



Coaches' Handbook

Table of Contents

MISSION STATEMENT FOR VINTAGE HIGH SCHOOL ATHLETICS	3
PHILOSOPHY	4
THE RESPONSIBILITIES OF THE ATHLETIC DIRECTOR	5
RESPONSIBILITIES OF THE VARSITY COACHES	5
CIF SAC-JOQUIN SECTION CODE OF CONDUCT.....	6
NVUSD - COACHES CODE OF CONDUCT.....	10
ISSUING AND COLLECTING KEYS.....	11
TRANSPORTATION OF ATHLETES	11
FUNDRAISING	12
PROCEDURES FOR INJURIES	12
AWARDING OF LETTERS AND EMBLEMS	12
REQUIRED FORMS.....	13
APPOINTMENT TO A COACHING POSITION	14
COACHING DUTIES AND RESPONSIBILITIES	15
VHS COACH'S CHECKLIST.....	19
QUESTIONS AND CONCERNS.....	20
ATHLETIC CHECKLIST FOR STUDENT	21
SAC-JOQUIN SECTION 2010-11 CALENDAR	22
ATHLETIC BUDGET REQUESTS FOR 2010-2011	23
LONG DISTANCE/OVERNIGHT FIELD TRIP RESERVATION REQUEST/APPROVAL FORM	24
HEAD INJURIES	25
CHANGING SPORTS.....	27
READMITTANCE TO ATHLETIC ACTIVITY	27
SCHEDULING PRACTICES, SCRIMMAGES AND GAMES	28
CANCELLATIONS	28

Mission Statement for Vintage High School Athletics

In direct support of Vintage High School's mission, VHS Athletics:

- Promotes high academic achievement, the integrity of the individual, self-discipline, teamwork, and excellence in athletic performance for every student-athlete.
- Provides the entire school—students, faculty, staff, alumni, parents, and friends—with a common bond and source of community pride.
- Generates visibility in a manner that projects a positive image for the school throughout the community of Napa and uses this visibility to communicate the school's mission.

Victory pursued with honor

Hard work and commitment

Selfless — team and school first

Philosophy

The Vintage High Athletic program believes that each player should be given the environment to succeed. We strive to create a situation where those who choose to have success will be given every opportunity to do so. We also believe that every player can improve, regardless of talent level. The coaches believe that challenging players physically, emotionally, and mentally gives one the best opportunity for success.

Sacrifice is also part of our philosophy. Personal growth is extremely important at this age, but being committed to the team and its goals should be first and foremost on each player's mind – even if that means sacrificing one's own personal wants and desires.

Winning or losing becomes a secondary issue when compared to the manner that athletes conduct themselves on the field. Exhibiting dignity and pride in the face of adversity is considerably more important than the outcome of an event. Winning is secondary as well when compared to the extent of the effort put forth by the individual in whatever endeavor he undertakes. All players do not perform at the same level, but maximum effort, commitment, and a winning attitude are requisite expectations for any and all team members.

The Responsibilities of the Athletic Director

At Vintage HS

The following items are the basic responsibilities for the Athletic Director at Vintage High School. This list does not include all of his/her duties and responsibilities, but the major responsibilities that would involve interaction with the coaching staff, the administrators, and the entire school.

The Athletic Director Will:

- Coordinate athletic facilities.
- Coordinate gym usage, after school time, and during season of sport.
- Act as liaison between coaches and school administrators.
- Work with the Principal for procurement and replacement of coaches and assistant coaches for teams at Vintage. To evaluate with the Principal the performance of coaches.
- Attend MEL Board of Managers and Athletic Directors meetings.
- Aide coaches with problems relating to the athletic program.
- Be the resource person for interpretation of C.I.F. Section, and league rules and regulations regarding inter-scholastic athletics.
- Be responsible for the athletic budget.
- Assist, review and approve the schedules for all sports for the coming year.
- Keep a list of all candidates for Block Awards.
- Check athletic eligibility of each athlete.
- Arrange for team transportation.

Responsibilities of the Varsity Coaches

The varsity coach is responsible for the overall supervision for the entire sports program.

