

San Dimas High School

Bonita Unified School District



ATHLETIC POLICIES

Bonita Unified School District Athletic Policies

Philosophy Statement

Bonita Unified School District believes that an athletic program provides opportunity for students to acquire tools for lifelong personal growth and fulfillment of potential. These tools include self-discipline, ability to work as part of a team, perseverance, desire to play fair, and grace in winning and losing. Furthermore, lifelong participation in physical activity is valuable for physical and mental health and fitness.

In order to provide the greatest benefit to participants, Bonita Unified School District will provide adult role models who exemplify the behaviors and leadership qualities to be developed from the program. The high schools also commit to provide, within the limits of available resources, the broadest range of competitive programs for all who wish to participate.

While the high schools take pride in winning, we do not condone "winning at any cost" and discourage any and all pressures which lead to poor sportsmanship and neglect good physical and mental health. At all times, the athletics program will be conducted in a way that is complementary and supportive of the educational programs in Bonita Unified School District.

Preamble

Athletic participation can be one of the most significant formative experiences in a young person's life. It gives a great deal of pleasure and builds friendships that can last for years. Athletics is an integral part of the educational program.

Participation in interscholastic athletics is voluntary. It is a privilege, not a right, and carries with it the responsibilities of courtesy and sportsmanship on the playing field, on the campus, and in the community. It also carries with it the understanding that an athlete must stay out for his or her sport for the entire season. To quit before the season begins is understandable; however, to quit after the season begins lets down one's school and teammates. Not every student can make the team. Therefore, upon making the team, one must take it upon himself to become the very best athlete and team member possible and maintain a mental attitude and physical condition that are a credit to one's school.

Every athlete participating in interscholastic athletics in the Bonita Unified School District is expected to know and adhere to the provisions of the Athletic Code. This is for students as well as coaches. Any situation not specifically covered in this code will be referred to the appropriate athletic director or assistant principal for review and action.

Eligibility

Academic: To be eligible for athletic participation in interscholastic contests, a student must maintain a 2.0 grade point average during the previous grading period. Summer school and/or adult school credits and grade points may be considered for the previous grading period if they are completed before the start of the

current grading period. Academic probation may be granted under the provisions of Board Regulation 6145.

Attendance: Athletes must attend **all classes on the day of a game to be eligible to participate, and 4 periods on practice days in order to practice.** Medical or dental appointments, court appearances, funeral attendance, or medically verified illnesses (with clearance from a physician to play) are exceptions. If it is discovered an athlete has participated in a game when he/she has not attended all classes on the day of that game or has not been properly cleared, the athlete will be suspended from the team for one game.

Financial Liability: An athlete must be cleared of all personal charge cards on file in the Finance Office.

Conduct

General: The head coach of each team has the authority to establish rules for conduct during practices and games. The head coach of each team also has the authority to establish and enforce consequences for the violation of these rules.

During an athletic event, players who initiate any unsportsmanlike conduct or other serious infractions detrimental to the players (BUSD players or the opposition) or officials, will be cautioned by their coaches and may be removed from the game. A second incident of such conduct by the player will result in his/her removal from the game.

Any athlete who is involved in a fight with any participant (player, official, event staff, spectator, rally squad member or band member) during a game is subject to a minimum of a one game suspension in addition to any school disciplinary action. CIF-SS rules define fighting as follows: *This could include, but is not exclusive to, an attempt to strike an opponent with the arms, hands, legs or feet, or a combative action by one or more players. Combative action includes but is not exclusive to: (1) A player attempting to punch or kick an opponent, whether or not there is contact with an opponent is irrelevant. (2) A player, who in the opinion of a game official, instigates a fight by perpetrating an unsporting act toward an opponent that causes the opponent to retaliate by fighting.* The determination of the consequences of involvement in a fight during a game will be made by the coach in conjunction with the assistant principal supervising athletics. The consequences may include removal from the team for the remainder of the season.

Head coaches will make an oral and written report of all serious or repeated misconduct by players to the assistant principal supervising athletics and will contact the player's parents. The head coach may refer the player to the appropriate athletic director or the assistant principal supervising athletics for further action.

No fact in this section should be construed to take precedence over CIF-SS or league rules. Bonita Unified School District athletes are subject to all CIF-SS and league rules. All such rules will be strictly enforced by the Bonita Unified School District.

Hazing

Hazing, which includes any method of initiation into a student organization that causes, or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any student or other person, is specifically forbidden by law

Activities designed to welcome new team members in a **positive** manner may be organized with the head varsity coach and must have the coach's approval before they are conducted. Failure to obtain the head varsity coach's approval will result in team discipline.

Bus Transportation

All athletes are expected to accompany their team to an event on district provided transportation. In cases of hardship, athletes may be released to their parents at the conclusion of an athletic event. Such release requires the completion of a *Release to Parents for Post-game Transportation* form 24 hours prior to departure for the event.

All athletes are to follow the district's bus conduct rules and regulations including, but not limited to the following.

- No cleats or spikes will be worn on buses at any time
- All arms and heads or other extremities must remain inside the bus at all time
- No eating on the bus at any time
- No loud noises or other disturbances which might distract the driver
- No pushing or hitting other students
- No throwing of any objects inside the bus or from bus windows

Violation of bus regulations could result in the entire team losing bus privileges for the next game.

Suspension: If an athlete is suspended from school he/she will not participate in athletics in any way during the period of the suspension. If an athlete is suspended for two or more incidents each totaling three days or more the student will be ineligible for participation in all extracurricular and athletic team participation for a period of 10 calendar weeks starting from the time of the infraction. This includes school related contests, practices, workouts and performances.

