

# **MINER ATHLETICS**

## **The Reason We Play**

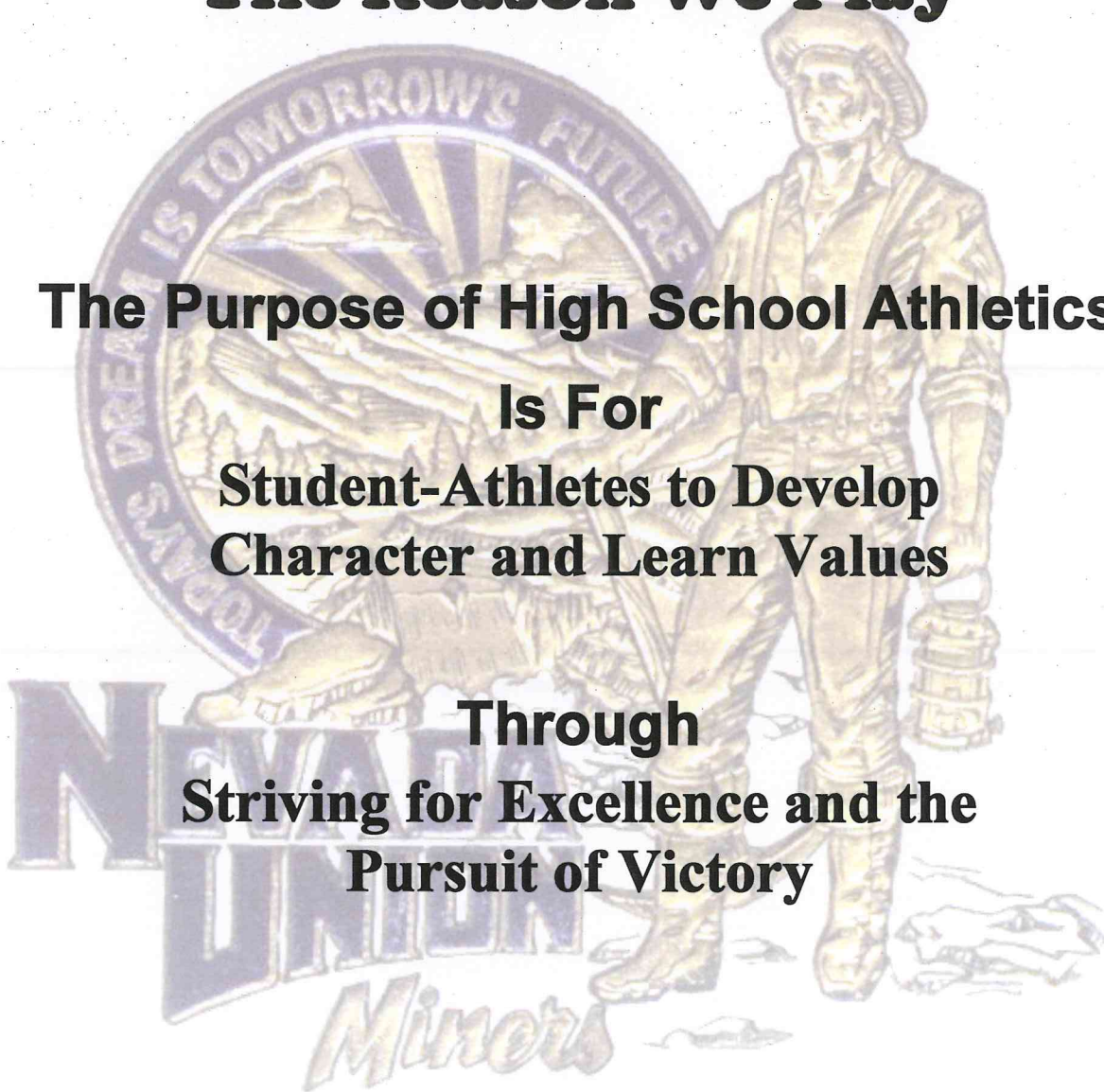
**The Purpose of High School Athletics**

**Is For**

**Student-Athletes to Develop  
Character and Learn Values**

**Through**

**Striving for Excellence and the  
Pursuit of Victory**



***Go Miners!***

**“The answers to these questions will determine your success or failure”**

**1) Can people trust me to do what’s right?**

**2) Am I committed to doing my best?**

**3) Do I care about other people and show it? If the answers to these questions are yes, there is no way you can fail.”**

**- Lou Holtz**

## **Nevada Union High School Athletics Mission Statement**

The athletic program of Nevada Union High School will be a dynamic and integral part of the whole educational experience. At all times, the athletic program will be conducted in a way that is complementary and supportive of the academic program. In addition, it will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It will assist in developing habits, attitudes, and ideals necessary for ethical competition and cooperation in our society. The balance between cooperation and competition are fostered by a well-conducted athletic program under competent leadership. Furthermore, the athletic program will provide our students with life-long lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride responsibility, and leadership skills.