COACHES: Please report your scores to the following people:

Napa Valley Register “Executive Sports Editor” – mjames@napanews.com

Craig Lewis “Principal VHS” – clewis@nvusd.k12.ca.us

Ira C. Smith “Sports Director at KVON” – fax scores to (707)226-7544

Cam Neal “Athletic Director VHS” – cneal@nvusd.k12.ca.us

CIF SAC-JOQUIN SECTION CODE OF CONDUCT

1. The Code of Conduct in the Sac-Joaquin Section Bylaws shall be the Code of Conduct for each league in the Section, unless the respective leagues adopt another, which is approved by the Board of Managers.
2. Each school should teach interpretations of the Code of Conduct to students.
3. The host school principal or his designee, other than the coach, shall be in attendance at all spectator sports. The visiting school principal or designees, other than the coach, should attend contests as discretion determines. (Discretion shall be influenced by rivalries, size of anticipated crowds and previous problems.)
4. Each coach, principal and other school employee shall abide by the following regulations:
 - a. To make no demonstrations himself, which will encourage unfavorable reactions on the part of his/her players or spectators or permit any such demonstration on the part of his/her players;
 - b. To require his players to accept all decisions by the officials without question; with the exception that the captain may make reasonable protest after he has requested a time-out for that purpose;
 - c. To limit protests of captains and coaches to decisions involving interpretations of rules;
 - d. To encourage the coaches and the players to make a positive effort to assist in controlling the conduct of the school's spectators;
 - e. To voice no public criticism of the officials;
 - f. To make no unfavorable comments regarding officials or officiating to the media;
 - g. To do everything possible to prevent the press and radio from commenting unfavorably of the officials or the officiating.
5. The home school shall provide adequate security to ensure safety at all contests.
6. Schools shall deny entrance to school athletic events to all spectators who persist in baiting the officials.
7. Each school shall make a determined effort to build a better pattern of sportsmanship through advertising, news stories, on the loud speaker and in the printed game programs.
8. Each school shall endeavor to train yell and song leaders in attitudes and methods of good sportsmanship and crowd control.

VIOLATION OF CODE OF CONDUCT

1. When the Commissioner receives notification of a violation, he will use his discretion as to whether he will take one of the following actions:
 - a. Direct the school's principal, in writing, to reprimand the violating coach. The principal is to verify in writing
1. to the commissioner that the coach has been reprimanded;
 - b. Request the Board of Managers to invoke Article III, Section 2.2.

2. School may appeal under Bylaw 1101.1.

PROTEST PROCEDURES

1. Protests shall be referred to the league for resolution. Decisions will be binding unless appealed to the Board of Managers.
2. Protests involving non-league games will be handled under Bylaw 1105 of the Sac-Joaquin Section Bylaws.

CIF SAC-JOAQUIN SECTION SPORTSMANSHIP RESOLUTION

That the Sac-Joaquin Section will distribute a contract to each of its member schools requesting that the appropriate administrator(s) distribute, review and discuss the enclosed recommendations of the CIF State Federated Council with all members of each school's administrative staff, coaching staffs, athletic squads, spirit squads, booster clubs, drill team, marching band, faculty and any other school entity concerned or involved with interscholastic athletics.

CODE OF ETHICS

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play;
2. To eliminate all possibilities which tend to destroy the best values of the game;
3. To stress the values derived from playing the game fairly;
4. To show cordial courtesy to visiting teams and officials;
5. To establish a happy relationship between visitors and hosts;
6. To respect the integrity and judgment of sports officials;
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility;
8. To encourage leadership, use of initiative and good judgment by the players on a team;
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players;
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state or nation.

SPORTSMANSHIP PREAMBLE

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations and completing the enclosed sportsmanship contract.

DEFINITION

A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

1. The following are expected to be role models demonstrating sportsmanship at all times:
 - a. principal/administrative staff;
 - b. athletic directors;
 - c. coaches, players and cheerleaders;
 - d. faculty members;
 - e. booster club members;
 - f. band director.
2. Coaches, players, cheerleaders and spectators will respect the integrity and judgment of sports officials.
3. The conduct of coaches, players and cheerleaders generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.
4. The following behavior is unacceptable at all CIF high school contests:
 - a. berating your opponent's school or mascot;
 - b. berating opposing players;
 - c. obscene cheers or gestures;
 - d. negative signs;
 - e. complaining about officials' calls (verbal or gestures).
5. The following rules regarding noisemakers and bands are to be followed by all CIF Sac-Joaquin Section schools.
 - a. Noisemakers at ALL indoor events are prohibited. Non-mechanical handheld devices (i.e., small cow bells and thunder sticks) are allowed at outdoor events, excluding baseball and softball. Whistles, air horns and other air- powered or mechanically powered devices are prohibited at ALL events.
 - b. Bands and sound systems are the sole responsibility of home schools at non-playoff contests. Visiting teams may bring school bands and sound equipment to non-playoff contests provided they receive prior administrative approval from the home school principal or designee.
 - c. Bands are encouraged to attend and participate in playoff contests. The visiting school must make prior contact with the home team if they plan on bringing a band to a playoff game to ensure appropriate seating. The Section office, prior to the event, must approve bands participating at neutral site Section finals.
 - d. Bands are not allowed to play during the course of the actual contest. In the sport of football, they may play during timeouts, halftime or in between plays, in the sport of

basketball, the band may play during timeouts, at the end of each quarter or during halftime.