Alcohol/Drugs/Tobacco – Possession or use (in addition to other school discipline)

The procedures described below are the minimum actions to be taken for the infractions listed. The varsity head coach may impose more severe penalties for a given infraction up to and including removal from the team for the remainder of the season. Each varsity coach will review team rules that differ from the consequences described below in a team meeting before the first game of the year.

Alcohol/Narcotics:

First Offense: The student will be removed from all extracurricular and athletic team participation. This will include school related contests, practices, workouts and performances for a period of 10 calendar weeks starting from the time of the infraction. If at all possible, the school would also remove the student from an “athletic period” of Physical Education.

Questions:

1. If a student is caught under the influence of drugs at the end of the school year – when would this penalty be enforced? *Answer:* the penalty would be enforced from the date of the infraction for 10 calendar weeks. This would mean that the athlete may miss summer conditioning and competition if his/her team participates in such activities.
2. What would happen to a spring student caught being under the influence of alcohol while watching a fall sporting event? *Answer:* the penalty would be enforced from the date of the infraction for 10 calendar weeks. The athlete may be removed from any “sports” Physical Education classes he/she may be enrolled in. In addition he/she would not be allowed to play in any off season contests that team may participate in.
3. What would happen to a student-athlete caught under the influence who participates in club water-polo? *Answer:* the penalty would be enforced from the date of the infraction for 10 calendar weeks. The penalty can only be enforced on school sponsored activities. Since a club water-polo team is outside of the jurisdiction of the school, the athlete would be able to participate in club activities – but not school activities.
4. What would happen to the star in an upcoming drama production if he/she was caught being under the influence the week before the play starts? *Answer:* the penalty would be enforced from the date of the infraction for 10 calendar weeks. This would result in the student being removed from participation in the drama production for a period of 10 weeks. The student may be removed from any drama class.

Second offense: The student will be removed from any extracurricular and athletic team participation for one full year (12 months).

Tobacco:

First offense: The student will receive a verbal warning regarding extracurricular and athletic team participation.

Second offense: The student will be suspended from the extracurricular and athletic team participation for the next contest.

Third offense: The student will be removed from participation in extracurricular and athletic team for the remainder of that season

(Including play-offs for that sport)

Selection of Coaches

All coaching vacancies will be posted, advertised, and processed by Office of Human Resources and Development. Coaching vacancies may be filled by teaching staff or walk-on coaches. The selection of coaches who will also be new teaching staff members will be coordinated by the principal as part of the teacher selection process. The assistant principal supervising athletics is responsible for coordinating the interview process for all other coaches. Interviews will be held with the participation of community members or students as appropriate. The principal has final approval on the selection and employment of all coaches. Varsity head coaches will recommend candidates for lower division and assistant coaching positions to the assistant principal supervising athletics. **Candidates for lower division and assistant coaching positions will be interviewed by the assistant principal supervising athletics, the appropriate athletic director, and the varsity head coach making the recommendation of employment.** If the panel agrees to the employment of the candidate, the candidate will be recommended to the principal. As of June 30th, 2008, all head coaches newly employed at any level must be 21 years of age. **Recent graduates may serve as a volunteer assistant with prior approval from the assistant principal, and must go through the same clearance process as other coaches.**

Air Pollution Episode Procedures

The District will notify the school's receptionist of all air pollution episodes. The receptionist will notify the athletic directors and the assistant principal supervising athletics that will, in turn, notify all coaches that are conducting practice or participating in athletic contests. The following procedures must be followed immediately upon notification of an air pollution episode.

In the event of a health advisory or Stage I alert:

- Games will be postponed, cancelled, or relocated if the advisory or alert is declared one hour before the event is scheduled to begin
- Practice sessions being conducted out-of-doors shall be discontinued or cancelled
- Indoor activities that do not unmistakably increase the respiration rate may continue

In the event of a Stage II alert, all athletic activities will cease immediately.

Transportation

All transportation requests are to be coordinated through the athletic director. Student athletes are expected to accompany the team to away games on the District provided transportation. Athletes may be released to their parents at the conclusion of an athletic event. Such release requires the completion of a *Release to Parents for Post-game Transportation* form prior to departure for the event.

All coaches are responsible for maintaining proper conduct of student athletes while using District transportation. Rules for conduct while using District transportation are in the Bonita High School athletic Code.

Each coach is provided an emergency phone number card that lists key emergency phone numbers. If the bus does not arrive after an away contest, call the transportation emergency numbers in the order listed, until you get a response. Allow a reasonable time after the end of all away contests for the bus to arrive.

Bonita Unified School District(909) 971-8200

Transportation Department.....(909) 971-8200 x5260
 Transportation Voicemail.....(909) 599-6796
 Bonita High School (909) 971-8220
 Kenny RitchieExt. 2010
 Erik PodleyExt. 2030
 Darren Baumunk (athletic director).....Ext. 2105

San Dimas High School.....(909) 971-8230
 Scott SparksExt. 3010
 Ext. 3032
 Ext. 3106
 Mark Holman (athletic director)

San Dimas Sheriff(909) 599-1261
 La Verne Police(909) 593-2531
 San Dimas Community Hospital(909) 599-6811
 Pomona Valley Hospital.....(909) 865-9500

After the introductory message leave your message by:

1. Using the number pad of the phone – enter the phone number (including area code, if different than (909) where you can be reached
2. **If it's an extreme emergency** – enter * (for a space) and then enter an "0"
3. When the message is complete, enter the pound symbol (#) and it will "thank you" to let you know the process is completed
4. Page again if you do not receive a reply within ten minutes

These numbers are provided for emergencies only. A bus that is fifteen minutes or less late is not an emergency.