Interscholastic athletics should be enjoyable with the purpose of benefiting students rather than the institution. Winning to the detriment of an athlete will not be a part of anyone’s philosophy. A wide variety of activities will be available and tailored to the physical, mental and emotional maturity level of the participants. Students should be encouraged to explore multiple sports and activities on campus.

Sportsmanship will be the top priority of interscholastic athletics. Commitment to fair play, integrity, and a genuine empathy for others must be taught and practiced if we are to make a difference. Athletics should assist in the development of fellowship and goodwill. Athletics will play an important role in developing a healthy self-image as well as a healthy body. Athletics will also contribute to school/community spirit and pride.

In order to provide the greatest benefit to participants, Nevada Union High School will provide adult role models who exemplify the kind of behavior and leadership to be developed from the program.

The ultimate goal of high school athletics should be to foster the value of participation without overemphasizing the importance of winning and to improve positive citizenship traits among the program participants. The program will constantly strive to develop well-rounded individuals capable of taking their place in society.



## **Introduction and Basic Procedures for ALL Coaches**

This handbook was compiled in order to establish consistency regarding procedure, policy, and protocol. The Athletic Director will notify head coaches of significant changes via e-mail and periodically update the manual on the athletic website. It is the responsibility of each head coach to share appropriate information with assistant coaches and/or new hires and to periodically check the athletic website for updates (njuhsd.com).

### **GENERAL INFORMATION**

If you are ever in doubt about anything that relates to student-athletes or your athletic program, please ask. If we don't know the answer we will ask someone who does. Frontloading, organization and advance planning will alleviate most issues. The more lead time we allow, the more time we have to research and correct any problems!

It's the responsibility of each Head Coach to monitor the welfare of all students and follow the code of ethics/zero tolerance regulation. Coaches will maintain a high level of integrity and make decisions based on consistency and equity. Coaches will stress the balance between academics and athletics. They will notify the administration of any potential or ongoing problems. Coaches must be accountable for paperwork, budgeting, fundraising, counseling, injuries, parent conferences and many other responsibilities. This handbook was designed to act as a reference and is a valuable tool only if you read, share, and use it.

### **COACHES CHECKLIST**

Collect **complete sports packet's, consent to treat forms, and sports donations** as soon as possible. Submit these items along with your roster to the designated staff. We will add all students that have completed a sports packet to the "cleared" list of athletes. You will need to check with the AD if your athletes are not cleared. It may be a simple signature or missing form. If a student tries to turn in an incomplete sports packet the entire packet will be returned to them. Stay on top of student clearance issues. Also remember that sports donations and fundraising events are significant to running your program so make this a part of your introduction to parents and students. Remind parents that fundraising is critical to the success of the program, however no student will be tracked, disciplined, or denied the ability to participate due to money. Remind athletes that there will be **NO practice or tryouts** until they are cleared. Send them home and they will get it done. Do not make exceptions it's not worth the risk! Coaches must be aware of CIF season of sport and dead time rules (go to cifsjs.org). Dead time prior to the season is great for collecting paperwork and having meetings.

Periodically check student **academic eligibility!** Don't forget to stay in touch with counselors for students that are at risk. If you have a transfer or foreign exchange student see me immediately!! We have CIF forms to fill out even for a bona fide transfer. Don't put your entire season at risk due to a couple of forms.

We expect each coach to host a **pre-season sports meeting for students and parents**. Administrators will be happy to attend if you give us the time/date. It's recommended that you cover basic philosophy, expectations, rules, scheduling, the athletic code, fundraising, academics, transportation, and any other significant issues. It's important to collect names and contact information and start a data base for communication. Ask parents to share any medical issues regarding their students before activities begin.