- e. It is the responsibility of the site administrators to make sure the above stated regulations are enforced.
- f. The game officials may stop a game and seek help from the site administrators if they believe the regulations are not being enforced.

6. The following action plans are recommended.

a. A script should be provided to the announcer including:

- (i) Welcome;
- (ii) Sportsmanlike expectations;
- (iii) Acknowledgement and introduction of the game officials; **NOTE:** There should be a short statement endorsing the officials as neutral persons who have been certified as officials by the NCOA.
- (iv) Introduction of players;
- (v) Sponsorship recognition.

b. Include the CIF Code of Ethics in the game program.

c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF contest.

- (i) This shall be directed to coaches, players, cheerleaders and spectators in the day(s) prior to the contest.
- (ii) Rallies, team meetings, faculty meetings, and spirit club meetings, school bulletins, and P.A. announcements are all appropriate venues.
- (iii) Contact the principal or administrator-in-charge of the opponent's school at least one day prior to basketball and football games and other contests as appropriate to promote practical applications of the sportsmanship and to ensure the proper environment for the contest.

d. It is the responsibility of the administration of each participating school to designate an administrative representative:

- (i) Who will check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest.
- (ii) Enforce the highest standards of sportsmanship within his/her own student body;
- (iii) Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

Issuing and Collecting Keys

Keys are to be checked out through the secretary in the front office. All keys must be preapproved through the Athletic Director's office. New coaches will meet with the Athletic Director to determine which keys will be needed. The Athletic Director will then order the keys and the coach will pick them up in the front office.

Coaches will be allowed to keep their keys as long as they continue to coach at Vintage High School. Once a coach leaves Vintage High School, his/her keys are to be returned immediately to the Athletic Director or front office. It is the responsibility of the coaches to always have their keys on their person. **NEVER** give keys to your athletes or managers. Student with keys are able to enter areas without proper supervision that are off limits.

Transportation of Athletes

The majority of teams will travel to away contests using district school buses as the primary means of transportation. In the event of a shortage of bus drivers, the district will charter buses from private companies to carry teams. **DO NOT REQUEST** a charter bus for any trips.

While traveling on the bus please have your athletes follow these rules:

- No cleats are to be worn on the bus
- Eating is usually allowed provided no trash is left on the bus. Please use any trash bags that are provided.
- Any disrespectful language or action that is directed towards the bus driver will result in transportation privileges being revoked.
- Athletes will remain in their seats at all times.

Buses will pick up teams in the student parking area next to the J.V. Softball field. Please have your athletes out of their classes and ready to leave at their scheduled departure times.

Some athletic teams will be transported by the school van. Before transporting your athletes in the van you must be cleared to drive through transportation. This can be accomplished by filling out NVUSD form 78 in the front office. Paying a \$10 fee at the DMV and taking a current DMV driving print out and your insurance policy to transportation for approval speeds up the process.

Fundraising

There are times when coaches will need to supplement their budgets. Any fundraiser needs to be pre-approved by the Athletic Director and Dean of Students. It is important fundraisers NOT interfere with Booster Club or ASB activities. All moneys raised MUST be deposited into a fundraising account in the Activities Office.

A fundraiser widely used in organizing a tournament. Meet with the Athletic Director far in advance to plan this event. The cost of officials, awards, and any other fees needs to be calculated as planning takes place. Any ticket takers, scorers, timers, and other helpers will be paid from tournament revenues.

Procedures for Injuries

- It is the coach's responsibility to see that an injured athlete is taken care of promptly, and the necessary insurance forms are supplied and filled out if the athlete elects to go to a doctor.
- If the injury is of a serious nature, the coach should make every effort to contact the athlete's parent(s) before transporting him/her to a doctor or hospital.
- If the injury takes place while the team is out town or if the coach is unable to reach the parent, the coach should use his/her best judgment as to the disposition of the problem. It is permissible to take the injured athlete to the hospital for emergency care if unable to contact to the parent. You must have the "Permission to Treat" form in your possession for a hospital to treat an injured athlete.
- The head coach of any sport should follow up on all injuries and be aware of and respect treatment being given by parents and doctors.
- No athletic team should leave school or practice without a proper first aid kit. The kit may be obtained from the Athletic Director and supplied with products from the Medical Room in the Boys' Locker Room.
- It is the responsibility of every coach to see that the training room is supervised and kept clean and neat.