Injuries

ALL coaches are to follow the rules set forth by the athletic trainer towards the care and follow through of injuries. Coaches are not to accept any medical correspondences and are to direct athletes carrying such to the athletic trainer. Coaches are expected to follow all and work within the guidelines of modification made by medical personnel (athletic trainer, medical doctor, physical therapist) at all times. **Under no circumstances is any coach to instruct an athlete contrary to the instructions of a doctor, athletic trainer or a physical therapist.**

Use of Athletic Facilities

All Bonita Unified facilities are shared with the youth sports activities of the Cities of LaVerne and San Dimas. Schedules for the use of athletic facilities are very tight. The use of athletic facilities for practice and games must be coordinated with the assistant principal supervising athletics. Scheduled practice and game times may not be changed without the approval of the athletic director and assistant principal supervising athletics. Unscheduled personal use of facilities is not permitted. School keys may be issued to coaches at the beginning of the season and they are to be returned at the end of the season during check-out.

Head coaches may request to keep their keys for off-season training. Keys are not be given or loaned to others including students.

All athletes and coaches are expected to assist in maintaining all athletic facilities in good condition. Athletes must pick up after themselves and not expect others to do it for them. Teams using the field house are expected to schedule student athlete teams to help keep the building clean.

Athletic Eligibility and Clearance

No student will be allowed to participate in athletics unless he/she conforms to eligibility and clearance requirements. Students for whom eligibility has not been verified by the athletic director's office may not participate in practice or games. Athletes must maintain a 2.0 grade point average and be on a graduation track to be academically eligible for athletics. Academic eligibility is based on the previous quarter or semester grades. Grades issued at the end of the first, second, third, and fourth quarters establish academic eligibility. Summer school or adult education grades may be calculated into the grade point average if the work was completed before the beginning of the current grading period. Progress report grades are not used for eligibility. Academic probation may be granted to athletes under the provisions of Board Regulation 6145. **Academic probation may only be arranged through and with the approval of the assistant principal supervising athletics and may only be used twice during the athletes four years in the Bonita Unified School District.** Academic probation may not be used in two consecutive quarters. Only those athletes listed on the official roster issued by the athletic director's office are eligible for interscholastic competition. Students Clearance procedures require that the student have a physical, a signed parent consent, proof of insurance, and signatures from the parent and athlete that they have read and agree to follow the provisions of the Bonita Unified School District Athletic Code.

All athletes must be cleared through the ONLINE program Home Campus.

<https://www.home-campus.com/login.php>

Coaches do not accept packets from parents or students. Clearance is done through the athletic office.

No student may participate in tryouts, practice, or games until they have had a physical.

Coaches who allow non-cleared athletes will be referred to the assistant principal

Athletic Awards and Banquets

Varsity head coaches may establish the requirements for the awarding of varsity letters for their sport. Those requirements must be provided in writing to the athletes and their parents before the beginning of the season. **Copies of the requirements must also be provided to the athletic director and assistant principal supervising athletics for approval before distribution.** Coaches will be provided with certificates to award to athlete at the team's sports banquet. Team managers may be awarded athletic letters after discussion and approval of the award at a regular coaches meeting.

Uniform numbers of athletes who were outstanding in their sports, excellent citizens, contributed to the overall school and community, and were leaders either in athletics or on campus may be retired. A varsity coach who wants to retire an athlete's number must present the retirement of the number at a regular coach's meeting for approval. The sport's club is responsible for the purchase of the jersey frame and plaque and for the athlete's plaque. The athletic Department will place a suitable plaque in the gymnasium. The scheduling of sports banquets must be coordinated with the athletic director. To avoid conflicts with other scheduled school events, a calendar request form must be submitted to the A.S.B. office three weeks

prior to the banquet. Arrangements for the sale of tickets must be made with the Finance Clerk. The cost of the banquet must be completely covered by the price of the tickets. Ordering of any league patches must be coordinated through the athletic director.

The A.S.B. provides a budget allocation for team awards. The varsity Coach must coordinate the ordering of these awards with the athletic director.

Coaches may make other awards at the expense of the sports club, but are cautioned to keep CIF-SS 401(a):

A student shall become ineligible for CIF competition for the following violations related to CIF competition:

1. Receiving, from any and all sources, athletic awards totaling more than \$250.00 in value for:

a. Accomplishments in any regular season CIF high school competition event;

NOTE: Typical examples of "regular season CIF high school competition event" include, but are not limited to, any league or non-league dual contest and invitational tournament held prior to any season-culminating League, Section, Regional and/or State Playoff competition.

b. A recognition award program, such as "Player of the Week"/"Month," for any regular season CIF high school competition.

There are other CIF-SS rules applying to awards. Be extremely careful and when in doubt, ask your athletic director.

Uniform Jersey Retirement

Team Sports

Bonita Unified School District athletic uniforms of athletes who were outstanding in their sports, excellent citizens, contributed to the overall school and community, and were leaders either in athletics or on campus MAY be retired. A varsity coach who wants to retire an athlete's uniform must present the retirement of the uniform at a regular coaches meeting.

