

CUPERTINO ATHLETICS COACHES HANDBOOK



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PROGRAM EXPECTATIONS

Professionalism – As a leader, you must set a positive, professional example for all athletes in your program.

When working with teenagers, it can be challenging to draw the line between coach and friend. It is important to maintain a professional relationship with student-athletes at all times. While we encourage coaches to get to know athletes on a personal level, there is a line between coach and friend that should not be crossed. Be sure to take precautions when talking to athletes. A coach should not talk to an athlete behind closed doors with no one else present, communicate with students personally through text messaging, or use social networking sites. Although these things can often be totally harmless, they may also be misconstrued by others or the athletes themselves.

Additionally, how you behave with other adults has a large impact on the athletes. Treat other coaches, parents, and officials with respect and professionalism, and maintain your composure at all times. The athletes are looking to you for guidance on how to respond in times of stress. If you model professionalism and self-control, they are likely to follow your lead.

Accountability – As a coach, you are responsible not only for yourself, but also for your players and their actions. Athletes look to you as the coach as the primary role model when things go wrong. If someone breaks the norms or expectations of the team or the game, you should be the one to immediately and responsibly hold them accountable. CHS coaches report directly to the Athletic Directors and to the Administration. If you have a problem or need help with something, contact an Athletic Director. If further steps are needed, then contact an Administrator.

Communication – It is essential to maintain open lines of communication among coaches, players, and parents. Be sure to start your season with a parent meeting to inform them of your expectations for their children and provide contact information if they need to reach you. It is equally important to inform your athletes what you expect of them in terms of communication. Establish some method of communication with players and parents to notify them of any last-minute changes throughout the season.

CONTACT INFO

Title	Name	Phone	Email
Athletic Director <i>Call or email with any questions</i>	Chris Oswald	(408) 366-7310	chris_oswald@fuhsd.org
Attendance <i>Email for early release for games</i>	Tina Orozco	(408) 366-7372	christina_orozco@fuhsd.org
Announcements and Keys <i>Puts announcements in the daily bulletins</i>	Cori Walker	(408) 366-7378	cori_walker@fuhsd.org
ASB <i>Manages sports accounts, fundraiser requests, and facilities requests</i>	Cecilia Arroyo	(408) 366-7366	cecilia_arroyo@fuhsd.org
Facilities Manager <i>Supports facilities needs</i>	Jeremy Messner	(408) 366-7301	jeremy_messner@fuhsd.org
Pool and Grounds <i>Maintains all pools and fields</i>	Leonard Morris	(408) 366-7301	leonard_morris@fuhsd.org
Athletic Trainer <i>Provides care for injured athletes, manages clearances</i>	Ajay Kurani	(408) 366-7331	ajay_kurani@fuhsd.org
Human Resources <i>Supports coaching certification issues</i>	Tanya Robertson	(408) 522-2229	tanya_robertson@fuhsd.org
Assistant Principal	David Erwin	(408) 366-7319	david_erwin@fuhsd.org
Principal	Yukari Salazar	(408) 366-7370	yukari_salazar@fuhsd.org

Preseason

Coach Expectations

Coaching Certifications

To be hired as a coach in the Fremont Union High School District, all coaches must meet our certification requirements. The Athletic Director will contact you prior to starting with all the details.

All coaches must provide the following items before having ANY CONTACT with student athletes:

- Fingerprints on file with the district
- TB Test

Paid coaches must have:

- 1st Aid

- CPR
- ASEP
- Driver's License
- Concussion Awareness and Prevention Training
- Sudden Cardiac Arrest Training
- Mandatory Reporter Training

Other Sport-Specific Certifications:

- Aquatics Coaches – Water Safety (WP and Swim)
- Football Coaches – Tackling Techniques (Football)

Copies of the above documents must be submitted to Human Resources within two weeks of your hire date. Failure to complete these certifications will result in your payment being withheld and your being dropped to volunteer status.

Pre-Season Meetings

League Meetings – The SCVAL holds pre-season meetings for each sport, where new rules are discussed and schedules are confirmed. Other important league information is discussed, and attendance is mandatory. The League will fine schools that fail to attend.

CHS Coaches Meeting – Before each season, the Athletic Director will hold a meeting with all coaches to discuss the expectations for the season. Any new policies or changes will be shared at this meeting. Attendance is mandatory for all Varsity and Frosh/Soph/JV coaches. Assistant coaches are encouraged to attend.