Awarding of Letters and Emblems

It is the responsibility of the head coaches to distribute letters and emblems to their athletes at the awards banquet at the conclusion of the season. The awards can be picked up in the Athletic Office. A Varsity Block (V) is awarded to an athlete who is the opinion of the coach has committed time and energy to the extent that the athlete is judged to be a member of a varsity team. The sport emblem is awarded to an athlete who has participated at a non-varsity level and the varsity level.

Napa Valley Unified School District
2425 Jefferson St.
Napa, CA 94558
707-253-3885

To: All New Coaches

RE: Application for Coaching

IMPORTANT: You must go the Human Resources/Payroll offices(s) to complete these forms **BEFORE YOU BEGIN COACHING.**

Required Forms

1. District application – obtained at Human Resources office
 2. I.N.S. Form - (document that establishes identity and employment) must be filled out in Human Resources. Please bring the following documents with you:
 - a) Current US Passport **OR** a) Drivers License
 - b) Citizenship Certificate b) Picture ID
- AND**
- a) Social Security Card **OR** b) Certified Copy of Birth Certificate
3. Fingerprint Clearance – Form must be picked up in Human Resource. Clearance can take up to 30 days.
 4. Current Tuberculosis Test - (you can go to your Physician or the county Health Department (707-253-4270)
 5. CPR & Red Cross Certification - turn in copy of each to Human Resources.
 6. Code of Conduct Form
 7. NFHS Certification

APPOINTMENT TO A COACHING POSITION

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments, and there is no tenure as far as these positions are concerned. Each coach will be evaluated annually by the Athletic Director and a satisfactory evaluation will be essential for continuation in that position for the next school year.

Any Napa Valley Unified School District staff member may apply, in the spring, for a coaching position for the following school year. Incumbent coaches with satisfactory evaluations will, usually, continue with their assignments. All vacancies and newly created coaching positions will be posted on the Manhasset website.

Mandatory: 1. CPR/ First Aid certifications
2. Fingerprinted

Preferred: 1. Certified physical education teacher
2. Certified teacher
3. Background and coaching experience in sport

Candidates who are not teaching in the Napa Valley Unified School District must complete a professional employment application form. All candidates will be interviewed by the Athletic Director and appropriate designee. Upon selection, a candidate will be recommended to the School Board Schools by the Athletic Director.

The following criteria will be used for all interscholastic athletic coaching assignments:

COACHING DUTIES AND RESPONSIBILITIES

I. Pre-Season Responsibilities

A. Planning

Major planning should be meticulously developed before the season begins and should include:

1. Knowing what equipment and supplies are available
2. Outline of practice schedule and submit to Athletic Office
3. Completion of scrimmage and game schedule
4. Organizational meeting with assistant coaches
5. Plan end of season gathering
6. Familiarize yourself with the crushersonline.com website

B. Meeting with Athletes

It is recommended that coaches conduct pre-season meetings with squad members to discuss tryouts, practice schedules, team and department rules, and other important matters. Meetings should be publicized in the daily bulletin and by posters and should be coordinated with other coaches. When a meeting is called, it should serve a purpose, be well planned and informative.

C. Scheduling of Non-League Games and Scrimmages

These schedules should be submitted to the Athletic Director well in advance of the season so that arrangements for officials and transportation can be made.

D. Secure Keys from Front Office

Keys are available through the front office.

E. Facilities

1. It is the Athletic Director's responsibility to schedule the use of all physical education and athletic facilities for practices, scrimmages and interscholastic athletic events. All requests for use of facilities by coaches, as well as other organizations, must be made through the Athletic Director.
2. **Weekend and vacation practice schedules should be submitted to the Athletic Director at the beginning of each season, and any changes should be reported well in advance so that arrangements can be made to have a custodian on duty to open the building for teams when practicing/competing on days when school is not in session.**
3. The Athletic Director will arrange to have all fields and facilities prepared for practices, scrimmages and games through the maintenance staff. Coaches are responsible for securing the services of a student manager to aid in running a contest and setting up a field or court for play.
4. The Athletic Director will arrange for supervisors, scoreboard operators, ticket takers and ambulance/doctor coverage.

