

# MERCED UNION HIGH SCHOOL DISTRICT COACH'S HANDBOOK



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## UNIT 1 - COACH AND ATHLETE CODE OF CONDUCT (CIF)

<http://charactercounts.org/sportsmanship>

We believe that those who coach student-athletes are first and foremost teachers who have a duty to assure that their sports' programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with, and impart to my student athletes, the following code:

**Trustworthiness**; be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.

**Respect** — treat all people with respect all the time and require the same of student-athletes.

**Responsibility**- Life Skills, Advocate Education, Advocate Honor, Character, Role-Modeling, Personal Conduct, Competence, Knowledge of Rules, Positive Environment, Safety and Health, Unhealthy Substances, Eating Disorder, Integrity of the Game, Enforcing Rule, and Protect Athletes.

**Fair and Open** — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

**Safe Competition** — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

**Caring Environment** — consistently demonstrates concern for student-athletes as individuals and encourages them to look out for one another and think and act as a team.

**Honor the Spirit of Rules** — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.

**Improper Gamesmanship** — promote sportsmanship above gamesmanship.

As a coach, the expectation is that I will act in accord with this code. I understand that school and district leadership, as well as league and section officials, will and should expect that I will follow this code.

## **UNIT 2 - EDUCATION-BASED ATHLETICS**

Our district, the MUHSD, will strive to provide lifelong and life-quality learning experiences to students while enhancing their achievement of educational goals. Interscholastic athletics are an extension of the classroom that provide teaching and learning experiences for all involved. These experiences and lessons relate as much or more to life and education as they do to the outcome on a scoreboard. As such, the expectation is that students will attend school if they participate in practice. Students who are ill on the day of practice should not participate in that day's practice. These programs exist to prepare young men and women for the next level of life, not the next level of sports.

The profession of coaching is a profession of teaching. Interscholastic athletics are logically linked to the objectives of the overall educational program. Interscholastic athletics are inherently educational, and support the academic mission of our district and our schools. We are the supporters and organizers of healthy, educational activities, the teachers of tomorrow's community, state, and national leaders. Coaches teach new skills to be utilized in competition, but more importantly, they must build a foundation of skills that can be utilized to achieve success later in life. The responsibility associated with this privilege can help the student-athlete maintain proper perspective throughout his or her educational journey, and should constantly remind each of what is truly important in life.

We strive to promote the athlete first, winning second philosophy. We win through sports if we help to develop athletically successful individuals and teams. More importantly, we win through life if we help to develop socially successful and responsible individuals and teams. We lose by all accounts if we measure success only by wins and losses, and not the life lessons being learned along the way.

The benefits of participation in interscholastic athletics are extensive. Young people grow by learning the values of healthy competition, teamwork, goal setting, respect, and hard work. The educational experiences of all participants are enhanced through these values, as everyone strives to be their best as individuals, students, teammates, and members of the community, rather than just as athletes. Interscholastic athletics serve as a course in physical development as student-athletes learn health, exercise, strength, stamina, nutrition and fitness. Inherent in educational athletics are self confidence, and the building and development of higher aspirations.

Participation in interscholastic athletics has been proven to be a predictor of future success in college, career, and life. Research demonstrates that those who participate in educational athletics enjoy higher GPAs and benefit from increased rates of school attendance, graduation and college acceptance. Interscholastic athletics also promote values and teach life skills such as service, respect, integrity, leadership, perseverance, teamwork and friendship. Inherent in this experience are the values of sacrifice, cooperation, overcoming defeat, and facing adversity. High school student-athletes earn their right to participate by succeeding academically. However, the results and positive outcomes of their participation continue far beyond high school. When students participate in interscholastic athletics and school activities, and parents, coaches and community embrace education based athletics, it becomes what it is supposed to be - a place where people have a great time and celebrate the purpose of high school athletics...watching students learn life lessons while having fun.

### **UNIT 3 - COACH EXPECTATIONS AND RESPONSIBILITIES**

#### **ATHLETIC PARTICIPATION FORM**

Before any athlete is allowed to participate in any sport, he/she must complete the MUHSD Athletic Participation Form. Participation includes tryouts and workouts. If the athlete is having a physical examination done with his/her private doctor, the doctor completing the physical examination must sign this form. The APF will have Parent/Guardian, Student, and the Physician's wet signatures. In addition, all student athletes must create an Athletic Clearance account through <https://www.athleticclearance.com/> This account will include student and parent/guardian information, as well as e-signatures and a sports physical expiration date, as entered and cleared by the specific school site. Coaches will access this information by use of the Home Campus phone app and/or the Home Campus website.