Financials

Budgets – Varsity coaches control his/her team's account. Money in your team account can be used to cover any team expenses, except for paying coaches. Please note that tournament fees can be expensive, and there is no additional funding available to cover these costs. Any amount exceeding \$300 should be paid with a purchase order, except for tournament fees. More information on these can be obtained through the school ASB office. Anything less than \$300 can be reimbursed upon submission of a receipt through the ASB office. It is the coach's responsibility to know the balance in their team account and not overspend. ASB will not authorize purchases that bring an account balance below zero.

Athletic Donations – The Athletic Department requests that each player donate \$200 per season. \$75 of the donation will be allocated to the General Athletic Fund, and \$125 to the team account. If an individual donates more than \$200, the excess will go to the team account.

Equipment/Uniforms – Coaches must be prepared to cover the costs of some program necessities. For larger purchases, uniforms, or necessary equipment that exceed your team's budget, talk to the A.D. in advance.

Fundraising –

- All fundraisers must be approved by the school ASB and submitted with a fundraiser form. There are strict rules regarding the sale of certain foods at school, so please go through the ASB channels before starting a fundraiser.
- There are also strict rules regarding direct donation programs like SnapRaise, so please notify the Athletic Director before engaging with a company like this. If working with a third-party company like SnapRaise, it is essential to clearly communicate to families the percentages of the payment that the school and the company receive. It is also essential to note that this is not a District fundraiser, and the District will not provide receipts for tax purposes.

- Please refer to the FCMAT manual, Chapter 14: Allowable and Questionable Expenses.
 - Chapter 14 begins on pages 227-238.
- <https://www.fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference>

Schedule Development

Schedules – Varsity coaches are responsible for creating schedules for Varsity, JV, and F/S. Coaches must adhere to CCS rules regarding game limitations. Be sure to check out the CCS rules for your sport. Schedules must be submitted to the A.D.'s, the trainer, and others upon request. Changes to the schedule may occur for various reasons, and you must notify the Athletic Director before finalizing any adjustments.

Tournaments – Our primary focus as a school is on league competition. Tournament entries are encouraged for the competitive experience and CCS qualification; however, the Athletic Department is unable to cover any tournament entry fees. These must be accounted for in team budgeting.

If you would like to host a tournament, please be aware that additional costs are associated with hosting, including extra custodial fees and official fees. Scheduling facilities, especially gym spaces, needs to be done well in advance (the previous school year) to ensure availability. The administration does not provide supervision for tournaments, so volunteers for gate duty and crowd management are a coach's responsibility. Lastly, tournaments are not part of the Athletic Trainer's scheduled hours, so if you would like the trainer to be present, coaches will need to arrange to cover the overtime costs. If you are planning a tournament, please contact the Athletic Director to coordinate costs and facilities.

Player Expectations

Athletic Clearances

Physical Eligibility – All CHS student-athletes must have the proper paperwork turned in to be physically eligible to PLAY OR PRACTICE. Athletes CANNOT practice until the following are completed:

- Athletic Clearance – including Doctor's physical and insurance information
- Concussion Baseline Test – see website for details.

Coaches must monitor athlete clearance on Home Campus (a phone app is available) and ensure that only cleared students participate.

Logistics

Practice Scheduling

The Athletic Director will work with coaches to schedule facilities for practices and games prior to the start of the season. Athletics and other school groups use the facilities extensively, so please adhere to the scheduled times. If the school break times need to change, please coordinate with the Athletic Director.

Practice/Games – While there are a few sports with exceptions, all sports should be practiced or played in games at least five days per week. If you wish to practice or play at an unusual time or in a place that is different than usual, you may need to make a facilities request through the Athletic Director. Be sure to check the CCS rules for your specific sport for start dates, end dates, game limitations, etc. NO SPORTS are allowed to practice or play on SUNDAYS.

Facility Use – The primary purpose of our facilities is to support our high school teams. Use of the facilities for any other purpose requires notification of use to A.D.'s and the ASB office, and a facilities permit (via Facilitron). Please note that all our athletic spaces are shared with other school programs and may be used and reserved by groups outside of the competition season.

Weight Room – We have a weight room accessible to all sports programs. To schedule time in the weight room, please contact the Athletic Director.

Mail – All sports teams have a mailbox in the front office. Please check the mailbox regularly. Additionally, please have all equipment ordered shipped to the school and pick up your items in the main office.

Facilities, Access, and Keys

Facility Check – Before each season, coaches should survey all of the facilities for any safety or equipment needs. Coaches can request a survey of the facilities with the AD and/or the Facilities Department Manager.