II. In -Season Responsibilities

A. Athletic Packet & Gold Slip

B. Supervision of Squads

1. It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when athletes enter the locker rooms and ends when athletes leave the building following practices/games. Upon being excused from practice and after games, team members should be directed to quickly change, and leave the locker rooms.
2. The coach shall be the last person to leave the locker room. Upon leaving showers should be checked, loose equipment picked up, light put out, and windows and doors secured. All team storage areas should be checked and locked.
3. Coaches should make sure that their athletes have either taken the bus, or have been picked up by their parents

C. Rosters

Completed rosters must be turned in to the Athletic Director **one week after the first practice.**

D. Equipment

E. Lost, Stolen or Misused Equipment

Lost, stolen, or misused equipment should be reported to the Athletic Director. Athletes will be expected to make restitution. If the obligation has not been cleared within a reasonable period of time they should not be permitted to continue athletic competition. Athletes should be reminded that the acceptance of responsibility for equipment is an important part of becoming a member of an athletic team.

F. Early Dismissal

At times, it will be necessary to request that a squad and its coaches be excused from school to travel to an away contest in order to meet an early scheduled starting time. **An alphabetized list of squad members should be submitted to the Athletic Director as soon as possible** so that permission can be obtained from the appropriate Principal and teachers notified of the early dismissal. Coaches may notify VHS through email.

G. Public Relations

1. Napa Valley Register
2. KVYN/KVON
3. Crushersonline.com

4. All game results must be posted on *maxpreps.com*

H. Awards

1. All coaches must submit final rosters and team honor award winners

I. General

1. Be present at the time you scheduled squad members to be present.
2. Organize each practice schedule.
3. Keep accurate participation records.
4. Plan a culminating team dinner/gathering for the purposes of distributing all awards and celebrating the season. (Parents should be invited to this event and the Athletic Director should be notified.)
5. If a classroom or gymnasium is needed for practice, please see the athletic secretary to reserve that facility.
6. In the event of inclement weather, please call the Athletic Office **before noon** to notify your intentions for practice and the reserving of an indoor meeting site.
7. If games are scheduled on a day when school is not in session, coaches are responsible for obtaining the names and phone numbers of the officials and opposing coaches from the Athletic Director's office before the weekend or vacation. In the event of inclement weather, it will be the coach's responsibility to cancel a scheduled home game and notify the appropriate individuals if the Athletic Director is not available.
8. **Any informational letter that is sent home to squad members should be forwarded to the Athletic Director.**
9. **Inform the Athletic Director and Activities' Office of any fund raising activities or plans to have team members purchase uniforms, jackets, shirts, etc.**

III. Post-Season Responsibilities

A. Equipment Return

Coaches must supervise the return of all issued equipment and uniforms and submit, in writing, the names of those athletes who failed to return one or more equipment items. Each coach must also complete the Inventory of Equipment Form and return it to the Athletic Director.

Each coach will complete an **end of season report** and submit it to the Athletic Director **within one week of the end of the season**. This report should list records, season highlights, captains, squad members, award winners, and any other items of interest or importance.

B. Budget / Purchasing

All supplies and equipment for all phases of programs will be budgeted and purchased through the Athletic Director in accordance with school rules. No items may be purchased without prior approval of the Athletic Director.

At the conclusion of each season, coaches should submit an **equipment requisition form** to the Athletic Director. The coach and the Athletic Director will discuss equipment needs and prepare budget requests. Items requested will be given priority as they pertain to safety, need and cost.

C. End of Season Review

Within **two weeks** of the completion of their season, **coaches should schedule a meeting with the Athletic Director** to review the season, discuss budget requests and plan for changes to the program. At this time, keys should be returned as well.

Vintage High School Coach's Checklist

I. Pre-Season

- _____ Pre-season meeting with assistant coaches for planning and preparation
- _____ Pre-season meeting with students to explain code of behavior, tryouts, practice schedule, etc.
- _____ Physicals – students must have physical clearance prior to participating in First practice.
- _____ Check inventory and equipment.
- _____ Check schedules and complete if necessary.
- _____ **Attend all pre-season MEL meetings.**
- _____ Secure necessary keys from front office.
- _____ **Pick up and read Coach's Handbook – sign acknowledgement form and return to Athletic Director.**
- _____ Collect gold slip clearance for every athlete trying out.
- _____ Mandatory parent meeting before first contest.