This item must be given prior agenda approval by clearance through the assistant principal in charge of athletics. Criteria to consider and include for an athlete is as follows:

- Student is a graduate of the Bonita Unified School District
- Three years on varsity level
- CIF Player of the Year for the division

Considerations are to be made for transfer students as well as former graduates that make some noteworthy contribution to society. Once a varsity coach has requested an athlete to be placed on a coach's Meeting Agenda, all coaches present at the Coaches Meeting will vote on the retirement of that athlete's uniform.

Individual Sports

(Golf, swimming, cross country, tennis, wrestling, diving and track need considerations based on different criteria)

The above procedures included must then consider:

- A CIF first place finish in two events or a first place finish two years in a row, or a higher honor such as Masters or State Championship.

** Special situations will need to be addressed individually and with careful consideration.

Weight Room

The weight rooms are available equally to all athletes. Please coordinate your team's use of the weight room with the athletic director. Scheduling is done on a season by season basis with sixth period reserved for in season sports and after school scheduled on a first-come, first-serve basis. **Coaches** are responsible for ensuring that students are supervised while using the weight room. Under no circumstances are student athletes to work out in the weight room without coaching staff supervision. Each sport is expected to participate in the cost of maintaining the weight room as determined during the coaches meetings. Each fall, a collection for weight room improvements will be collected from each sport/head coach.

Athletic Trainers and Student Athletic Managers

The high schools employ an athletic Trainer. He/she is assisted by student trainers, student managers and a team physician. All treatment, rehabilitation, and first aide equipment will be provided to all teams. The athletic Trainer operates out of the training room in the field house. Specific needs will be arranged between the athletic trainer and the head varsity coach. The athletic trainer reports to the athletic directors and the assistant principal supervising athletics. Under no circumstances is a coach to refuse to accept training or athletic management services as assigned by the trainer or to instruct athletes contrary to the instructions of the athletic Trainer, nor are coaches to use student trainers as team managers.

Press Relations

All Bonita Unified School District coaches are expected to cooperate with the press whenever possible. Be positive during interviews with the press and avoid critical remarks towards players, coaches, or opponents. Grant after game interviews and facilitate after game interviews with players as appropriate. Talk to players at the initial team meeting about the need to be positive and sportsmanlike when talking to the press.

Reporting Scores

The head varsity coach is responsible for seeing that scores from all levels are reported. All scores are to be recorded in the scores notebook in the athletic director's office and reported to the sport's league representative. varsity scores are also to be phoned in to the newspapers.

(Tribune, Daily Bulletin, Times).

Tribune: 626-962-8811 ext. 2242

Daily Bulletin: 909-483-9368

Times: 800-LA-TIMES

Max Preps – www.maxpreps.com

Uniforms and Equipment

The varsity head coach is responsible for the issuing and collection of all equipment. Inventory, issuance, collection, and record keeping for equipment must be coordinated with the athletic director. varsity coaches are responsible for all team equipment (nets, field markers, medical kits). The support of student athletic managers in this area may be coordinated with the athletic Trainer. All varsity head coaches must check out with the assistant principal supervising athletics. Final pay checks will not be released until all equipment has been accounted for. Varsity head coaches are responsible for informing the finance clerk of all charges.

Coaches Apparel

Athletic team funds are not to be used for the purchase of coach's apparel. Trust account funds from fund raising specifically designated in club minutes to purchase coaches sideline apparel may be used for that

purpose. All purchases are to be made with good judgment and be kept reasonable. All coaches' apparel purchases must have the prior approval of the assistant principal supervising athletics.

Schedules

Game schedules are created and maintained by the athletic directors with the input and cooperation of the head varsity coaches. Schedules are published by individual sport and are distributed to all varsity head coaches and are kept available at the school receptionist counter. Game schedules are not to be changed without the approval of the athletic director. Practice schedules are the responsibility of the head varsity coach. Practice schedules must be approved by and be on file with the athletic director and published to players and parents in writing. Practice schedules are not to be changed without prior permission of the athletic director and notice to the parents.

Evaluation of Coaches

The assistant principal overseeing athletics is responsible for evaluating all coaches. Evaluation of lower level and assistant coaches will be done with the input of the varsity head coach. Evaluation of the varsity head coach is done with the input of the athletic director. After each season of sport, the varsity head coach will be expected to participate in a season review with the assistant principal supervising athletics and the athletic director in charge of that sport. At that season review, the varsity head coach will receive a summary of their evaluation. Evaluation of lower level and assistant coaches will also be discussed. The review will also include goal setting for the following season.

Coaches Check out

All coaches must complete all items on the coach's check out sheet and have them signed off by the appropriate person at the end of each season of sport. Final pay warrants will not be released until the check out procedure is completed.

Communication With Parents

Communication with parents is vital to a successful athletic program. Head varsity coaches **must** conduct a parent information meeting before the beginning of each season. The agenda of the meeting must include practice and game schedules, fund raising activities and expectations, opportunities and needs for parent involvement, a review of the athletic code and other expectations, means and opportunities for communication with the coaching staff.

If there is a problem with a player's conduct or performance it is better that the parent is aware of the problem sooner than later. Coaches are expected to maintain open communication with parents regarding player's successes and problems.

The Bonita Unified School District encourages open communication with parents and proactive response to parent concerns. On the field or court immediately following a game or practice is not the best venue for the resolution of parent complaints (refer to the BUSD athletic code for specific instructions).

Responsibilities of Varsity Head Coaches

The varsity head coach will support and work toward the achievement of the BUSD athletic goals.