Keys & Security – Keys can be obtained from the Senior Clerk, Cori Walker. Different keys are required for different doors, gates, and other locks, so be sure to obtain the correct keys. All coaches should get a P.E. master key (which should give you access to the gym, field house, weight room, & locker rooms), a gate key, and, for some coaches, basket keys (gym & field house).

To access the school when the Sonitrol security system is active, you will need a Sonitrol code and a lockbox key. These can be obtained from the Assistant Principal, David Erwin, at david_erwin@fuhisd.org, or from the Facilities Manager, Jeremy Messner, at jeremy_messner@fuhisd.org.

Be sure to re-secure the building after use.

In Season

Coach Expectations

Tryouts and Developing Rosters

Tryouts – All athletes are entitled to three days of tryouts for a team. It is recommended that these be at the start of your scheduled practice days. If an athlete has an unexcused absence on these days, they are not owed additional tryouts. However, during the winter or spring season, if an athlete played a sport in the preceding season, they are eligible to begin tryouts after their previous sport concludes. Tryout dates and policies should be communicated clearly to players, parents, and the AD.

Official rosters – After one week of tryouts (practice), coaches must submit an official CCS roster to the A.D. electronically on HomeCampus. Coaches must assign players to their respective teams, and this list will serve as the official roster for determining participation, grade checks, and credits. The A.D. will email coaches confirmation of rosters after roster formation, for each grade check, and at the conclusion of the season. Having an inaccurate roster can incur sanctions, including forfeiting games.

Practices

Duration and Frequency – Per CCS Rules, practices can be no longer than three hours in a given day, 18 hours in a week. Additionally, double-day practices cannot happen on consecutive days. Practices are defined as any mandatory team activity, including weight training, film, and meetings. **See CCS Article V, Section 3.F for full details.** As a district, we are committed to promoting healthy sleep habits and don't start practices before 8:30 a.m. If you need morning practices, please contact the AD.

Practices must officially start after all athletes on a team have completed classes for the day. If no athletes have a 6th- or 7th-period class, practices may begin before the end of the school day. Optional conditioning or activities may begin before the end of the school day, provided coaches and facilities are available; however, this would count towards the three-hour daily maximum.

Responsibility – Whether teams win or lose, CHS athletes must learn the importance of responsibility. Athletes are expected to attend all practices and games unless they have obtained prior approval from a coach for an absence. Coaches have the final say over whether absences are excused, but athletes should rarely miss practice or games. Students **SHOULD VERY RARELY** be missing practice due to academic reasons. Students are expected to practice time management by completing projects and makeup tests on their own time while also fulfilling their athletic commitments.

Coaches should take attendance at each practice. If there are issues with game participation, playing time, or earning credits, documentation is very important.

Games/Matches

Game Management – Coaches are responsible for managing their home games, including facility setup, game management personnel, cleanup, and other incidentals. Depending on the nature of the sport, the coach may collaborate with the Athletic Director to address game management needs. The Athletic Director will facilitate all needed officials for all games. For events that charge a gate fee, or for larger events such as CCS

competitions, administrative supervision will be provided. The administrator(s) will be responsible for gate and crowd management.

Game excuses – School is out at 3:50 on Mondays, Tuesdays, and Thursdays, and at 3:05 on Wednesdays and Fridays. Often, athletes need to be released early from class to change into their uniforms and arrive at their games on time. To excuse players for a game, email the A.D. with the excusal time. This will then be forwarded to the staff. For all home games, athletes may be excused up to 1 hour and 15 minutes prior to the start time. For away games, athletes may be excused up to 1 hour and 30 minutes before start time, unless the location necessitates an earlier dismissal.

Parent Meeting

Parent meetings – All teams should have a pre-season meeting with parents to discuss team expectations and policies. This meeting should happen around the time rosters are formed and before the first competition. It is recommended that this happen in conjunction with the Department Webinar.

Department Webinar – The Athletic Director will have an all-sports parent webinar at the beginning of each season. Topics to be discussed include expectations, credits, donations, and other relevant matters. All coaches are expected to help communicate this event to their families.

Printing Emergency Cards

Having student-athlete emergency contact cards readily available is crucial for coaches, as they provide immediate access to vital medical information and contact details in case of an emergency. To maintain confidentiality while ensuring quick access, consider keeping these cards in a secure binder that is easily accessible during practices and games; remember that emergency cards can be downloaded from Home Campus. This system respects privacy while prioritizing the safety and well-being of your athletes.