II. In-Season

- _____ Have copies of consent to treat forms on hand for each athlete.
- _____ **Team Roster to Director – one week after first practice**
- _____ Squad attendance – keep daily records
- _____ Issue and record equipment and uniforms issued
- _____ Complete accident form for any student injured in practice or a game.
- _____ Keep Athletic Director informed of any concerns or unusual circumstances
- _____ **Submit game results by phone or email the morning after each contest.**
- _____ **Update athletic web site as needed**
- _____ **Attend all in season required meetings.**

III. Post-Season

- _____ Uniforms collected
- _____ Equipment turned in
- _____ End of season reports to the Athletic Director
- _____ Award list to the Athletic Director (no later than one week following last game)
- _____ Schedule end of season meeting with the Athletic Director
- _____ Submit all equipment orders on required forms
- _____ Submit letter of coaching intent at the conclusion of the season
- _____ Attend all end of season meetings and conference dinners (All –League, etc.)
- _____ Organize and attend an end of the season gathering for team (distribute team awards)

Questions and Concerns

If a parent has a question or concern for a coach, there is a procedure that should be followed in order for the concern to be quickly addressed and maintain, or improve, an atmosphere that is positive for both the coach and player.

The first step is the player should ask to meet with the coach to discuss the concern. We encourage our athletes to become better communicators and learning how to effectively communicate with a coach or teacher is a step toward this goal.

If the concern is not resolved, the next move would be for the parent to contact the coach. Our coaches should be available to discuss concerns with parents, but a coach should never be approached before or after a contest. Please make arrangements with the coach to have any concerns addressed.

If the matter is still not satisfactorily resolved, the parent should then set up a time to meet with the athletic director. However, if the first two steps have not been taken, the AD will most likely ask the parent to first go through the above steps before addressing the issue.

Once meeting with the AD, if the concern is not resolved, and the student/parent decides to pursue the grievance process, a written summary of the concern will be submitted by both the AD and the student/parent to the principal.

The lists below are a guideline of what is a legitimate grievance and non-legitimate grievance:

Legitimate grievances:

1. Failure to provide due process in disciplinary action.
2. Failure to provide a fair tryout for the team.
3. Mistreatment of athletes: inappropriate language, derogatory remarks, etc.

Non-legitimate grievances:

1. Playing time issues.
2. Athlete not playing the right position.
3. X and O's/strategy of the coach.
4. Won/Loss record of the coach.

If a legitimate grievance is determined, the principal shall conduct a meeting as soon as possible, but within seven days to when the grievance was filed. Whatever the determination of the principal, a written summary of the meeting will be filed for future reference or action.

Athletic Checklist for Student

- Turn in completed physical papers to Athletic Director/AD secretary.
- Sign and turn in *VHS Player Contract* to Athletic Director/AD secretary.
- Sign and turn in *NVUSD Student/Parent Contract for Athletic Participation and Consent to Treat* to Athletic Director/AD secretary.
- Sign and turn in *NVUSD High School Athletic Transportation Fee Agreement* and pay transportation fees - obtain receipt from Activities Office.
- Get clearance slip (GOLD) from Athletic Director/AD secretary before participating
- Give slip (GOLD) to your coach.

Sac-Joaquin Section 2010-11 Calendar

Season	Dead Period Begins	Practice Begins	1st Scrimmage Date	1st Contest Date	Last Contest Date
FALL		<i>NFHS Week 6</i>			
X-Country (b/g)	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 30
Football	July 19	Aug. 9	Aug. 21	Aug. 27	Nov. 6
Golf-girls	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 20
Soccer-boys	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 28
Tennis-girls Team	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 25
Individual	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 30
Volleyball-girls	July 19	Aug. 9	Aug. 21	Aug. 27	Nov. 3
Water polo (b/g)	July 19	Aug. 9	Aug. 21	Aug. 27	Oct. 30
WINTER		<i>NFHS Week 19</i>			
Basketball (b/g)	Oct. 18	Nov. 8	Nov. 20	Nov. 26	Feb. 18
Wrestling Duals	Oct. 18	Nov. 8	Nov. 20	Nov. 26	Feb. 2
Individual	Oct. 18	Nov. 8	Nov. 20	Nov. 26	Feb. 12
SPRING		<i>NFHS Week 32</i>			
Badminton	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 14
Baseball	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 11
Golf-boys	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 4
Soccer-girls	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 4
Softball	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 11
Swimming (b/g)	Jan. 17	Feb. 7	Feb. 19	Feb. 25	April 30
Tennis-boys/coed Team	Jan. 17	Feb. 7	Feb. 19	Feb. 25	April 27
Individual	Jan. 17	Feb. 7	Feb. 19	Feb. 25	April 30
Track (b/g)	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 14
Volleyball-boys	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 7
Lacrosse (b/g)	Jan. 17	Feb. 7	Feb. 19	Feb. 25	May 9

Note: Aug. 30 – Volleyball Foundation Game.