You are responsible for facility and transportation requests. We use Arbiter to request officials from your final schedule which is why I need it as early as possible. A copy of the final Arbiter schedule will be printed for your review. If you've requested officials directly from Jorgenson Sports for a tournament or scrimmage, give me a copy of your request please. Remember that Jorgensen and CIF should deal primarily with school administrators and not coaches.

Overnight/over 150 mile **field trips** are special and require site and district approval. Field trip packets are in the main office with instructions. Get these in early!! Out of state field trips must be approved by the board so plan in advance to have these approved based on board meeting dates. I don't recommend purchasing airline tickets or rooms until the field trip is approved.

Notify attendance staff when students need to be **released from school early**. Leave a roster with attendance before leaving for each away event. If you are leaving late at night or very early in the morning then give me your roster so we can keep attendance updated.

Coaches must be cleared and approved by the board before working with kids. This includes a visit to the district for completion of the proper **payroll forms**, **TB** test confirmation, **CPR-1<sup>st</sup> aid** confirmation, completion of **Fundamentals of coaching** and NFHS **concussion course**, and **fingerprint** clearance.

Only **paid coaches are allowed to drive school vehicles** and must have a **DMV Pull** form on record. See me or the district office for these forms. If a coach is planning on transporting students with a personal vehicle they must complete a volunteer parent driver form each year. Mileage and/or gas for parents or coaches with personal vehicles is not reimbursed by the school or district.

The Athletic Director has tape, rubber gloves, ice packs and band-aids but you might need more than these basic items for your **medical kit**. Plan on doing some shopping or ask me to order something by June for the next school year. Jamie Wise (J-105) orders and maintains most of the medical supplies for athletics.

**Parent volunteer drivers** are required to fill out the proper approval form with a copy of their insurance policy with the required financial coverage, and a copy of their CDL. This form is returned to the athletic department for approval and good for all NU activities that year. Parents can not drive student until it is approved. Staff members transporting students in their personal vehicles need to follow the same procedure.

If you are **planning a large event**, fundraiser, tournament, playoffs please describe what is involved and what you require. A facility request form should be completed. Communicate your needs ASAP so we can plan ahead in order to make your event a success. Think about custodial, maintenance, security, facility conflicts, parking etc.

Your **season schedule** should be completed as soon as possible and proofread for errors. These schedules go to press, fans, and other schools so do a good job. Contact each opposing coach and confirm your schedule before submitting. Provide any updates to the schedule as they happen.

If you have any "special" or one time needs please write your request and include any documentation that is appropriate to support your request. Again early is better because once the money is gone .....



Please review this handbook at your earliest convenience. Share any appropriate information with assistant coaches and ask them to download a copy from the website and review it.

**Collect equipment and keys** from former coaches. Only basic keys will be issued to assistant coaches “as needed”. Don’t forget to lock facilities after usage and do not give your keys to students or parents. All facility usage must be supervised by a school employee.

League, section, state, and NFHS regulations should be reviewed and any questions clarified at meetings. See the following sites for information:

League-sierrafoothillleague.com

Section-cifsjs.org

State-cifstate.org

National-nfhs.org or nfhslearn.com

### **FINANCIAL INFORMATION**

Every athletic program has an ASB account. A request for purchase order is required for all significant ASB purchases. If you are being reimbursed for an expense, receipts must be attached. No advance checks will be issued with the receipts “to follow”. Keep a ledger or ask to see your ASB balance periodically. The activities director (ASB) will be happy to give you account balance information. If you overdraw your ASB account it may be frozen. ASB and athletics reviews monthly reports to follow these accounts. The district has the right and may ask to see an accounting of any “Booster” accounts. Coaches should avoid any conflicts of interest between school and booster activities, accounts and funds. Outside activities and club funds must not be comingled with ASB funds. Keep accurate records of all transactions to avoid any issues and ask if you aren’t sure or have questions.

Complete the ASB **projected budget/fundraising form** and return to the Activities Director. If this form is well thought out and realistic, serious financial problems can be avoided. A request for fundraising should also be submitted for each activity you plan that involves money. Try to avoid transactions with cash (except concessions) and always give receipts when collecting funds. Deposits should be made in a timely manner.

If you are hosting a camp or other event that charges an entry fee and is run through an outside organization you will be charged for facilities and required to provide outside insurance.

**Outside organizations** may not use the school or district name or advertise through the site or district. CIF prohibits outside clubs from using school uniforms for club activities. All activities under the NJUHSD umbrella must follow proper procedure and protocol (including summer events).