 [Directions to print Emergency Cards.pdf](#)

https://drive.google.com/file/d/1rpzHAIL7N9uvrN9icVddOkeE1OgGcZ5s/view?usp=drive_link

Athletic Trainer and Injuries

Health and Injuries – All coaches should be prepared to deal with player injuries. First Aid, CPR, and other sports-specific safety classes (i.e., Water Safety, Tackling Safety) are required and provided through the District. Whether home or away, be prepared to take care of your athletes' health and safety. A first aid kit may be provided to you by the Trainer. The Athletic Trainer will provide you with any specific health protocols for students on your team. If you are unsure what to do, please contact the Athletic Trainer.

Athletic Trainer – An athletic trainer is on campus to help athletes with injuries. The training room is located behind the girls' locker room, next to the pool. Our trainer is present regularly, Monday through Friday, usually by 2:00, and is responsible for maintaining the athletes' physical paperwork. The coach must collect all paperwork, organize it, and then give it to the trainer. The trainer will then review all the paperwork and inform the coaches whether everything is complete. In addition, coaches should email the trainer their practice and game schedules. Each coach needs to visit the trainer to obtain a first-aid kit for games.

Injuries – Student injuries requiring medical attention must be reported to the district. The Athletic Trainer will complete a report if they respond. If the trainer is not present, the coach needs to complete the form. The athletic trainer form can be found at:

https://app.informedk12.com/link_campaigns/student-injury-report-electronic-form?token=7d3875e3-26b9-4876-859d-440a8a70a352

Emergencies – In the event of an emergency, all coaches should be able to call 911 and direct emergency personnel to their location. Refer to Appendix ___ for emergency protocols specific to each location.

AEDs. There are nine AEDs located throughout campus for medical emergencies. The athletic trainer has a mobile AED, and there are many others located throughout campus. See Appendix ___ for a map with the location of the closest AED.

Player Expectations

Eligibility

Academic Eligibility – All CHS student-athletes are students first and athletes second. There are strict rules for our school district on academic eligibility for athletes that must be followed, tracked, and enforced by coaches and the A.D. so that games do not have to be forfeited. Below are the requirements:

Athletes must be enrolled in and pass 25 units (5 classes) and maintain a 2.0 GPA to stay eligible for competition

- Ineligible athletes may continue to practice and participate with the team at the coach's discretion.
- Ineligible athletes may not be released early from class or participate in any games.
- The Athletic Director will determine the eligibility of athletes on your roster at the beginning of each season and whenever new grade reports are released.
- Eligibility status changes on the Monday following the release of progress report grades.
- Each season consists of 2-3 grading periods, each lasting six weeks.
 - If a player becomes ineligible, they are ineligible for the entire grading period.
- An athlete is placed on probation when passing 5 classes but not maintaining a 2.0 GPA, or when maintaining a 2.0 GPA but not passing 5 classes.
 - Athletes on academic probation CAN PLAY, but athletes CANNOT play in games if they are on probation for 2 consecutive grading periods, because they then become ineligible.
- Incoming freshmen are required to enter school on academic probation.
- Seniors have an exception – seniors may pass four classes and achieve a 2.0 GPA to be eligible.
- Athletes must remain Academically Eligible for the entire season in order to be eligible to earn credit.

Attendance Eligibility – FUHSD expectations state that for any student to participate in an extracurricular activity, they must attend 50% of their scheduled day. Excused absences, such as doctor's appointments or field trips, would not apply. However, if a student misses class due to illness, they should not participate in an extracurricular activity. Coaches will be notified of students with excessive absences so they can have conversations or monitor attendance. If coaches need help monitoring a specific student's attendance, contact the AD.

Attendance

Athletes are expected to attend all practices and games unless they have obtained prior approval from a coach for an absence. Coaches have the final say on whether absences are excused, but athletes should rarely miss practice or games. Students SHOULD VERY RARELY be missing practice due to academic reasons. Students are expected to practice effective time management by working on projects and completing tests at their own pace, while also fulfilling their athletic commitments.

Athletes are expected to manage commitments for other school or extracurricular activities and communicate with the coach in advance if any school-related conflicts arise. In some instances, conflicts may prevent an athlete from earning credits or participating on a sports team.

Game Days

Athletes' schedules – Discuss with your athletes the option of arranging their schedules so that they either do not have a 6th or 7th period or avoid having an academic class during that period. This will hopefully help them with academic eligibility.

Transportation – The School/District does not provide transportation to matches. Students are expected to arrange their own transportation to away games.