Note: Nov. 29 – Basketball Foundation Game.

Revised 3-23-10

SPORT: _____ COACH: _____

Athletic Budget Requests for 2010-2011

1. Game Uniforms

2. Practice Uniforms

3. Balls

4. Tournaments Fees

5. Scorebooks

6. Equipment

7. Coaches Salaries (include assistant salaries not covered by the district)

8. Coaches Cloth

9. Miscellaneous (be as descriptive as possible)

10. Substitutes (release time for teachers)

NAPA VALLEY UNIFIED SCHOOL DISTRICT
LONG DISTANCE/OVERNIGHT FIELD TRIP RESERVATION REQUEST/APPROVAL FORM
(use for commercial air, water, overnight, beyond 100 mile radius, out-of-state or country)

Date of Trip	# of Passengers	School/Grade Level	Departure Time	Destination and Address	Return Time at School

Distance to be traveled one way: ____ miles. Method of Transportation: ____

Account #: ____

Educational Objectives of Proposed Trip: ____

ITINERARY DETAILS: If the proposed trip includes more than one day of travel, attach an itinerary to this form.

of Students Participating: ____ Cost to Student (list cost detail): ____

NO FEES MAY BE CHARGED FOR ACTIVITIES TAKING PLACE DURING SCHOOL HOURS

Teacher(s) in Charge/Submitting Request: ____

Signature: _____ Date: _____

PRINCIPAL'S APPROVAL

- Release Time: _____ Required _____ No. of class periods or _____ Total School days _____ Not required
- Trip fulfills specific instructional objectives of a subject included in the NVUSD approved course of study.
- Trip fulfills objectives of school-sponsored student activities/athletics.
- APPROVED DISAPPROVED

Principal's Signature Date

TRANSPORTATION DEPARTMENT CLEARANCES

Drivers/Chaperones: Check if list is attached to this form.

Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____

- Volunteer Drivers Cleared _____
- Vehicle(s) to be Used Cleared _____
- (comments)

Signed) _____ Date _____

Approved/Entered in Book: _____ Date _____
Signature

Review of Educational Objectives:

DIRECTOR OF INSTRUCTIONAL SERVICES (for trips related to the extension of the Instructional Day)
DIRECTOR OF STUDENT SERVICES (for trips related to extra-curricular activities)

- Trip fulfills specific instructional objectives of a subject included in the NVUSD approved course of study.
- Trip fulfills objectives of school-sponsored student activities/athletics.
- Scheduled for Board Master Calendar (circle one) August October January March
- APPROVED DISAPPROVED

Signature Date

SUPERINTENDENT/BOARD OF EDUCATION AUTHORIZATION

- APPROVED DISAPPROVED

Signature Date

DIST: Bus Schedule Teacher Principal Director NVUSD Transportation Dept.

Head Injuries

One of the most dangerous injuries that a coach must properly recognize is a head injury. Serious head injuries should be considered a medical emergency since they can be life-threatening. Early recognition and proper intervention are critical and a conservative approach must always be taken. If there is the slightest question or doubt that a head injury is anything but a minor bump to the head, it should be treated as a Grade 1 Concussion and the athlete should be removed from all further competition/practice. The management of head injuries shall adhere to the following guidelines:

Management of Head Injuries

GRADE OF CONCUSSIONS

Grade 1:

1. Transient confusion (inattention, inability to maintain a coherent stream of thought and carry out goal-directed movements).
2. No loss of consciousness.
3. Concussion symptoms or mental status abnormalities on examination resolve in **less than 15 minutes**.

Grade 2:

1. Transient confusion.
2. No loss of consciousness.
3. Concussion symptoms or mental status abnormalities (including amnesia) on examination last **more than 15 minutes**.

Grade 3:

1. Any loss of consciousness.
 - a. Brief (seconds)
 - b. Prolonged (minutes)

MANAGEMENT GUIDELINES

Grade 1:

1. Remove from contest/practice
2. Examine immediately and at 5-minute intervals for the development of mental status abnormalities or post-concussive symptoms at rest and with exertion.
3. Advise parents to seek medical attention if concussion symptoms reappear.

Grade 2:

1. Remove from contest and disallow return that day.
2. Examine on-site frequently for signs of evolving intra-cranial pathology.
3. Transport athlete to the nearest hospital by ambulance.
4. A physician should perform a neurological examination to clear the athlete for return to play after one full asymptomatic week at rest and with exertion.