#### **ATHLETIC ELIGIBILITY**

To be eligible to represent the school in an athletic contest a student must:

- Have an Athletic Participation Form on file, signed by a doctor and parent/guardian.
- Maintain a completed and updated Athletic Clearance account, including valid insurance
- Meet residence requirements as specified by the MUHSD and CIF (See CIF Manual for requirements).
- Have **Prior** approval for any absence approved by the principal or designee for all co-curricular activity. Otherwise, students must be present for all periods of the day to be eligible to participate in any co-curricular activities. With regard to practicing: the expectation is that students will attend school if they participate in practice. Students who are ill on the day of practice should not participate in that day's practice.
- Have a 2.0 G.P.A. or higher with no more than one "F" in order to participate in any athletic event. Ineligibility is for one grading period and starts and stops on the sixth

school day following the end of a grading period. Semester grades take precedence over quarter grades issued at the end of any semester.

## **PRESEASON PARENT MEETING REQUIREMENT**

### **Suggested Topics for Sport Pre-Season Meeting**

#### **Sport Specific**

- Coaching Philosophy
- Schedules: games, scrimmages, and practice times for the entire season
- Student injury care and protocol
- Eligibility requirements and timelines
- Student transportation policies and parents' responsibilities

#### **Coach- Parent Communication**

*Communication coaches should expect from parents:*

- Specific concerns with regard to the coach's philosophy and/or expectations
- Notification of any illness, injury, or missed practices
- The treatment of their child, mentally and physically
- Ways to help their child improve
- Concerns about their child's behavior

#### **Parents should not:**

- Confront the coach before or after a game/practice to discuss coaching decisions, team strategy, playing time.
  - While there may be valid concerns, it is advised that parents schedule a meeting with the coach first, and then the Athletic Director / Associate Principal. Under no circumstance is it appropriate to discuss and/or critique other student athletes.

## **COACHING PHILOSOPHY**

The Merced Union High School District believes that athletic participation enables young men and women to handle stress, learn self-discipline, and meet the challenges of life as mentally, physically, and emotionally prepared young adults. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. As coaches, our approach should be to enthusiastically develop and guide the student athletes to their fullest potential. An athlete's potential will be fully realized when the following seven ideals are present:

1. To be a role model to the program and its athletes based on your experience, knowledge, and values
2. Consistently motivate and challenge the athletes
3. Provide a well-supervised athletic program for as many students as possible, ensuring the well-being of the student athlete

4. Develop a successful program. Winning is not always the best measurement, but it is very important to the credibility of your program. How your teams handle losing will also be a measure of your success as a coach
5. Be a proponent of the entire sporting community at your high school
6. Actively encourage your players to be multiple sport athletes
7. Your athletes are the reason you are coaching. Promote an athlete first, winning second philosophy

### **MUHSD - Athletic code of conduct**

- NO SMOKING, CHEWING OR POSSESSION OF TOBACCO.
- NO ALCOHOL OR DRUGS.
- SWEARING, OBSCENE WORDS OR GESTURES, ETC. ARE NOT TOLERATED.

### **SCHEDULING**

The head coach will be responsible to set up their non-league schedule for their sport. Firm commitments and actual game contracts must be done under the supervision of the Athletic Director / Associate Principal overseeing athletics for each site.

### **INJURY PROCEDURES**

Athletes must report all injuries immediately to a member of the coaching or training staff. If a potential head injury/concussion is suspected, the Concussion Protocol forms must be submitted as well. Head coaches must fill out and sign an accident report and return it to the SBO within 24 hours for the initial injury. **In any emergency, immediately call 911.**

When an injury occurs, follow these procedures:

1. Give first aid as needed.
2. Call parents. (Refer to Home Campus app for parent contact) Every head coach must have this readily available at every team event, practice and game for every student athlete. This includes athletes, managers and stat keepers who are connected in any capacity with the team.
3. Students should be released to parents or relatives. If one is not available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student has received proper treatment.
4. Do not leave the athlete alone.
5. Do not move the athlete if the injury appears to be the head or back. When in doubt, do not move the athlete and immediately call 911 for an ambulance.
6. If an athlete has been under a doctor's care and is unable to practice, he/she will need the doctor's approval of release before he/she may return to practice or competition. This must be obtained in written form.