The varsity head coach will:

- Recruit, interview, background and recommend the employment of assistant and lower level coaches and assist in their evaluation
- Be in direct supervision of student athletes, assistant coaches, and managers in their sport prior to, during, and after games, practices, tryouts, meetings and while being transported to and from athletic contests and accept responsibility for maintaining appropriate conduct by all parties
- Ensure the compliance by student athletes in their sport to CIF rules, league rules, eligibility rules and the provisions of the BUSD Athletic Code
- Establish and communicate to all parties, the rules and policies specific to the particular program in conformance with CIF rules, league rules and the BUSD Athletic Code
- Allow students to participate if they have been cleared by the athletic director (i.e. academic eligibility, physical, insurance, parental consent, athletic code, A.S.B. card, finance charge card)
- Allow athletes to participate after an injury requiring treatment or examination by a doctor only after receiving a written release for the athlete to participate from the doctor or from the athletic trainer and follow all modifications for participation until full clearance is obtained
- Ensure that the athletes properly follow the advice and instruction of doctors, physical therapists, and trainers
- Care for and maintain equipment and uniforms for all levels. Complete an inventory of all equipment and uniforms at the end of each season and report needed replacement and repairs to the athletic director
- Coordinate future needs in all areas of facilities, equipment, and uniforms
- Maintain on-going, positive communication with the parents of athletes
- Participate with Athletic Boosters
 1. Ensure that a representative from the sport attends Athletic Booster Club meetings
 2. Personally attend Athletic Booster Club meetings during the season of the sport
- Assist the athletic director in maintaining a safe and fair playing field, court, or playing area
- Assist the athletic director for future scheduling of contests

- Cooperate fully with other sports and city sportsplex athletic activities whenever possible
- Submit an alphabetized list of students trying out and/or participating in the sport before the first day of tryouts
- Provide to the athletic director the names of varsity, JV and frosh members and award recipients for the post season banquets
- Attend league pre and post season meetings
- Report scores of all contests to the athletic director, to the press and report the scores of all league contests to the sports league secretary (all levels)
- Maintain current certification in first aid and CPR and assist the athletic director in maintaining current certification for all assistant and lower level coaches
- Attend all coaches meetings
- Complete check-out form at the completion of the season.

Coaches Certification

All coaches are required to maintain certification in first aid and CPR. Training in first aid and CPR will be made available to all current coaches each school year. Coaches who do not attend those scheduled training sessions must arrange for training on their own. In addition, all coaches must provide the district with evidence of freedom from tuberculosis as requested by the district. Newly employed coaches must provide evidence of a current physical and a fingerprint card as well as complete the National Federation of High School Sports course.

Responsibilities of the Athletic Director

- Direct the supervision of students in the interscholastic athletics programs
- Supervise athletic contests as assigned
- Assist in the selection and evaluation of coaches and make recommendation to the principal and assistant principal
- Conduct roster checks and updates of rosters. Communicate with staff (teachers) the status of teams and student athletes
- Provide coaches in season with appropriate student clearance paper-work
- Schedule and supervise school sponsored sports physical sessions and maintain records of all sports physicals
- Assist the assistant principal's secretary in the maintenance of records pertaining to athletic insurance
- Coordinate custodian and grounds man duties in relation to athletic events and facilities with the assistant principal
- Supervise all aspects of the preparation for athletic event including:
 1. Scheduling dates, times and officials
 2. Preparing athletic contracts for the principals approval
 3. Payment of officials
 4. Coordination of use of facilities for contests and practice
 5. Arrange for contest equipment
 6. Coordinate the activities of personnel involved in timing or scoring
 7. Make recommendations pertaining to spectator control
 8. Coordinate the assignment of game medical personnel
 9. Arrange the set up and use of clocks and scoreboards
 10. Coordinate the scheduling and use of athletic dressing rooms
 11. Schedule athletic transportation
 12. Coordinate field preparation
- Coordinate the supervision of locker room facilities and provide for the security of athletes belongings
- Verification of eligibility of all athletes

- Coordinate the ordering of athletic equipment and supplies
- Coordinate and supervise the program of awards to athletes
- Represent the school at Athletic Booster Club, Coaches and League meetings
- Assist in the supervision of the Scholar Athlete Banquet
- Communicate scores of athletic contests to the league secretary
- Attend athletic events and see that athletes and coaches are ready for participation and that contests start on time
- Assist in the scheduling of first aid and CPR training sessions.

Responsibilities of the Assistant Principal Supervising Athletics

- Coordinate the interviews of candidates for varsity coaching positions and recommend candidates to the principal
- Interview candidates recommended for assistant and lower division coaching position by the varsity coach and recommend employment to the principal
- Insure adherence to CIF and league rules
- Schedule and facilitate coaches meetings
- Coordinate, supervise and evaluate all coaching staff and athletic director(s)
- Prepare, maintain, distribute, and insure adherence to the school Athletic Code
- Approve the expenditure of school athletic funds
- Approve all athletic schedules
- Approve the scheduling and use of school athletic facilities
- Supervise the athletic trainers and student managers
- Coordinate supervision and security at all athletic events
- Review and approve all athletic accident reports
- Direct the implementation of air pollution episode procedures as necessary
- Coordinate and supervise the inventory of all athletic equipment and uniforms and make recommendations for replacement, repair, or cleaning
- Coordinate the supervision of locker room facilities and provide for security of athletic belongings
- Communicate with the athletic booster club
- Coordinate timely and ongoing communication of the athletic program with the principal

Responsibilities of the Principal

- Represent the school at League meetings
- Hire varsity level coaches
- Communicate with the District office regarding any emerging issues related to athletics
- Hear any parent or student appeals regarding athletics that are not resolved after meeting with the AD or AP
- Insure adherence to CIF and League rules
- Communicate with boosters (This should be under the AP as well)
- Monitor adherence by the high school athletic programs to CIS rules and District Board Policy and Administrative Regulations