Grade 3:

1. Transport the athlete to the nearest hospital by ambulance if still unconscious or if worrisome signs are detected (with cervical) spine immobilization, if indicated).
2. A thorough neurological evaluation should be performed immediately, including appropriate neuroimaging procedures when indicated.
3. Hospital admission is indicated if any signs of pathology are detected, or if the mental status of the athlete remains abnormal.

Frequently Observed Features of Concussions

1. Vacant stare (befuddled facial expression).
2. Delayed verbal and motor responses (slow to answer questions or follow instructions).
3. Confusion and inability to focus attention (easily distracted and unable to follow through with normal activities).
4. Disorientation (walking in the wrong direction, unaware of time, date and place).
5. Slurred or incoherent speech (making disjointed or incomprehensible statements).
6. Gross observable un-coordinated movement (stumbling, inability to walk tandem/straight line).
7. Emotions out of proportion to circumstances (distraught, crying for no apparent reason).
8. Memory deficits (exhibited by the athlete repeatedly asking the same question that has already been answered, or inability to memorize and recall 3 of 3 words or 3 of 3 objects in 5 minutes).
9. Any period of loss of consciousness (paralytic coma, unresponsiveness to arousal).

Sideline Evaluation

Mental Status Testing

Orientation: Time, place, person, and situation (circumstances of injury).

Concentration: Digits backward (i.e. 3-1-7, 4-6-8-2, 5-3-0-7-4). Months of the year in reverse order.

Memory: Names of teams in prior contests. Recall of 3 words and 3 objects at 0 and 5 minutes. Recent newsworthy events. Details of the contest (plays, moves, strategies, etc.)

Exertional Provocative Tests

40 yard sprint
5 push-ups
5 sit-ups
5 knee-bends

Neurological Tests

Strength
Coordination and Agility
Sensation

Any appearance of associated symptoms is abnormal, e.g. headaches, dizziness, nausea, unsteadiness, photophobia, blurred or double vision, emotional lability, or mental status changes.

CHANGING SPORTS

Whenever students enlist in the athletic program by joining or “trying-out” for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport is discouraged. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. The dropping of a sport and subsequently transferring to another sport shall be in accordance with the following guidelines:

1. An athlete who is dismissed from a squad for disciplinary reasons (e.g. violation of the Code of Conduct, insubordination, excessive unexcused absences, social suspension, etc.) shall not be allowed to participate in another sport for the remainder of that sports season or until the period of social suspension expires.
2. An athlete who wishes to leave a team and transfer to another may do so provided he/she leaves while in good standing and only after discussing with the coach the reason for leaving and after returning all issued uniforms and equipment.
3. Changing teams will not be permitted after the second week of the season or after the final “cut” has been made on either the team being dropped or the team being joined.

READMITTANCE TO ATHLETIC ACTIVITY FOLLOWING AN INJURY OR ILLNESS

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise), serious enough to require a physician’s examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. **All such injuries must be reported to the Health Office by the athlete or coach as soon after the injury as possible.**
2. All doctors’ notes regarding an athlete’s fitness to resume athletic competition must be submitted to the Health Office to be noted and kept on file on the student’s health record. In the event a question arises regarding an injury/illness, the Health Office should be contacted immediately.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the attending physician or approval of the school nurse and written permission from the parent/guardian must be obtained before the athlete is allowed to return to athletic competition.
4. In the event an athlete sustains a broken bone or an injury which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition as well as in the physical education program. Once the injury has healed and cast/splint has been removed, the athlete may be readmitted to athletic competition only when the attending physician and parent/guardian provide written permission to do so. NYSPHSAA has new guidelines, which may allow participation under certain conditions and when proper padding is used.
5. In all cases when a question regarding the health, fitness or ability of an athlete to return to athletic participation is raised, the decision of the Chief School Physician will be final.

SCHEDULING PRACTICES, SCRIMMAGES AND GAMES

1. Each coach shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day (generally 1½ to 2 hours at the varsity and JV level. Athletes must be excused from practice with no penalty for religious reasons or for “extra help” sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons.
2. On days when ACT, SAT, and PSAT tests are administered, consideration should be given to scheduling practices and scrimmages so that conflicts do not arise with the test times.
3. All contests rescheduled for weather or other reasons will be done by the Athletic Office after consultation with the coach.
4. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Director will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.

CANCELLATIONS

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Athletic Director after consultation with the coach. When the Athletic Director is not available, the coach, in consultation with a building or school administrator, will be responsible for cancellations.
2. After consultation with the coach, the Athletic Director will reschedule all canceled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field.
5. Cancellations on school days for whatever reason will be made by Athletic Director. There may be exceptions to this timeframe especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.