



NAPA VALLEY UNIFIED SCHOOL DISTRICT

Coaches Procedural Handbook

2022 - 2023

American Canyon High School

Athletic Director: Aaron Johnson

Phone: 707-253-3715

Mascot: Wolves

aaron_johnson@nvusd.org

Napa High School

Athletic Director: Darci Ward

Phone: 707-253-3711

Mascot: Grizzlies

Email: darci_ward@nvusd.org

Vintage High School

Athletic Director: Cam Neal

Phone: 707-253-3601

Mascot: Crushers

Email: cneal@nvusd.org

COACHES' HANDBOOK ACKNOWLEDGEMENT FORM

NVUSD CODE OF ETHICAL CONDUCT

The District shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent, contracted employee (e.g., athletic trainer), of the District who provides supervisory and instructional services in interscholastic athletic programs and activities. Such persons providing service shall:

- Show respect for players, parents, other coaches, and staff.
- Respect the integrity and judgment of the game officials.
- Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
- Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury, a physician must be consulted, and a written release obtained.
- Provide proper supervision of student-athletes while under the coach's direction.
- Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
- Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e., equipment purchases, fundraising, program funding, eligibility, etc.
- Consistently require all players to adhere to the established rules and standards of the game.
- Properly instruct players in the safe use and care of equipment and uniforms.
- Not recruit student-athletes from other schools.
- Not to influence elementary and middle school students outside of your residential attendance area.
- Not exert undue influence on a student-athlete's decision to enroll in a particular athletic program at a public or private post-secondary educational institution.
- Not suggest, provide, or encourage any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association. **Examples of unprofessional standards includes, but are not limited to: (BP 4119.21, 4219.21, 4319.21)**
- Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
- Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
- Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
- Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
- Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
- Using district equipment or other district resources for the employee's own commercial purposes or for political activities
- Wearing inappropriate attire
- If an employee is concerned about the appropriateness of the contact with a student, the employee is advised to confer with his/her supervisor for guidance. Employees who violate this policy may be subject to discipline.
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I have read the NVUSD Coaches Handbook and understand that this handbook represents the philosophy and rules of interscholastic athletics established by the Board of Education of the Napa Valley Unified School District. My signature represents my agreement to abide by Code of Ethical Conduct as well as all of the requirements listed in this handbook.

Date _____ Signature _____

Sport _____ Print Name _____

Please print page, sign and turn in to your Athletic Director prior to the start of your season of sport.

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I. PHILOSOPHY, GUIDELINES AND BASIC OBJECTIVES

A. Statement of Purpose

The Governing Board of the Napa Valley Unified School District recognizes that the athletic program enhances students' feelings of connectedness with the schools and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program is designed to meet student interests and abilities and is varied in scope to attract wide participation. The district encourages and supports student participation in the athletic program without compromising the integrity and purpose of the educational program. (BP 6145.2-Athletic Competition)

The NVUSD Board of Trustees recognizes that athletic participation is a privilege granted to all students who voluntarily accept the rules and regulations outlined in the Board Adopted *Student-Athlete and Parent Handbook*. Enforcement of the athletic code is the responsibility of the school, coaches, parents, and athletes.

The objectives of these programs must conform in every respect to the general objectives of the *Student-Athlete and Parent Handbook*, the emphasis in athletics is upon the development of competitive spirit, safety, inclusiveness, fairness, diversity, sportsmanship, self-discipline and athletic skills. The primary goal of all the programs is to provide a positive experience for student athletes, their families, and the community. As such, district employees will focus on inclusive practices that emphasize a priority of good communication. However, they are also vitally concerned with the promotion of pride and loyalty within the student body and with providing opportunities for wholesome school-community relations.

B. Athletic Guidelines – Sportsmanship

Participation in the athletic program requires adherence to the highest standards of good sportsmanship. Aspects of good sportsmanship include ensuring fairness in competition and exhibiting respect for the people and institutions associated with athletic contests. In order to promote fairness in competition, the following 16 principles of State CIF promoted "*Pursuing Victory with Honor*" have been adopted by the NVUSD Board of Education. Coaches and athletes of this district will be required to comply with the rules of each sport and to ensure that fairness in competition is not limited by their actions in any way.