Responsibilities of the District Administration

- Provide District level support and coordination for inter-scholastic athletics
- Assure that coaches are properly cleared for employment
- Certify to the Governing Board on an annual basis that all coaches possess certification of coaches training as required by law and CIF rules
- Investigate and resolve complaints regarding athletics that are appealed to the District level
- Assure the District athletic programs are coordinated district-wide and that there is open and continued communication among the programs

PROCEDURES FOR DISCUSSING PROBLEM / CONCERN

If during the season a parent / guardian has an issue or concern that they feel the coach needs to know, there is a process by which this happens:

- Have the student talk to the coach one on one. Many times the communication between the coach and athlete solves the problem or favorably addresses the concerns.

If this does not resolve the problem, the parents should:

- Call the school and request a returned call or a face to face meeting with the coach.
- Coaches will make time in their day to meet with students and parents.

If the meeting with the coach does not provide a satisfactory resolution:

- Call the appropriate athletic director. The athletic director will attempt to mediate a resolution.

If after meeting with the athletic director the issue is still not resolved to your satisfaction:

- Make an appointment with the assistant principal in charge of athletics at the high school.

If the problem is still unresolved after meeting with the assistant principal in charge of athletics:

- Please call the principal and arrange for a meeting to discuss the issue.

If after meeting with the above school officials the issue has not been resolved, please contact the Assistant Superintendent of Human Resources Development and schedule a meeting to discuss the issue.

BONITA UNIFIED SCHOOL DISTRICT ATHLETIC CODE

After an Administrator establishes the fact that a violation of school or extra curricular policy has taken place, the Athletic Department will enforce its policies in direct support of the school administration.

SCHOLASTIC ELIGIBILITY

To be eligible for athletic participation/awards a student must meet both Bonita Unified School District and CIF-SS academic standards. The athlete must maintain a 2.0 grade point average and pass at least four classes during the previous grading period. However, for eligibility in the fall (based on 2nd semester grades), summer school credits and grade points may be compiled with the previous grading period if they are completed before the start of the current grading period.

ATTENDANCE

The athlete must attend four classes in order to practice and all classes in order to participate in a contest that day. School approved field trips, medical or dental appointments, court appearances or attendance at a funeral are exceptions. In order to excuse these types of absences, the attendance office must be notified at least one day in advance of any of these events prior to the student participating in a sport activity. Proof from a doctor, dentist, or judge must be provided upon return. If an athlete violates this rule and it is discovered that he/she has participated in practice or contest when he/she has not attended all classes or has been properly cleared, the following will occur:

- First offense: athlete will be suspended from the team for the next contest.
- Second offense: athlete will be removed from participation in athletics for the remainder of that season (including play-offs for that team).

Athletes with a PE class must dress out and participate in order to practice or play in any contest that day.

TARDIES

Be on time for all classes. Tardiness will not be tolerated. Too many tardies in any one class may be detrimental to your practice and playing time. If an athlete receives a detention, he/she must serve that detention on the date it was assigned.

EQUIPMENT AND UNIFORMS

The athlete shall accept the responsibility for all athletic equipment/uniforms issued to him/her and will provide for the equipment/uniform's proper use, care, storage, and return. Issued equipment/uniforms may be worn at practice (not game uniform), during games, or at the discretion of the coach, on game days only. **An athlete may not participate in any further athletic functions (including any practice session in any sport and the team's awards banquet) until he/she has either returned or paid for all equipment issued.**

PERSONAL APPEARANCE

As representatives of the Bonita Unified School District, team members should dress with attention to neatness and cleanliness. Personal appearance should be exemplary. Teams will display uniformity of attire for all scheduled events (all uniforms must be worn uniformly).

MISSING PRACTICE OR CONTESTS

Always personally contact your coach if you are going to miss practice or a contest. Employment is not a valid reason for missing practice or a contest. Each coach will have consequences set up prior to the season for athletes who are absent.

SUSPENSION

If an athlete is suspended from school he/she will not participate in athletics in any way during the days of suspension.

If an athlete is suspended for two or more incidents each totaling three days or more the student will be ineligible for participation in all extracurricular and athletic team participation for a period of 10 calendar weeks starting from the time of the infraction. This includes school related contests, practices, workouts and performances.

DROPPING OUT OR QUITTING A SPORT

Participation In interscholastic athletics is voluntary. It is a privilege, not a right, and it carries with it the responsibility of courtesy and sportsmanship. It carries the understanding that an athlete must stay out for his/her sport for the entire season. To quit before the season begins is understandable. However, to quit after the season begins, lets down your school, coach and teammates. Not every student makes a

team. Therefore, you must consider those students who were cut in order for you to make the team. If an athlete quits a team after the season has begun, he/she must obtain written permission from that coach before they will be allowed to join another team. Any athlete quitting two sports in one year will be ineligible for athletics for one year from the time he/she quit.

ATHLETIC TRIPS

All students must follow the district's bus conduct rules and regulations including, but not limited to the following:

1. No cleats or spikes will be worn on the bus at any time
2. Students may not place heads, hands, or any other object outside the bus windows.
3. No eating on the bus at any time without permission from the bus driver
4. No loud noises or other disturbances which might distract the driver
5. No pushing or hitting other students
6. No throwing of any objects inside the bus or from bus windows
7. Violation of bus rules could result in the team losing bus privileges for the next contest. All athletes are required to ride district transportation to and from all athletic contests. Under certain circumstances an athlete may be released to his/her own parent/guardian only. The coach can provide a permission slip for the parent/guardian to sign. Only then will the athlete be released to his/her parent/guardian.