Logistics

Posting Results

Coaches are expected to post the results of their games in a timely manner. There are numerous places to post results:

- CIF/CCS Home – This is the official record for CCS and determines post-season qualification.
- League Representative – Each league representative should have a reporting system in place so that other teams can view results and determine standings for league play.
- MaxPreps and Other Online Reports – Unless specifically dictated by your sport's bylaws, online reporting programs like MaxPreps are optional.
- School Reporting – Report scores to the Athletic Director, who will disseminate scores for advertising on campus (weekly emails to staff, announcements, etc.)

School-Wide Announcements

If you wish to make a school-wide announcement for a specific achievement or for an informational session about your team, contact Cori Walker. The form can be found on the CHS web page, Staff Portal -> TNT Announcement Form

https://app.informedk12.com/link_campaigns/tino-news-today?token=s1N1eFNU6sbp5keLNWcDaFDQ

Team Pictures

Team pictures – These will be scheduled by the A.D.s. Please respond promptly if you encounter any issues with your date or time slot.

Post-Season

Coach Expectations

Coach Evaluations

CHS coaches are subject to performance evaluations, which are conducted as needed. To standardize the process, the Athletic Director will utilize an evaluation form, which may be supplemented by information from player surveys and observations.

The evaluation serves as a valuable tool for both coaches and athletic directors, providing an opportunity to reflect on the past season. Coaches will be asked to identify areas where they require additional support or information, as well as any gaps in communication.

The evaluation and survey forms are available upon request to ensure transparency regarding CHS expectations for each coach. Coaches are encouraged to seek clarification on any aspect of the evaluation process. This process is designed to be informative and supportive, particularly for new coaches seeking to enhance their coaching skills.

While the primary focus of the evaluation is to support new coaches, it is also important to acknowledge that a coach may occasionally be asked to leave their position. This decision can occur with or without a formal evaluation.

Coach Evaluation Template

Sport:	Level: V JV F/S	Coach:
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This evaluation is for coaches in their first and second years of coaching at Cupertino. Coaches will be evaluated based on observations of practices and games, as well as player surveys.

For all ratings, 1 = needs work, 2 = good, 3 = great.

1. Logistics & responsibilities

- a. Paperwork completed properly and on time (rosters, schedules, physicals, etc.)
- b. Players are not on the field without proper paperwork
- c. Equipment/uniforms are properly monitored
- d. Donations collected from all athletes
- e. Dismissals for students are timely and communicated to the proper people
- f. Overall team/program responsibility

Circle one rating 1 2 3

2. Communication to A.D.'s, parents, and players

- a. A.D.'s have been properly notified of schedules, game changes, and issues that may arise
- b. A.D.'s emails and phone calls are responded to promptly
- c. Parents are notified of player expectations at pre-season meetings, as well as throughout the season when issues/changes arise
- d. Players are clearly informed of expectations at the beginning of the season.

Circle one rating 1 2 3

3. Coaching performance

- a. Quality practices are organized.
- b. Games/practices are held at least 5 days per week for approximately 2 hours per day.
- c. Players appear ready and prepared to play/participate
- d. Working on getting the team to the "next level" – pushing individuals and the team to improve

Circle one rating 1 2 3

4. Player accountability

- a. Players understand the team's expectations and demonstrate commitment to the team.
- b. All players are treated fairly and with respect, and given a fair opportunity to compete for a position.
- c. All players are held accountable to the team – should be at all games and practices (it is a rare occasion when a player misses practice)

Circle one rating 1 2 3

5. Other observations (see attached

Post-Season Meetings

SCVAL Meeting – There will be a sport-specific post-season meeting that coaches are required to attend. These meetings will determine any future bylaw changes, post-season awards for teams and athletes, and league realignment for the upcoming season. The league may fine schools that do not attend.

Extended Season Pay

Payment – Coaches who qualify for the CCS competition will be eligible for Extended Season Pay from the district. The pay rate is 5% of the stipend per week, up to 4 weeks, and applies only to varsity coaches.

NorCal/State Competition – If your team or athletes qualify for NorCal or State Competition that requires travel, contact the AD immediately. There are funds available from the school and the State to cover these expenses.

Athlete Recognition

Awards – The Athletic Department provides two plaques for each team: MVP and Coach's Award. The Athletic Director will contact coaches at the conclusion of the season to obtain the names of athletes who will receive the awards. It is the coach's responsibility to distribute the awards. Coaches may create any number of additional team awards, but the team budget will cover the associated costs.

Block C/Star. Athletes may earn a Block C for their first varsity season and a star for each varsity season after that. If you're interested in Block Cs or Stars, contact the Athletic Director.