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It is the duty of school boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors, and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
5. School boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) the character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capabilities and limitations of the age group coached, as well as first aid; and 3) coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against undue influence of commercial interest. In addition, sports programs must be prudent, avoiding undue dependence on particular companies or sponsors.
16. The profession of coaching is a profession of mental and physical dimensions of their sport. Coaches, through words and examples, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

Any coach who is unable to comply with these standards must understand his/her opportunity for employment may be suspended or terminated without pay.

C. Objectives of Participation

The general objectives of the athletic programs at the secondary schools of the NVUSD are outlined below:

1. To provide a positive image of school athletics.
2. To strive for the excellence that will produce winning teams within the bounds of good sportsmanship.
3. To expose students to a wide variety of social situations which will enable them to develop the positive qualities of sportsmanship, cooperation, loyalty, leadership and self-discipline.
4. To develop athletic skills and abilities to their fullest potential and an appreciation for athletics and competition.
5. To provide a rallying point for the student body through which it may develop pride and loyalty.
6. To develop respect for coaches, teammates, opponents, and officials.
7. To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.
8. To stimulate a desire to maintain high scholastic standards.
9. To formulate desirable habits of hygiene and sanitation.
10. To develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of an interest in curricular and extra-curricular school programs and for post-secondary educational opportunities.

II. COACHES' PROFESSIONAL, PERSONAL RELATIONSHIPS AND EXPECTATIONS

There is a definite need for precise criteria to measure coaching accomplishments within the framework of the athletic program. Although each member of the coaching staff should make every effort to conduct a program that emphasizes excellence as a goal, *no coach should be made to feel that their job depends strictly upon their won-lost records.*

Rather, competency will be evaluated on the basis of ability to teach the skills and knowledge that relate to a sport, the ability to develop positive attitudes, and the ability to properly manage or assist in the management of a sports program.

The following are major performance areas:

1. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the school staff, the community as a whole, spectators, officials, and fellow coaches in the league, media representatives, and the parents. Good rapport and an image of competency are invaluable for the coach.

2. Cooperation

The district expects a maximum of give and take between all individuals associated in any degree with the athletic program. Coaches must work hand-in-hand with their athletic director, principal and other members of their staff toward the goals of the athletic department.

3. Leadership

Diligence, enthusiasm, honesty, and love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important.

4. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, and the conduct of the crowd – especially where the student body is concerned. A desire to do well, to win with modesty, to lose with dignity, should be emphasized.

5. Improvement

A coach is encouraged to take advantage of opportunities presented for self-improvement. Attendance at rules clinics, special workshops, clinics in specific fields, and similar in-service training programs is important.

6. Behavior/Speech Provisions – And Relationship to Social Media AR and BP 1114

Coaches should be respectful of team members, school administrators, other coaches, other students, and parents **at all times**. Coaches are expected to maintain a positive attitude acceptable for the environment. Administrators may take appropriate corrective action where speech, conduct or electronic acts by a coach, whether taking place during a team, team-related, school, or school-related activity or event, or taking place away from school grounds or school or team activities, has a direct disruptive or detrimental effect on, or seriously threatens the discipline, environment, safety or general welfare of the program, other team members. other coaches. or other students, faculty, staff and/or administrators of the District.

III. LEGAL RESPONSIBILITIES OF THE COACH

- A. **NVUSD Human Resources Requirements:** As of December 31, 2008, all paid and volunteer coaches must be certified as having completed a CIF-recognized coaching education program. Coaches are responsible for providing proof of certification to the Athletic Director and NVUSD Human Resource Office.

COACHING CLEARANCE								
Coaching Status	NVUSD Code of Ethical Conduct	Pre-Employment Packages	Mandated Reporting/ Harassment in the Workplace	TB Test	Fingerprints	Payroll Packet	Certifications Current First Aid, CPR*, Concussion & Sudden Cardiac Arrest, Bullying, Hazing, Heat Illness **	Coaching Certification NFHS*, or ASEP
New Coach to the District	✓	✓	✓	✓	✓	✓	✓	✓
Current District Employee (new coach)	✓	On File	✓	On File	On File	On File	✓	✓

Returning Coach (from previous season)	✓	On File	✓	On File	On File	On File	✓	✓
Returning Coach (after more than one year)	✓	✓	✓	✓	✓	✓	✓	✓
Volunteer	✓	On File	✓	✓	✓	N/A	✓	✓
Date Required by CA Assembly & CIF (latest update)			1/1/15 7/1/2020	7/1/00 0	7/1/00		*7/1/00 **7/1/15	*1/1/13 **7/1/10