7TH PERIOD SPORTS

In order to be enrolled in 7th period sports PE, the student must obtain a recommendation and signature from both their coach and the athletic director.

AWARDS

Each individual team has specific participation requirements for receiving varsity letters. These requirements will be explained at the beginning of each season by the head coach and are available in writing upon request. Your varsity letter may only be worn on the approved letterman's jacket. See the Athletic Director for specific guidelines for lettering, style, etc. **In order to receive any athletic awards, the athlete must maintain their scholastic eligibility, remain on the team for the entire season (including CIF play-offs), have all debts cleared in the finance office and library, and return all equipment/uniforms checked out. Those students who have purchased an ASB card and have earned a varsity letter will receive the varsity letter at no charge.**

SUBSTANCE ABUSE

Tobacco, alcohol, and narcotics negatively affect an athlete's physical/mental well being. Any athlete found to be in possession of or involved in the use of any tobacco product, alcohol, or narcotics of any kind at any time will face the following consequences in addition to school consequences:

Tobacco

- 1st offense: athlete will receive a verbal warning.
- 2nd offense: athlete will be suspended from the team for the next contest.
- 3rd offense: athlete will be removed from participation in athletics for the remainder of that season (including play-offs for that sport).

Alcohol/Narcotics

- *First offense:* The student will be removed from all extracurricular and athletic team participation. This will include school related contests, practices, workouts and performances for a period of 10 calendar weeks starting from the time of the infraction. The school may remove the student from an "athletic period" of Physical Education.
- 2nd offense: athlete will be removed from participation in athletics for one full year (12 months).

CONDUCT

The head coach of each team has the authority to establish rules for conduct during practices and games. He/she also has the authority to establish and enforce consequences for the violation of those rules. These rules and/or consequences will not be less than those set in the Athletic Code, or by the Bonita Unified School District.

During an athletic event, athletes who initiate un-sportsmanlike conduct or other serious infractions detrimental to the players (Bonita or opposition) or the officials will be cautioned by their coach and may be removed from the contest. A second incident of such conduct by the athlete will result in his/her removal from the contest. Any athlete who initiates or escalates a fight with any participant (player, official, event staff, spectator, rally squad member or band member) during a game is subject to a minimum of a one game suspension in addition to any school disciplinary action. The determination of the consequences of

involvement in a fight during a game will be made by the coach in conjunction with the athletic director and assistant principal supervising athletics. The consequences may include removal from participation in athletics for the remainder of that season.

The head coach will make a written report of all serious or repeated misconduct by players and will contact the player's parent/guardian. The player may be referred to the athletic director or assistant principal supervising athletics for further action. Nothing in this section should be construed to take precedence over CIFSS or league rules. Bonita High School athletes are subject to all CIF-SS and league rules. All such rules will be strictly enforced by the Bonita High School Athletic Department.

ATHLETIC'S CLEARANCE PACKET

All athletes must be cleared through the ONLINE program Home Campus.

<https://www.home-campus.com/login.php>

Coaches do not accept packets from parents or students. Clearance is done through the athletic office.

INJURY PROCEDURES

All coaches are responsible for having a medical kit that should be obtained from the athletic trainer at the beginning of the season and each athlete's permission to treat/insurance form. The medical kit and forms must be available at every practice and competition. Each coach assumes the responsibility to summons Emergency Medical Services and administer appropriate emergency first aid to an injured student-athlete if a member of the athletic training staff is not present.

PLAYER INJURED AT A HOME EVENT OR PRACTICE:

1. An athletic trainer will be present or available for all home events and should be contacted first.
2. If it is an emergency situation, call 911, La Verne Fire (909)596-5991 or San Dimas Fire (909) 629-9671 for assistance. A coach can only make a medical referral in cases of emergency, but they must notify the athletic trainer.
3. If a student-athlete needs to be taken to a hospital for emergency treatment:
 - a. The student-athlete's insurance form must go with them to the hospital.
 - b. Obtain the complete name and address of the hospital.
 - c. Contact the parent or guardian to inform them of the situation and hospital location.
 - d. If a parent or guardian is not present, a coach or staff member must assist the injured student-athlete to the hospital.
 - e. Complete a school accident report and give it to the athletic trainer the following day.
4. If it is not an emergency situation and additional care is needed, either:
 - a. Contact the athletic trainer to report to your location to evaluate the injury or assist the athlete to the athletic training room facility.
 - b. If the athletic trainer is not present, follow basic first aid procedures and contact the parents and have the athlete follow up with the trainer the following day.
 - c. The athlete must be evaluated and cleared through the athletic trainer before returning to participation.

PLAYER INJURED AT AN AWAY EVENT WITHOUT AN ATHLETIC TRAINER PRESENT:

1. The athletic trainer may not be present but you can seek assistance from the opposing school's athletic trainer.
2. If it is an emergency situation, call 911 and notify the opposing school's coaching staff so they can notify administration if necessary.
3. If a student-athlete needs to be taken to a hospital for emergency treatment:
 - a. The student-athlete's insurance form must go with them to the hospital.
 - b. Obtain the complete name and address of the hospital.
 - c. Contact the parent or guardian to inform them of the situation and location.
 - d. If the parents or guardians are not present, a coach or staff member must assist the injured athlete to the hospital.
 - e. Complete a school accident report and give it to the athletic trainer the following day.
4. Any student-athlete who is hurt on the road is to report to the Athletic Training Room as soon as possible upon his/her return to campus to be checked and cleared to return to play.