7. Any time you think an athlete is injured and might require medical attention on their own; the athlete's parents should be notified.
8. In cases of suspected concussion the CIF and MUHSD Concussion Protocol will be followed.

## **LEGAL RESPONSIBILITIES OF ALL COACHES**

The information provided is NOT a substitute for legal advice. No risk management program will totally eliminate all program hazards - the goal is to: minimize the chance of injury to student-athletes, coaches, spectators, officials, and other third parties, & protect the health and safety of our community.

*This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).*

**DUTY TO PLAN** - A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

**DUTY TO SUPERVISE** - A coach must be physically present, provide supervision and control of impulsive behavior.

**DUTY TO ASSESS AN ATHLETE'S READINESS FOR PRACTICE AND COMPETITION** - A progression of skill development and conditioning improvement should be apparent from practice plans.

**DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** - Coaches must identify foreseeable causes of injury inherent in defective equipment or hazardous environments, including weather conditions and periods of extreme heat and humidity.

**DUTY TO PROVIDE PROPER EQUIPMENT** - Coaches must ensure that athletes are properly equipped with clean, durable and safe equipment that carries a NOCSAE (National Operating Commission on Safety in Athletic Equipment) certification and must be checked for proper fit and wearing.

**DUTY TO INSTRUCT PROPERLY** - Coaches provide instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability Instruction and must demonstrate appropriate and safe technique and must include warning about unsafe technique and prohibited practices.

**DUTY TO MATCH ATHLETES DURING PRACTICE** - Athletes in practices should be matched with consideration for maturity, skill, age, size and speed.

**DUTY TO CONDITION PROPERLY** - Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities as consideration is given to weather, maturational and readiness factors.

DUTY TO WARN - Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death.

DUTY TO ENSURE ATHLETES ARE COVERED BY INSURANCE - Athletes must be cleared through the athletic office prior to participation and should not be allowed to participate without this clearance.

DUTY TO PROVIDE EMERGENCY CARE - Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.

DUTY TO DEVELOP/FOLLOW AN EMERGENCY CARE PLAN - Plans must be in place to expedite rapid access by EMS to the injured athlete and manage uninjured team members while emergency care is being administered to an injured athlete.

DUTY TO PROVIDE PROPER TRANSPORTATION - District provided transportation should be utilized as much as possible for travel to athletic events, following school board policy.

DUTY TO SELECT, TRAIN AND SUPERVISE COACHES - Athletic administrators and head coaches will be expected to ensure that all coaches are capable of providing safe conditions and activities as outlined in the preceding list of duties.

## **TRANSPORTATION OF STUDENTS TO ACTIVITIES**

Board Policy Regarding Transportation of Students to Activities: The transportation safety of our students is of paramount importance to the Merced Union High School District.

The district will endeavor to provide transportation to and from off campus activities sponsored or co-sponsored by the district. Only students for whom written permission has been received from their parents/guardians may be transported to and from an activity. Private passenger vehicles may be used with prior approval of the Principal or designee.

Coaches are responsible to see that district transportation is arranged and provided for the events that they are supervising. All required forms for transportation to an activity must be submitted to the site Athletic Director and the district Transportation Department no less than thirty days prior to the activity. The Athletic Director and Transportation Department should also be immediately notified if an event is cancelled or rescheduled.

No coach shall ever permit students to drive themselves or other students to an athletic function or to a destination on a school related trip in an instance where requested District transportation is not available without complying with District regulations requiring a waiver and release.

All head coaches are responsible for informing their staff at all levels of these student transportation rules and regulations.

## **UNIT 4 - COACH SUPERVISION AND DAY TO DAY RESPONSIBILITIES**



## **ROSTERS**

The head coach of each team is responsible for submitting a typed roster to the athletic director within one week of the start of his/her season. Any changes during the season to this roster must be forwarded to the site SBO immediately.