CIF & NFHS Certification**

****NFHS – Fundamentals of Coaching (\$75)**(Mandated by CIF Bylaw 22.B & C Ed Code 33190-33192, 45125.01 and 45125.1. Effective 1/1/2009)

Requires all Coaches to take and pass the following NFHS Courses (<https://nfhslearn.com/courses/61001>)

1. ****NFHS – Fundamentals of Coaching (\$75) Lifetime**
2. ****Sport Specific Coaching Course- recommended (\$50 - \$60)**
3. ****Concussion in Sports Course (Mandated by AB 1451 Effective 1/1/2013) (Free) renewal every 2-years**
4. ****Sudden Cardiac Arrest (Amended AB 1452 Effective 7/1/2015) (Free) renewal every 2-years**
5. ****Bullying, Hazing, Inappropriate Behaviors (Free)**
6. **** Head Illness (AB 2800 Effective 1/1/2019)(Free) renewal every 2-years**
7. ***First Aid & CPR (Mandated by AB 1451 Effective 1/1/2013) renewal every 2-years**

Requires all Coaches to take and pass the following **Target Solutions Courses**

8. *** Mandated Reporter Training (Mandated by 11165.7 PC / AB1432) (Free) renewal every 1-year**
9. ***Anti-Harrasement in the workplace renewal every 1 year**

- A. DUTY TO PLAN:** Have a yearly plan, keep it, and follow it, Prevent or reduce injury and loss by developing responsive strategies in: Coaching competence Medical screening, Appropriate activities that consider age, maturity, and environmental conditions Injury response. Warnings to athletes and their families. Child advocacy in cases of alcohol and other drug abuse or family neglect or abuse
- B. DUTY TO SUPERVISE:** A coach must be: Physically present Provide competent instruction. Structure practices that are appropriate for the age and maturity of players Prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. A coach must also supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
- C. DUTY TO ASSESS AN ATHLETE’S READINESS FOR PRACTICE AND COMPETITION:** Coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes Athletes must be medically screened in accordance with WIAA and FPSD regulations before participating in tryouts, practice, or competition Injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician and / or Athletic Trainer.
- D. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS:** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments Weather conditions must be considered and athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity A plan for monitoring and responding to dangerous weather conditions is necessary
- E. DUTY TO PROVIDE PROPER EQUIPMENT:** Coaches must ensure that athletes are properly equipped with clean, durable and safe equipment Protective equipment must carry a NOCSAE (National Operating Commission on

Safety in Athletic Equipment) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition.

- F. **DUTY TO INSTRUCT PROPERLY:** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must demonstrate appropriate and safe technique and must include warning about unsafe technique and prohibited practices.
- G. **DUTY TO MATCH ATHLETES DURING PRACTICE:** Athletes in practices should be matched with consideration for: Maturity Skill Age Size Speed
- H. **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. Consideration must be given to weather, maturational and readiness factors.
- I. **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. A generic warning, signed by both athletes and parents is included in the physical packet but sport specific warnings should be included at the parent meetings for specific sports.
- J. **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.
- K. **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.
- L. **DUTY TO DEVELOP/FOLLOW AN EMERGENCY CARE PLAN:** Plans must be in place to: Manage uninjured team members while emergency care is being administered to an injured athlete. Ensure access to a stocked first aid kit, spine board and other emergency response equipment. Access to a telephone and ensure a timely call to EMS. Expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
- M. **DUTY TO PROVIDE SAFE TRANSPORTATION:** When no bus is provided for athletic transportation, only cleared drivers (parents/coaches or otherwise) may transport student-athletes.

IV. COMMUNICATION GUIDELINES FOR THE COACH REGARDING NON-ATTENDANCE / RESIDENCE OF STUDENT

All high school coaches will inform parents and students that participation on any youth team is not a guarantee that participants will be able to attend a particular high school. Students are assigned to attend the high school in their residence attendance area.

- A. Refer parents to the district website or high school registrar to confirm residency.
- B. Coaches: DO NOT engage in any conversation regarding residency other than the referral to the district website or High School Administrator (Athletic Directors / Principal)
- C. Questions to ask and responses to provide:

“Are you currently living in our attendance area or have you recently moved with your family into our attendance area?”