Your **coaching rosters** with stipend information should be sent to the AD as early as possible in order to clear staff and prepare memos for board approval. Deadlines will be established and communicated to head coaches. Only coaches that have been completely cleared will be submitted for board approval each season. Only approved coaches may work with students. The use of Booster and ASB funds may be used to pay extra stipends, but the payment must be done through our district payroll system.

### **TRANSPORTATION**

Vans/rental vehicles are usually more economical than busses. Please contact Enterprise directly (274-7400) and give them enough lead time to meet your needs. Vans will be delivered and

picked up at the tennis courts. District gas cards and van keys may be picked up in the office as usual before they close. Gas cards are only used for district/rental vehicles. Always check your vehicle for damage before leaving on a trip.

Volunteer parent drivers are the best resource for your budget. Remember that if a coach drives a personal vehicle they must complete the same documentation as a parent driver. The availability of Durham busses and drivers may be unpredictable at times. Durham drivers also have limitations on the hours they may drive by law so plan your trips accordingly. Ask Durham if it may be less expensive to drop off and pick up later instead of waiting all day. Bus requests are given to the AD then to the main office. It is a great idea to verify your transportation at least one week in advance. A certified coach must ride each bus. A district employee 21 or older may drive the vans/rentals. District employees are defined as those being paid through the district. **No volunteer coaches may drive district vehicles.** Volunteer coaches may be approved to drive their own vehicles the same as a parent is approved. Use the seatbelts. Fill up all vans when you return. Clean the vans as best you can. If you get home late, fill them up early in the morning but be sure nobody else is using them at 6am. It's never a good idea to take them home just in case another coach is waiting with a team at 6am for their van. Oops! If you are really late it's better to gas up in Auburn or Sacramento if you are running low. If you have boys and girls on a bus the girls should ride in front. No exceptions to this rule please.

## **FACILITIES**

At the end of every year the school holds a "facility" calendar meeting. It is beneficial to get your important requests on this calendar. You will need to complete a facility request form for this meeting.

All facility request forms should be completed, given to AD, and any pertinent information included. The master facility usage book will be checked for conflicts and the request forwarded to maintenance/custodial dept. and district. School activities have priority. The order of priority for facility use follows:

1. School activities during school and sports in season.
2. Programs directly related to school, not during school or out of season.
3. Users associated with school programs that benefit school programs such as middle schools.
4. Non school users

Read the rules on the facility request form carefully. The following are some of the more important rules and restrictions to be aware of:

1. Non school groups must provide proof of \$1million general liability coverage with NJUHSD listed as beneficiary/loss payee.
2. We are a no smoking campus
3. Use of equipment is prohibited unless specifically authorized.
4. The user group is financially responsible for all damages and services required to maintain the facility.
5. An adult (21) must be present as supervisor for the entire period in question.
6. The school assumes no responsibility for lost or stolen items.
7. Proper attire for the facility will be worn.
8. No food or drink in gyms unless specifically authorized.
9. No discrimination or criminal activity will take place on campus.
10. The facilities will be used for their intended purpose.
11. No alcohol or illegal substances are allowed on campus.
12. All other rules and regulations posted will be adhered to.



## PERSONNEL

The head coach should maintain **open communication** with athletes, parents, teachers, administration and assistant coaches. If an athletic program develops an issue it is the responsibility of the head coach to listen, gather information and make decisions that will protect students, the site and the district. Problem solving often requires asking for assistance. Coaches should not hesitate to seek help from the Athletic Director, VP, Principal, and District as the chain of command dictates. All new prospective coaches should be reviewed and approved by the A.D.

If a head coach has counseled an assistant coach and feels that termination is necessary, this should be documented and discussed with the AD prior to any termination. **It is the responsibility of each head coach to understand site and district policies/ procedures and share them with assistant coaches including sexual harassment, drug testing, eligibility, and evidence of child abuse.** Head coaches will receive verbal counseling when needed, however continued abuse of policies and/or procedure will result in a written warning followed by an administrative meeting which may lead to termination.

Any significant correspondence should be prepared in memo form. Copies of all correspondence will be kept in file.