BONITA UNIFIED SCHOOL DISTRICT

SPORTS MEDICINE REFERRAL

Student-Athlete: _____ Sport: _____ Date: _____

Dear parents or guardians,

This form is to inform you, that your student-athlete has sustained an injury or illness during athletic participation. Upon evaluation of the Certified Athletic Trainer, it is highly recommended that you **follow-up by with a physician or the Pomona Valley Sports Medicine Center.** The Physician must complete and sign the lower portion of the referral form and the student-athlete must be cleared prior to participating in the next practice or game and return this form to the Athletic Trainer.

Description of Injury: _____

Athletic Trainers Impression: _____

Correspondence: Accident Report Parent Notified _____

.....

PHYSICIANS REPORT

Doctor: _____ Contact Number: _____ Date: _____

Diagnosis:

Restrictions:

Recommended Treatment:

Please select one of the following:

- Athlete may return to participation on _____ (date).
- Athlete may return upon Athletic Trainers release.
- Athlete must return for another physician visit on _____ (date).

Physician's Signature: _____

White Copy – Athletic Trainer

Pink Copy – Physician

Yellow Copy - Parent

**BONITA UNIFIED SCHOOL DISTRICT
SPORTS MEDICINE EVALUATION**

Dear Parents or Guardians and Coach,

Date: _____

This is to inform you that _____ was seen by the Certified Athletic Trainer.

Injury Impression: _____

Recommendations:

- _____ **Rest** the injury. (No activity that causes pain).
- _____ **Ice** the injury 4-5 times a day for 20 minutes.
- _____ **Compress** the injury with an Ace wrap.
- _____ **Elevate** the injured area above the level of the heart.
- _____ Use crutches until re-evaluated.
- _____ Take Anti-inflammatory medication.

No Heat for at least 72 hrs.

Participation Status:

- _____ Full Participation
- _____ Limited Participation
- _____ No Participation

Training Room Status:

- _____ Follow up for Re-evaluation
- _____ Follow up for daily treatment.
- _____ Follow up for taping/wrapping

**IF SYMPTOMS WORSEN SEE YOUR PHYSICIAN OR GO TO THE EMERGENCY ROOM,
AND CONTACT THE ATHLETIC TRAINER.**

White Copy – Athletic Trainer Pink Copy – Parent Yellow Copy – Coach

FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches and athletics programs administrators. *These standards have the weight of moral obligation for coaches and athletics administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.*

Each of these duties can be further defined and elaborated by more precise examples and applications or “*Standards of Conduct or Standards of Care*” which will be elaborated in a subsequent section.

1. **DUTY TO PLAN** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*
2. **DUTY TO SUPERVISE** – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participation in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** – Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
5. **DUTY TO PROVIDE PROPER EQUIPMENT** – Coaches and athletics administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment that must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY** – Athletics practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH ATHLETES** – Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY** – Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN** – Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. Warnings should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.

10. **DUTY TO DISCLOSE AND INFORM: INSURANCE COVERAGE AND OTHER INFORMATION** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes. Schools need to accurately publish and inform students about eligibility criteria such as initial eligibility for the NCAA Clearinghouse.
11. **DUTY TO PROVIDE EMERGENCY CARE** – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are potentially life threatening.
12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN** – Athletics administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmages or practices.
14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** – Athletics administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.



BONITA UNIFIED SCHOOL DISTRICT

115 West Allen Avenue San Dimas, California 91773 (909) 971-8200 Fax (909) 971-8329

Superintendent

Carl Coles – Superintendent

Assistant Superintendents

Matthew Wien – Educational Services

Kevin Lee – Human Resources Development

Susan Cross Hume – Business Services

Board of Education

Chuck Coyne

Glenn Creiman

Matthew Lyons

Diane Koach

Patti Latourelle

TRANSPORTATION RELEASE

(Parent Transporting Their own Child)

Parent: _____ Student: _____
Event: _____ Date of Event: _____
Driver of the private vehicle will be: _____

This letter is to confirm your decision to allow your child to be transported via private transportation to and/or from the above event in which your student is participating on behalf of the Bonita Unified School District

A parent may allow his/her child to be transported in a private vehicle to and/or from a school activity, with permission of school administrators. Please be advised that Bonita Unified School District is not responsible for any aspect of the child's private transportation and undertakes no duty to supervise his/her safety or otherwise monitor his/her activities in coming to or leaving the event. A parent who transports their own child will assume all liabilities in the event of an accident.

Section 44808 of the California Education Code specifically states that a school is not liable for the safety of – or responsible for the conduct of – students while off school premises unless it has undertaken to provide transportation and provides transportation services. To the extent you have elected to make private arrangements to go to and/or return from a school event, Bonita Unified School District is in no respect responsible for his/her safety or liable for his/her actions or omissions to act. In the event Bonita Unified School District is drawn into a dispute over his/her actions while traveling to and/or from the event, we would need to look to you and to your carrier for defense and indemnification.

Please signify your understanding of these matters by dating and signing this letter. Your child is responsible for turning this transportation release to their Teacher/Site Administrator before leaving for the event. A signature from both you and your student is required.

Respectfully yours,


Matthew Wien, Assistant Superintendent
Educational Services

My signature indicates that I have read and understand the information above:

Parent/Guardian: _____

Student: _____

Revised: 8-9-18