If the answer is **“I don’t know”** refer them to the district website or High School Administrator.

If the answer is **“No,”** terminate the conversation by referring them to your High School Administrator.

If the answer is, **“We are going to/thinking about/planning to move,”** refer them to your High School Administrator

If the answer is **“Yes,”** then you may answer any questions.

D. Penalty

All NVUSD High School Coaches who work with youth programs, AAU, or Parks & Recreational Programs where elementary and middle school students are involved who do not follow the NVUSD Board Adopted regulation “IV. Responsibilities of the Coach for Students/Parents/Agents not in your Attendance Area” will have progressive discipline which may include a letter of warning or reprimand placed in his/her site file to be reviewed at the end of the season by the Athletic Director when the “Head Coach Professional Performance Assessment” is conducted. At the completion of this evaluation process any disciplinary action will be part of the “Summative Evaluation” as well as the

recommendation for continued employment. Ongoing issues that are not resolved will be referred to the office of secondary education by the principal.

V. ORGANIZATIONAL CHART

Adherence to proper channels of communication is necessary in order to assure adequate program coordination and conduct. The following organizational chart describes the official “chain of command” of the athletic department. Build trusting relationships with your school’s administration. Mutually agree upon your job description with your AD. **MAKE SURE YOUR PRINCIPAL AND ATHLETIC DIRECTOR ARE NEVER SURPRISED!**

VI. EMERGENCY INJURIES

EMERGENCY INJURY PROCEDURES

1. The Head Coach/Athletic Trainer must fill out and sign an accident report and turn it in to the Athletic Director by the following school day. (if outside immediate assistance is needed)
2. Each coach is expected to have the emergency information forms in his/her possession.
3. When an injury occurs, follow these procedures:
 - a. Give first aid as needed. Use American Red Cross procedures. When in doubt, call **911**. If you are using a District phone, call 8-911
 - b. When a student-athlete is transported by ambulance, a coach or adult designee must accompany or follow up if possible with him/her.
 - c. Call parent – refer to emergency information form when the parent cannot be contacted. Every coach must have this form in his/her possession and be available anywhere for everyone connected with his/her team.
 - d. Student-athlete should be turned over to parent, relative or adult designee as indicated on the Emergency Information form. If none are available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student-athlete receives reasonable and prudent treatment.
 - e. Accident report forms must be filled out, signed/returned to the Athletic Director by the following school day.
 - f. A student-athlete who receives medical treatment from a doctor must have a written clearance to resume athletic participation.

B. CONCUSSION MANAGEMENT [CIF Concussion Information Link](#)

1. If you suspect your student athlete has suffered a concussion – immediately remove from activity, assess, activate 911 or call parent / guardian.
2. When the parent / guardian arrives, give the CIF Physician letter to parents to take to the doctor.
3. Contact Athletic Director / Athletic Trainer
4. Upon student athletes return to school. Secure the Physicians signed letter, review the return to learn and return to play protocol per Physicians letter, copy and share copy with Athletic Director / Athletic Trainer
5. Refer to the Concussion Flow Chart
6. Email or speak directly with the AD / Athletic Trainer regarding the RTL / RTP plan.
7. If no RTL plan proceeds to RTP plan as directed by Physician.
8. If the student has a RTL plan, they must complete first, then begin RTP plan as directed by Physician
9. If the student has SYMPTOMS refer back to Physician. Follow Physicians directions
10. Complete RTP plan. Initial and date each step.
11. Copy and share all documents with AD / Athletic Trainer. Keep these documents for 3 years.

C. HEAT ILLNESS MANAGEMENT [CIF Heat Illness information Link](#)

D. SUDDEN CARDIAC ARREST [CIF Sudden Cardiac Arrest information Link](#)

VII. ATHLETIC FIELD TRIP BASIC RULES

1. A school district employee (coach) must supervise any field trip.
2. All students must have an emergency form, signed by their parent(s), prior to leaving.

3. The chaperone (coach) must take roll. A record must be with the chaperone on the field trip and with the Attendance Office prior to the trip departure.
4. If a student is being transported to or from the event by his/her parent, legal guardian, or a district approved driver, they must have a Student Alternate Transportation form on file. A student must not be released to anyone else.
5. Student may be released to drive home with his/her parents, legal guardian at the end of a sport contest. The parent / guardian must formally sign the student out (signature on the roll sheet).

