBLICATIONS/COVERAGE:

- Coaches are encouraged to provide information to the athletic office for the school's website.
- Coaches are encouraged to provide information for the morning announcements.

Coaches should keep these guidelines in mind when working with the media and follow the recommendations listed below:

1. Be positive about your team and the student-athletes.
2. DO NOT criticize officials in the media. (This is a CIF rule and may result in a CIF sanction).
3. Praise other schools, coaches and student-athletes without hurting the opportunity of promoting your school.
4. Remember that student-athletes are the ones we want to recognize. Look to get as many names in the paper as you can. Rotate these names so all players feel they are contributing to the success of the program. Take special care to spell names correctly.



APPENDIX A

Code of Ethics - Coaches

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

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. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
7. to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any post-secondary
10. educational institution.
11. Avoid exerting undue influence on pupils to take lighter academic course(s) to be eligible to
12. participate in athletics.
13. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
14. Avoid recruitment of athletes from other schools.
15. Follow the rules of behavior and the procedures for crowd control as established by the local board and
16. the league in which the school participates.
17. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
18. Support the principles of Pursuing Victory with Honor.
19. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

By signing below, I agree to only provide non-muscle building, nutritional supplements to student athletes. (State Rule 22.B12)

Printed Name of Coach

School

Signature of Coach

Date

A copy of this form must be kept on file in the athletic administrator's office at the local high school and the Principal's Statement of Compliance must be on file at the CIF Southern Section office.

Revised 7/11