Banquet/Team Party – Each team should have an end-of-season celebration. Typically, this takes on the form of a banquet or team party, but each team may develop its own ideas. Coaches are ultimately responsible for this, but it is strongly recommended to have a team parent plan this event. Team awards should be given out at this time.

Signing Day – ASB will host an annual Signing Day to recognize all student-athletes who are continuing their athletic journey in college. The Athletic Director or Sports Commissioners will contact coaches in the spring to develop a list of students to recognize.

Assigning Credits

Grades for Athletics – Athletes are eligible to earn academic credits for participating in sports. Athletes will receive a pass or no credit. Athletes will earn either PE credit or Elective credit. If a student is currently in a PE class (including all 9th graders) or has already earned 20 PE units, they will receive Elective credit. Otherwise, they will earn PE credit.

The standard expectation to earn credit is that the student participates in 90% of practices and 100% of games. Coaches must maintain accurate attendance records and be able to provide documentation if a student is not meeting the standards and will not earn credits. Because athletes are receiving academic credit for participating, Athletic Directors must be informed of any athletes who stop attending, miss many practices/games, are injured, or have another reason they should not receive credit at all or only partial credit. This communication must occur in a timely manner so that, before a student is denied credit, the student has the opportunity to address the issue during the season and the parent is notified.

Coaches are responsible for communicating with the player and the parent via email (not text message) if the player is in danger of not earning PE credit. Please CC the Athletic Director in these cases or ask the AD to send the email on your behalf. **This documentation is crucial.**

Player Expectations

Delinquencies for Lost Uniforms

All athletes are responsible for maintaining their uniforms throughout the season. Any student who doesn't return all or part of their uniform/sports equipment will incur a delinquency with ASB. This bill must be paid before buying a prom ticket or checking out for graduation. Coaches will determine the replacement cost of lost items.

Logistics

Payday

Coaches will receive one payment at the end of the season. Pay dates for each season are:

Fall: December 10

Winter: March 10

Spring: June 10

Important Links

FUHSD Coach Handbook (A few years out of date)

<https://resources.finalsite.net/images/v1534442069/fuhsdorg/j1ynvhnarw11dxndf78q/AthleticCoachHandbook.pdf>

SCVAL

<http://www.scval.com/>

CCS

<http://www.cifccs.org/>

CIF

<http://www.cifstate.org/>

Announcement Form

https://app.informedk12.com/link_campaigns/tino-news-today?token=s1N1eFNU6sbp5keLNWcDaFDQ

Student Injury Report

https://app.informedk12.com/link_campaigns/student-injury-report-electronic-form?token=7d3875e3-26b9-4876-859d-440a8a70a352

Emergency Card Directions

https://drive.google.com/file/d/1rpzHAIL7N9uvrN9icVddOkeE1OgGcZ5s/view?usp=drive_link

ASB / Athletic Financial Rules for fundraising and spending (Chapter 14 begins on pages 227-238).

FCMAT ASB Accounting Manual (Chapter 14 begins on pages 227-238)

<https://www.fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference>

Appendix A – AQI Guidelines



FREMONT UNION HIGH SCHOOL DISTRICT HEAT RISK GUIDELINES

The Fremont Union High School District monitors heat risk closely and will take appropriate actions based on Heat Risk readings and forecasts from the National Weather Service (NWS). Life-threatening heat-related illness, also known as exertional heatstroke, can occur within the first 60 minutes of exertion and may be triggered without exposure to high ambient temperatures.³ Numerous factors can contribute to this, including lack of acclimatization, lack of physical fitness, being overweight, taking medications, and other factors.

The Fremont Union High School District uses forecasts generated by the **NWS HeatRisk Prototype**: <https://www.wrh.noaa.gov/wrh/heatrisk/>. The NWS HeatRisk Prototype is a color- and numeric-based index that provides a forecast of the risk of heat-related impacts over a 24-hour period. HeatRisk takes into consideration:

- How unusual the heat is for the time of the year

- The duration of the heat, including both daytime and nighttime temperatures

- If those temperatures pose an elevated risk of heat-related impacts based on data from the CDC

The HeatRisk is divided into five categories (0-4). The higher the value, the greater the heat concern for that location and the higher the risk of heat-related impacts.