VIII. DISTRICT MANDATED PRACTICE, FIRST GAME, AND END OF SEASON PROCEDURES

Procedure Prior to First Practice

Coaches must ensure that before practice begins:

- Every student-athlete has completed the following forms as verified by the Athletic Director: Physical Form, Emergency Information Form, and Agreement for Team Participation, Student Alternate Transportation Form, and Voluntary Athletic Contribution Form.
- Every student-athlete is scholastically eligible as verified by the Athletic Director. Grade reports are available in the Counseling Office
- Practice times and location(s) are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office.
- A transportation request has been submitted to the Athletic Director.

A. Procedure Prior to First Contest

Things to do:

1. Issue uniforms and equipment and keep records of all assigned equipment.
2. Submit a preliminary and final roster prior to the first contest.
3. Read through Field Trip Basic Rules, and make sure all emergency forms are in your possession.
4. Make sure all team drivers are cleared through the district transportation department.

B. Procedure After Season is Over

Things to do:

1. Performance Appraisal of all Head Varsity Coaches will be done by the Athletic Director or Administrator.
2. Performance Appraisal must be completed for all Asst. and lower level staff by the Head Varsity Coach. Assistance by the Head Lower Level coach may be requested.
3. Begin scheduling contests for next year if possible.
 - a. All Head Varsity Coaches are responsible for scheduling their practice games and scrimmages. League schedules are approved by the Athletic Directors and Principals. The complete schedule (including scrimmages) must be approved by the Athletic Director before it is final. The schedule should indicate date, time, opponent, and place and bus time departure.
 - b. Schedules must be completed on dates indicated by the Athletic Director.
 - c. Practice games and scrimmage dates are designated by the Section. Consideration should be given to the amount of time students will be out of class, and to the distance of the practice games, meets, etc. Transportation costs should be considered by the coach. It is recommended that schools within 50 miles be scheduled. Also, there should be a balance of home and away games each year.
 - d. Any scrimmage requiring a paid official will be defined as a game. There must be volunteer help for scrimmages to conform to section and league rules concerning scrimmages.

C. Procedures Prior to Adjunct Duty Pay

1. Inventory of Equipment:
 - a. Head Varsity Coaches shall submit their athletic inventories to the Athletic Director within three weeks of the end of the season or at their postseason appraisal conference along with next year's budget request.

- b. All uniforms shall be marked for permanent identification.
- c. Head Varsity Coaches will be responsible for the care and storage of athletic equipment and uniforms for their programs.
- d. During the season, all equipment shall be secured in the proper storage areas after each contest or practice. Within the three-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated area until the following year. (Inventory forms are available in the Athletic Director's office.)
- e. Charge slips on any late, damaged, or lost equipment should be filled out and submitted to the Athletic Director within the three-week period at the season's end. (Charge slip forms are available in the Athletic Director's office.)

D. NCS PRACTICE / CONDITIONING RULES INTERPRETATIONS

(NCS Sports & General Rules) **Additional** interpretations are noted by this ("*") symbol.

The outline below is meant to give schools a guide to determining what is, and is not, a violation of the NCS bylaws and policies concerning practice during the season of sport, outside the season of sport, and during the defined summer months. The NCS Commissioner of Athletics has the power of interpretation of the definition of practice. Questions regarding practice, sport specific conditioning activities, general conditioning activities, weight training, etc. should be directed to the NCS Office in writing.

General Rules

Definition of Season of Sport

Season of sport is defined as the time period between the first day of practice and the final date of competition, according to the dates set by the Board of Managers on a yearly basis. An individual student's season of sport is defined as the time period, between their first participation in an interschool competition and their final date of competition for the school team, up to and including the North Coast Section and/or CIF championships. The first day of practice and the final date of competition can be found in the NCS Championship Schedule, a three-year calendar of dates updated each year by NCS staff and approved by the Sports Advisory Committee and Board of Managers. Be aware that the Board of Managers, at any of their three meetings each year, may change these dates. The NCS Championship Schedule may be viewed and printed from the NCS web site, www.cifnccs.org. In the left hand column click on Calendars, then click on NCS Championship Schedule – 3 Year, then click on the current year's or following year's calendar.