## **ATHLETIC DEPARTMENT BUDGET**

All varsity head coaches of each sport will have a designated associated student body account(s) for their sport. The head varsity coach is responsible for maintaining his/her account. Each Head Coach that is responsible for an account will complete a yearly ASB course offered by the MUHSD. The associated student body executive council, under the advice of the Athletic and Activities Directors, will allocate funds to each sport/account.

## **PURCHASING**

The purchasing of equipment and uniforms will be made by the head varsity coach of each sport. All athletic purchases must have prior approval and appropriate signatures before the site bookkeeper will issue a purchase order. In extreme cases when reimbursement is the only option; reimbursement paperwork, signatures and administrative approval must be completed prior to the purchase or expenditure. Failure to gain prior approval will result in no school or site reimbursement.

## **UNIFORMS**

It is the coach's responsibility for the care, storage, and inventory of their team's uniforms. Once a uniform is checked out to an athlete, that athlete is responsible for that uniform. If the athlete loses, damages, or alters the uniform, he/she must be obligated for the cost of replacement.

## **EQUIPMENT**

All equipment will, at the time of receipt, be inventoried by the head coach and placed on an inventory list. Coaches are responsible for the care, storage, and inventory of their equipment for their sport. No equipment is to be loaned without express approval of the athletic director.

## **KEYS AND FACILITIES**

Keys are never to be given to students or any unauthorized personnel. Keys should be returned at the end of the season if the coach is not a permanent staff member.

All campus facilities (gyms, stadiums, weight rooms, etc.) are property of the MUHSD. Coaches are authorized to use these facilities as part of normal in season team activities. Any other use by any coach or employee is not allowed, unless authorized by the site facilities coordinator and/or the AP overseeing facilities, along with the Principal's approval.

Using MUHSD facilities with individual players during the season of sport but outside of regularly scheduled in season practice may be permissible, but a coach should not be one on one

with a player. Coaches should ensure that multiple athletes are in attendance, and that weekly practice allowances are not exceeded. Per SJS By-Laws, athletes and coaches cannot have any contact on Sundays

Use of MUHSD facilities are for in season sport and activity functions only, pickup games or private use of any MUHSD facility is not allowed. If you participate in and coach with an off season, outside organization (such as AAU), you must request facility use through the site SBO and Associate Principal overseeing facilities.

### **RELEASING ATHLETES FROM CLASS**

Head coaches need to attempt to schedule athletic contests at times and locations that will minimize the need for student athletes to miss instructional minutes. When students must miss or are to be released early from class for athletic competition, varsity head coaches must notify the attendance office and the SBO student support secretary 48 hours in advance and list release times and current rosters.

### **INELIGIBILITY LISTS**

The athletic director, in collaboration with site data processors AND THE associate principal overseeing athletics, will provide a printout of all students who are ineligible.

### **FIRST AID KITS**

Site athletic trainers will issue first aid supplies; head coaches are responsible to travel with appropriate medical supplies. It is the head coach's responsibility to have access to all student athletes' current athletic clearance information in their possession at all times. It is the head coach's responsibility to ensure that this access is readily available to all assistant coaches that may be in a position to supervise when the head coach is not available and or present.

### **MOVING PLAYERS UP FROM ONE TEAM TO ANOTHER**

The head coach of the varsity sport must be consulted before moving a player up a level (JV to Varsity or Frosh-Soph to JV). In addition, the head varsity coach must notify the athletic director prior to any move being made.

### **REPORTING SCORES / MEDIA RELATIONS**

All game results, team and individual statistics and other pertinent information must be forwarded to the appropriate newspapers/media. When emailing scores 'cc' the Athletic Director. It is advised/expected that head coaches have the ability to relay scores and results to appropriate social media outlets; to include sport specific, school, league, CIF and other official media outlets, such as Maxpreps. Please see the Athletic Director for information on submitting to social media.

### **Media Do's and Don'ts**

- **Do** - Take the blame for every loss. Credit your players for every win. Always look for an opportunity to give credit to your assistant coaches and the passion, commitment and hard work of your players.
- **Don't**—Don't single out a negative about a specific player, official, or the opponent. Don't say "I" or "me" unless you are personally taking blame for a loss.