Category	Risk of Heat-Related Impacts
Green 0	Little to no risk from expected heat.
Yellow 1	Minor - This level of heat affects primarily those individuals extremely sensitive to heat, especially when outdoors without effective cooling and/or adequate hydration.
Orange 2	Moderate - This level of heat affects most individuals sensitive to heat, especially those without effective cooling and/or adequate hydration. Impacts possible in some health systems and in heat-sensitive industries.
Red 3	Major - This level of heat affects anyone without effective cooling and/or adequate hydration. Impacts likely in some health systems, heat-sensitive industries and infrastructure.
Magenta 4	Extreme - This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration. Impacts likely in most health systems, heat-sensitive industries and infrastructure.

FUHSD GUIDELINES FOR OUTSIDE ACTIVITIES AND ATHLETICS:

HeatRisk	MONITORING AND ACTIONS
Green 0	No monitoring or action required
Yellow 1	Monitor – continue to hydrate
Orange 2	Monitor closely - exercise caution for sensitive groups – hydrate and use cooling strategies
Red 3	Begin cancellations, postponements, and/or move activities indoors – Notify School Admin, Athletic Directors, and Coaches
Magenta 4	All outdoor and indoor activities are canceled – this includes all PE, Sports, and other Activities

Please keep in mind that Heat Risk changes throughout the day, and spikes/drops can occur for one or more hours, with variations depending on the exact location. Once the AQI approaches 100, forecasts and detailed mapping will be used to inform decisions on cancellations.

Color	Level	Meaning	Who/what is at risk?	For those at risk, what actions can be taken?
Green	0	The level of heat poses little to no risk	No elevated risk	No preventative actions necessary
Yellow	1	Heat of this type is tolerated by most ; however, there is a low risk for sensitive groups to experience health effects	Primarily, those who are extremely sensitive to heat	Increase hydration Reduce time spent outdoors or stay in the shade when the sun is strongest Open windows at night and use fans to bring cooler air inside buildings
Orange	2	Moderate risk for members of heat-sensitive groups to experience health effects Some risk for the general population who are exposed to the sun and are active For those without air conditioning, living spaces can become uncomfortable during the day , but should cool below dangerous temperatures levels at night	Primarily heat-sensitive or vulnerable groups, especially those without effective cooling or hydration, or those not acclimated to that level of heat (i.e., visitors) Some transportation and utilities sectors	Reduce time in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place during the heat of the day Move outdoor activities to cooler times of the day Open windows at night
Red	3	High Risk for much of the population who are 1) exposed to the sun and active, or 2) are in a heat-sensitive group, or 3) visiting a warmer climate and exposed to sun/heat Dangerous to anyone without proper hydration or adequate cooling Poor air quality is possible Power interruptions may occur as electrical demands increase	Much of the population, especially people who are heat sensitive and those without effective cooling or hydration Those exposed to the heat/sun at outdoor venues Transportation and utilities sectors	Try to avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place, especially during the heat of the day If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans may not be adequate Cancel outdoor activities during the heat of the day

Magenta	4	Very High Risk for the entire population Very dangerous to anyone without proper hydration or adequate cooling This is a multi-day excessive heat event. A prolonged period of heat is dangerous for everyone not prepared Poor air quality is likely Power outages are increasingly likely as electrical demands may reach critical levels	The entire population is at risk For heat-sensitive groups, especially people without effective cooling, this level of heat can be deadly Most transportation and utilities sectors	Avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place, including overnight If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans will not be adequate Cancel outdoor activities during the heat of the day
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WHAT OTHER PROACTIVE STEPS CAN BE TAKEN?

Administrators, coaches, or other organizers should take measures to ensure participants **stay cool, hydrated, connected, and informed**. Make sure water is available during outdoor activities, including water activities. Encourage water consumption. Evaluate current conditions regularly and make appropriate adjustments – for example, postpone or reschedule practices whenever possible to be held early in the morning or late in the evening to avoid times when heat is generally more severe.

Closely monitor participants and ask these questions:

Are they drinking enough water?

Do they have access to air conditioning?

Do they need help keeping cool?

Are they exhibiting signs and symptoms of heat-related illness (see further information below)?

Remind participants:

Getting too hot can make them sick.

Limit their outdoor activity, especially midday when the sun is hottest.

Pace their activity. Start activities slowly and pick up the pace gradually.

They should drink more water than usual; don't wait until they're thirsty.

Muscle cramping may be an early sign of heat-related illness.

Wear loose, lightweight, light-colored clothing.

Everyone should take these steps to prevent heat-related illnesses, injuries, and death during hot weather:

Stay in an air-conditioned indoor location as much as you can.

Drink plenty of fluids even if you don't feel thirsty.

Schedule outdoor activities carefully.