During the season of sport, NCS member schools are allowed to practice, scrimmage and compete against other high school teams according to NFHS, CIF, NCS, league and school guidelines. NCS practice and season of sport guidelines can be found in the NCS Sports & General Rulings Handbook in the 100H and 200H series of bylaws. All interpretations in this document are based on the NCS Sports & General Rulings Handbook 100H and 200H series of bylaws.

Approved Sport Specific Conditioning

Only the sport of football has an approved sport specific conditioning week (the week prior to the start of football practice). No other sport has an approved sport specific conditioning period. If a school sport, other than football, conducts specific sport conditioning as a team or individuals prior to the start of the season, that school is in violation of NCS bylaws. Sport specific conditioning sessions by a school are prohibited outside the season of sport during the school year.

Weight Training and Other Allowable General Conditioning Activities

Weight training is not a CIF sport. Potential team members may weight train anytime during the course of the year with school approval. However, when weight training is moved from the weight room to the outside and drills involve the use of specific sport equipment, then the school is in violation of season of sport rules. Allowable general conditioning activities include plyometrics, stretching exercises, running or other aerobic exercises, non sport specific agility activities and rope climbing. General conditioning activities do not include activities that use equipment specific to the sport (ex. balls, blocking dummies, rebounders, etc.), running plays, discussing strategies, working on individual or team defense or offense and viewing sport specific videotape or leadership training with potential team members*.

Association with a School Coach

NCS rules were never written to limit the association of a student athlete with a certified school coach. Outside the season of sport rules were written to limit the liability of the schools. Therefore, it is not illegal for a high school coach to work with an individual student athlete or with two or more student athletes during the summer time, or in their capacity as a club coach during the school year and outside the high school season of sport. During the school year and outside the high school season of sport the coach must follow the guidelines for coaching an outside team as it pertains to the use of school facilities or school equipment. Violations of the outside season of sport rules may involve the use of school facilities, school equipment, etc. and favoritism of the high school towards the coach in providing access to facilities or equipment.

During the School Year and Outside the Season of Sport Practice and Conditioning Guidelines:

Definition

During the school year and outside the season of sport is defined as the time from the first fall practice date until the NCS published first day of practice for the specific sport and from the NCS published final date of competition for the specific sport till the last CIF competition of the school year (currently the CIF Boys' Golf Championship). Examples of prohibited activities during the school year and outside the season of sport. During the school year and outside the season of sport, as defined above, school may not conduct practice or sport specific conditioning. The only exception to the prohibition on sport specific conditioning is the approved spring football.

Examples of prohibited activities during the school year and outside the season of sport are:

1. Coaches, either assigned by the school or individuals acting as volunteers, may not work with a potential team member one on one using school facilities and equipment, other than non-sport specific conditioning.
2. Coaches, either assigned by the school or individuals acting as volunteers, may not work with potential team members using school facilities and equipment, other than non-sport specific conditioning.
3. Coaches may not have sport specific conditioning prior to the start of the season.
4. Coaches may not mandate that potential team members attend open gym and open field.
5. Coaches may not conduct drills or any kind, other than non-sport specific conditioning.
6. Coaches may not review video or film of the sport with potential team members.
7. Coaches may not conduct leadership training with potential team members.
8. Coaches may not meet with potential team members beyond the three organizational meetings allowed in NCS Bylaw 208H. Organizational meetings are meetings used to discuss when the official season of sport will start, give out school permission forms, school physical forms, etc. Organizational meetings are not meetings to discuss activities that the school is not allowed to conduct.
9. Coaches may not use school facilities or equipment other than as allowed by school or district policy for outside use. Schools and school districts may not give a discounted rate to coaches for the use of school or school district facilities if the use of the facilities involve potential team players and the use is for sport specific conditioning. Coaches may not be treated any differently than any private citizen using school or school district facilities when reserving school or school district facilities. This includes, but is not limited to, insurance requirements, completion of facility use forms, payment for custodial costs, facility rental costs, cost of utilities, etc, when the use is related to sport specific conditioning.
10. Coaches may not organize a school team meeting to discuss activities not sponsored by the school.
11. Coaches may not encourage potential high school team members to participate in practices, scrimmages or contests with a club team or program to which the students do not already belong.
12. Coaches may not, even as a private citizen, conduct a club program that has preparation for the high school season, as its sole purpose. A legitimate club program must have its own opportunities for competition, and actively engage in competition with other club teams. Otherwise, the activity would be considered a high school practice outside the high school season of sport.
13. Coaches may not, even as a private citizen, use potential team members to demonstrate skills and/or strategies of the sport at clinics or camps.
14. Coaches may not instruct a potential member, or potential team captain, with the workout for the day and then have the potential team member or potential team captain bark orders, blow a whistle, and give instructions, etc. as if they were conducting practice.
15. Coaches may not use school equipment or facilities for camps or clinics that involve potential team members.
16. Coaches may not conduct tryouts for the next season's team.