## INJURIES

It is the responsibility of the head coach to **establish the safest environment for athletes.** If any injury happens (home or away) an incident report must be completed. A copy should be given to the nurse and athletic director for insurance follow up. Be sure to have multiple sets of consent to treat forms (each driver and coach should have a copy). Also keep a set in each medical kit and give one copy to the athletic director. It is important to always listen to a doctor or EMT that is present and make conservative decisions in the best interest of the student. Never override the decision of trained medical staff. Always contact parents immediately and have parents sign student out if they transport them to hospital or home. All coaches are required to have current CPR/1<sup>st</sup> Aid certification. No person shall participate in swimming unless supervised by a coach with CPR/1<sup>st</sup> Aid/water safety certification. If equipment or facilities are worn or dangerous they should be reported to administration. Arrange for a Medical Doctor, ambulance or EMT to be present for home events as needed and don't hesitate to call 911 in an emergency.

Starting fall of 2012, we will be implementing a new **"return to play" form and protocol.** Any coach that suspects a student has sustained a head trauma or other serious injury must notify the parent/guardian immediately and give them a copy of the return to play form. The form provides detailed information for them to follow. They will be required to provide medical authorization for return to play by the student which will be reviewed and monitored by our school nurse. Coaches will continue to follow their CPR-1<sup>st</sup> aid training which may include calling 911 and having a student transported. The nurse must receive an incident report within 24 hours. If an injury is serious in nature and/or involves head trauma we are asking that the nurse be called at ext 2080 immediately after the parent is contacted. A short message should include the nature of the injury, time and name of student for follow up the next day.

## **CIF REGULATIONS**

It's the responsibility of each head coach to be familiar with league, Section, CIF, and NFHS rules relating to sportsmanship, injury prevention/treatment and specifics relating directly to their sport. Coaches should encourage athletes, parents, fans, and assistant coaches to read the athletic code and follow CIF directives.

## **MEDIA RELATIONS**

It is the responsibility of the head coach to **report all athletic events to the local press in a timely fashion.** This information should always be presented in a positive manner. It is recommended to send rosters and schedules to the media in advance and setup a preseason review. Be sure to discuss what is appropriate and not appropriate to say to the media with your players and parents. It is always a good policy to have all media requests go through the head coach. The head coach shall insure that lower level coaches also report results and understand **proper communication protocol with media.**

## **CIF "DEAD TIME" RULES**

The CIF specifies periods before and after each season where there is to be no contact by coaches (coaching) or use of athletic equipment by athletes. Only conditioning and weight lifting are allowed during "dead times" and no coaching of the sport is permitted. There are also specified times for limited contact with students not in season. Each program will be given the dead time handout and list of important CIF dates each season. Refer to CIF bylaw 511 for details on starting dates and dead periods. For further clarification the Section web site is [www.cifsjs.org](http://www.cifsjs.org)

## **SUMMER ACTIVITIES AND CAMPS**

Coaches may choose to host activities under an outside entity or using the NU umbrella during summer (June 1-CIF fall season). All activities under the NU umbrella must follow district and site protocol. ASB summer fundraising activities must be approved by the activities and athletic directors. Stipends are prohibited for all ASB fundraising activities. Summer practice and competition under the NU umbrella must follow all the same rules as a sport in season. All coaches and students must be cleared, parent drivers approved, facilities reserved, consent to treat forms collected, and field trips approved prior to June 1.

All activities that are being operated through an outside entity will be required to pay a facility use fee and provide insurance as required by the district.

## **MISCELLANEOUS**

You may be asked to participate in student activities, rallies, assemblies etc. Please be a good sport and do your part.

Students must be in school all day in order to practice or play. Students that are assigned detention will be required to complete this task before they return to play.

Read the athletic code and insure parents and students are aware of random drug testing and the consequences of a positive test.

If your athletes make poor choices off campus or during non-school hours they may still be held accountable as student athletes under the athletic code. If it is a gray area please review the situation with the athletic director. Remember our job is to develop good citizen's not just good



athletes. Our students still represent our school and community no matter when or where something takes place. Please consider this as it relates to the behavior and actions of the coaching staff also. Coaches are also highly visible in our community as mentors and role models. Image is a very powerful thing in a small community.

If you have anything you feel should be added to this handbook please see me since it is a constantly changing document.

Lastly, remember who you are and who you represent. Coaches are still heroes and we have a very significant role in the positive development of many young people. Despite the politics, budget constraints and attitudes we encounter, you do make a difference!!

Best of luck and thanks for the opportunities you create for our kids.

Go Miners!!