Wear loose, lightweight, light-colored clothing and sunscreen.

Pace yourself.

Take cool showers or baths to cool down.

Check on other participants or teammates and have someone do the same for you.

Check the local news for health and safety updates.

SIGNS AND SYMPTOMS OF HEAT-RELATED ILLNESS (HRI)

Muscle cramping

Dizziness

Headache

Weakness

Hot and wet or dry skin

Flushed face

Rapid heartbeat, low blood pressure

Hyperventilation

Vomiting, diarrhea

Behavioral/cognitive changes (confusion, irritability, aggressiveness, hysteria, emotional instability, impaired judgment, inappropriate behavior)

Drowsiness, loss of consciousness

Staggering, disorientation

Difficult speaking, slurred speech

Seizures

These are signs of the most severe form of heat-related illness, heat stroke, which is life-threatening and requires immediate attention, including cooling. Heat stroke symptoms include an elevated body temperature of 104°F or greater.

The California Interscholastic Federation provides free “Heat Illness Prevention” training and web pages outlining the identification and treatment of heat exhaustion, heat stroke, heat syncope, exertional hyponatremia, and heat cramps.

See: [Heat Illness - California Interscholastic Federation](#)

For more information on signs, symptoms, and how to treat heat-related illness, please see here:

<https://www.cdc.gov/disasters/extremeheat/warning.html>

TREATMENT OF EXERTIONAL HEAT STROKE⁴

Treatment must be provided immediately and includes:

Remove all equipment and excess clothing, and cool the athlete as quickly as possible within 30 minutes via whole-body ice-water immersion (place them in a tub with ice and water at approximately 35–58°F).

Stir water and add ice throughout the cooling process.

Maintain airway, breathing, and circulation.

After cooling has been initiated, activate the emergency medical system by calling 911.

Monitor vital signs, including core temperature, heart rate, respiratory rate, blood pressure, and Central Nervous System status.

Cease cooling when core temperature reaches 101–102°F (38.3–38.9°C).

Exertional heat stroke has a high survival rate when **immediate cooling via cold water immersion or aggressive whole-body dousing in cold water** is initiated. Immediate means within 10 minutes of collapse.

WHAT FACTORS INCREASE THE RISK OF HEAT-RELATED ILLNESS (HRI)?

Students' personal factors. Age, obesity, fever, dehydration, heart disease ⁵, mental illness, poor circulation, sunburn, and prescription drug and alcohol use can all play a role in whether a person can cool off enough in very hot weather.

Exertion level. Even young and healthy people can get sick from the heat if they participate in strenuous ⁶ physical activities such as Physical Education during hot weather without gradually acclimatizing to hot conditions over a period of 1–2 weeks.

High humidity. When the humidity is high, sweat won't evaporate as quickly. Evaporation of sweat is the main way the body can cool itself.

*The NWS defines “**heat sensitive groups**” as:

the elderly and the very young;

those on certain medications and/or those with preexisting conditions which make them more sensitive to heat;

those working outdoors – especially new workers, temporary workers, or those returning to work after a week or more off;

those exercising or doing strenuous activities outdoors during the heat of the day – especially those not used to the level of heat expected, those who are not drinking enough fluids, or those new to that type of activity;

those without a reliable source of cooling and/or hydration; those not acclimated to the level of heat expected – especially those who are new to a much warmer climate.

REFERENCES / RESOURCES

Heat Stress (CDC National Institute for Occupational Safety and Health) Heat-Related Illness in Sports and Exercise (Nichols 2014)
Preventing and Treating Heat Illness in Young Athletes (Children's Hospital of Colorado) MHSAA Heat and Humidity Policy
Wet Bulb Globe Temperature vs Heat Index (weather.gov)
Regional heat safety thresholds for athletics in the contiguous United States (uconn.edu) Excessive Heat - School Disaster and Emergency Management (CA Dept of Education) Tips for Preventing Heat-Related Illness | Natural Disasters and Severe Weather | CDC Cooling Centers | California Governor's Office of Emergency Management
Heat Illness - California Interscholastic Federation (cifstate.org)
Cal/OHSA / California Department of Industrial Relations (DIR):

99Calor – Cal/OSHA will send any employer free materials:

<http://99calor.org/english.html>

Heat illness prevention page: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>

DIR's regulation: Heat Illness Prevention in Outdoor Places of

Employment: <https://www.dir.ca.gov/Title8/3395.html>

FURTHER READING:

Heat risk and young athletes — rising temperatures lead to lawsuits and environmental injustice (theconversation.com)