## **END OF SEASON RESPONSIBILITIES**

The head coach of each varsity sport is responsible for the following:

1. Collect all equipment and uniforms
2. Inventory all equipment and secure proper storage
3. Complete scheduling of non-league contests
4. Collect all keys from walk-on coaches and turn keys into appropriate school personnel
5. Check roster and determine letter recipients for your varsity team. Provide the A.D. with a copy of the letter and team award winners
6. Turn in obligations for all athletes who lost, damaged, or purchased uniforms or equipment
7. Schedule post season evaluation with school personnel

## **UNIT 5 - EMPLOYMENT OF VOLUNTEERS/WALK-ON COACHES REQUIREMENTS**

Athletic Directors and Head Coaches will be responsible to ensure that all assistant coaches and volunteer walk-on coaches are properly cleared by the Human Resources office and trained according to district policies and procedures. Consult your site athletic director for information concerning certification. The items required to accomplish this are as follows:

### **ITEMS TO BE PROVIDED TO THE HUMAN RESOURCES DEPARTMENT:**

1. Application Form (from site AD) along with TB results, SS card and CA ID
2. Prospective coach will complete all necessary MUHSD employment paperwork
3. Verification by the Department of Justice / FBI Fingerprint Clearance from MCOE

### **REQUIRED TRAINING: (ALL coaches - on site, off campus and volunteer)**

<b>Coach Certification</b>	<b>Expires</b>
NFHS New Coaches Certification	Life
<u>TB Test</u>	4 years
CPR / First Aid / AED	2 years

Concussion / NFHS	2 years
Sudden Cardiac Arrest (SCA) / NFHS	2 years
Anaphylaxis, Diabetes, Asthma, Meds, Seizure (ADAMS)	1 year
Blood Borne Pathogen / Heat Illness	1 year
Bullying	1 year
Bright Paths / McKinney-Vento	1 year
COVID 19	1 year
DPR (Pesticide)	1 year
Mandated Reporting	1 year
Sexual Harassment	1 year
Suicide Prevention	1 year
<b>Specialty Certifications</b>	<b>Expires</b>
Basic Water Rescue or Lifeguard Certified (Aquatics)	2 years
Cheer and Dance Certification (AACCA)	4 years
ASB Procedures (Head Coaches)	1 year

## **ASSISTANT COACH EXPECTATIONS AND RESPONSIBILITIES**

Assistant coaches are assigned by the head coach, with prior approval of the District's Human Resources Department and the site Athletic Director and Principal pursuant to complying with the "Volunteer and Walk-On Coaches Requirements" to carry out the program planned by the head coach, to be whatever assistance is required, and perform delegated duties as set forth by the head coach.

- Follow all MUHSD policies.
- Assist in preparing facilities
- Help issue equipment, check in equipment and take inventory.
- Assist in supervision of the athletes and the program.
- When in charge of the team in the head coach's absence, the responsibilities of the head coach will apply to the assistant coach.

Coaches under 21 years of age may be employed by the MUHSD if the following criteria is met. MUHSD Coaches under 21 years old will not:

- Be issued keys

- Be allowed to drive MUHSD vehicles
- Be named as a head coach of any level
- Be unsupervised at any time when in the presence of student athletes

\*\* Must meet with and be confirmed by Deputy Superintendent of HR

## **UNIT 6 - ATHLETIC DIRECTOR AND COACH COLLABORATION**

### **Head coaches will assist the Athletic Director in:**

Placement of coaches/volunteers (confirming all required certifications are met).

Budgeting

Scheduling

Transportation

Awards

CIF and League advisory meetings

Care, maintenance, and preparation of athletic facilities for practice and games.

Evaluation of their program and coaching staff

Review [MUHSD Social Media Policy](#)

### COACH'S ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_,  
acknowledge that I have read and understand the Merced Union High School District's Coach's Handbook. I have also had a chance to have any questions answered to my satisfaction in regard to the content of this handbook by the Athletic Director.

I agree to follow the policies and procedures listed in the MUHSD Coach's Handbook to the best of my ability in carrying out my duties as a coach within the Merced Union High School District. In addition, I agree to complete all required coaching training as outlined in the handbook and keep all required certifications current by taking recertification training that the district requires to keep my coaching certifications current and up-to-date.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Principal

\_\_\_\_\_  
Date