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Nevada Union High School  
Coaches Guide to Athletics

**Fundraising Activities**

Coaches must document and provide details for all fundraising activities. Any activity that will benefit a Nevada Union athletic program must be listed on the season ASB budget and approved by the activities director. Any activity that involves the use of students must be clearly defined by its purpose, the sponsoring entity and an itemized budget. The following guidelines will be followed by all coaches in regards to fundraising.

- The site/district name may only be used for ASB approved activities.
- Only ASB activities may be advertised in school literature and on campus.
- Receipts must be given for all ASB funds collected.
- ASB funds collected must be deposited to the appropriate ASB account.
- Fundraising by students is not a requirement to participate in athletics.
- Students may volunteer to assist with non ASB activities such as booster fundraisers, but are not required to participate.
- Booster fundraisers held on campus must be approved by the district and governing board. Booster raffles require DOJ approval and annual renewals.
- A flyer or informational sheet should be provided to the activities director for all ASB fundraising activities and facility requests. A flyer must be attached to facility use requests.
- Advertising signs on campus must be pre-approved by the athletic director and principal. Boosters, parents and coaches may solicit signs and collect funds with the permission of the AD and principal.
- Proceeds collected from the sale of “season passes” or “season seats” will be reviewed by the principal and athletic director and must be deposited into the appropriate ASB account.
- The sale of food items on campus must be ASB approved and meet SB12/19 criteria under “healthy fundraising”.



Nevada Union High School  
Coaches Guide to Athletics

**Out of Season Activities**

During the season of sport, all athletic programs will comply with CIF, NFHS, league, ASB, NJUHSD and site protocol. All activities that take place under the NU umbrella in or out of season will follow the protocol below:

- All out of season activities must be clearly separated from ASB activities. Activities sponsored through non-profit organizations should be clearly separated from those organized for profit. This information must be communicated to participants.
- NU coaches may not coach NU students during the CIF out of season periods. Out of season activities must be operated through an outside organization approved by CIF and NJUHSD.
- Out of season activities may not use the site or district name or be advertised on campus or in district literature. School uniforms may not be used by outside clubs.
- Facility use forms must have the sponsoring entity listed, outside insurance provided and a flyer or information sheet attached for any outside users.
- All outside activities will pay full facility use fees.
- Out of season activities sponsored by outside organizations may not use ASB for bookkeeping.
- Out of season fundraising activities that involve non NU students such as camps and clinics may be operated through ASB. NU students may volunteer to work these events. Coaches may not be paid a stipend for any ASB activity.
- ASB activities have priority for facility use over outside activities.
- Outside activities are not allowed to use district transportation.
- ASB coaching stipends may be paid for summer practice/games. All ASB stipends must be pre-approved by Student Activities Executive Council and the Board of Directors.

## Summer Activities

CIF rules state that effective June 1 and continuing until school starts, CIF will operate in a “dark” period in which the site and district govern athletic activity. The following protocol for summer activities will be followed:

- Monday through Saturday beginning June 1, CIF allows high school coaches to coach their students, however Nevada Union prohibits any athletic activity during finals week outside of sanctioned CIF playoffs.
- Summer conditioning activities may be operated under the NU umbrella if all students are cleared, a roster is provided, coaches are cleared, approved and facility use forms completed. (Students will be cleared for the following year)
- All summer activities under the NU umbrella must follow ASB protocol.
- Students are not required to participate in summer activities. Summer activities will not be criteria for participation during the season of sport.
- ASB summer activities must be provided free of charge if requested by participants.
- Summer fundraisers designated to benefit NU programs will be operated under ASB protocol. ASB activities will not be charged for facility use.
- Summer activities designed for profit may not use the site or district name or advertise on campus or in district literature. These activities must be clearly separated from ASB activities and communicated to participants. Facility use fees will be charged.
- ASB summer field trips must be submitted for district/board approval prior to June 1. Summer ASB programs may use rental vehicles and will be charged directly.
- Outside activities are not allowed to use district transportation.
- Summer ASB activities must be coordinated with the athletic director and ASB prior to June 1.
- Coaches continue to be responsible for parking, facility maintenance, student safety, parental behavior and communication with administration the same as during the school year.
- Summer activities under the NU umbrella must follow site and district protocol. Coaches must be cleared/approved, students cleared, parent drivers approved, roster/field trips/facility requests turned in by June 1<sup>st</sup>.