Examples of things that a coach may do:

1. Coaches may supervise open gym and open field.
2. Coaches may, one time outside the season of sport, post workouts for potential high school team members to follow on their own.
3. Coaches may, as a private citizen, coach a club team.
4. Coaches may participate in activities (ex. pick-up games) as long as they do not instruct students in the skills and/or strategies of the sport.
5. Coaches may conduct clinics/camps, for pre-high school age students ONLY, as a fundraiser. Advertising for the clinic must be open to any interested party of the targeted age group. Care must be taken to discuss or encourage enrollment in the school where the coach is employed.

Open Gyms and Open Fields

Open gyms and open fields may be sponsored by NCS member schools during the period of the first NCS authorized conditioning or practice date of the fall season through the last NCS/CIF athletic competition under the following conditions:

1. The open gym or open field is open to all school community members regardless of age or gender. A current signed *(NVUSD All Purpose Agreement for Participation Form and Concussion & Head Injury Sheet)* or *(HS Athletic Clearance Packet)* prior to participation.
2. The school must, at the very least, advertise an invitation for participation of all community members in its daily bulletin.
3. During an open gym or open field, attendees may work on individual skills.
4. During the open gym or open field there cannot be any coaching or practice as defined by NCS Sports & General Rulings Bylaw 200H, 201H.a, 202H, 203H, 205H and 206H. School personnel, including paid and volunteer coaches, may supervise a facility and may participate in activities (ex. pick-up games) as long as they do not instruct students in the skills and/or strategies of the sport.(NCS Board of Managers 1/17/03)

Examples of what coaches may do at open gym or open field:

1. Coaches may sit in the stands or bleachers and supervise the community members who attend the open gym or open field.
 2. Coaches may unlock gates or doors to allow community members access to the field or gym.
 3. Coaches may participate in pick-up games or practice their own skills if they choose (ex. field baseballs, shoot baskets, high jump, etc.).
 4. Coaches may make fixed or immovable school equipment necessary for the activity available for use by any community members who attend (ex. □ volleyball nets and standards, high jump pits, etc.).
- This does not include school bats, balls, protective equipment or other items designed for individual use.

Examples of what coaches may not do at open gym and open field:

1. Coaches may not conduct open field or open gym practice.
2. Coaches may not conduct sport specific drills of any kind.
3. Coaches may not bark orders, blow a whistle, and give sport specific instructions, etc. as if they were conducting practice.
4. Coaches may not separate the community members who have attended the open gym or open field from potential team members for any activities during the open gym and open field.
5. Coaches may not correct players when they make mistakes in shooting, pitching, fielding, etc.
6. Coaches may not throw passes, set for spikes, hit infield ground balls or outfield fly balls, or otherwise assist students in skill development.
7. Coaches may not reserve space or courts for the use of potential high school team members.

Tryouts

Since high school practices cannot begin until the Board of Managers designated starting date, it would be a violation of NCS practice rules to conduct tryouts for the high school team in the summer preceding the school year or during the school year but outside the season of sport. The NCS Commissioner of Athletics has consistently interpreted the rules such that tryouts for the high school team are considered part of practice during the season of sport. Conducting tryouts outside the season of sport would therefore be a violation of the NCS practice rules. Additionally, it would be politically dangerous to select a team without having every student who wanted an opportunity to tryout present. Selecting the team months prior to

the start of the season and at a time of the year when people are often away on vacation, or unaware of the tryout because it is out of season, would deny equal opportunity.

During the Summer Time

Definition

Summer time is defined as the period of time between last CIF competition of the school year (currently the CIF Boys' Golf Championship) until the NCS published the first official day of practice in the fall. During the summer time NCS/CIF bylaws concerning use of facilities, equipment, assignment of a coach by the school or school district, practices and non-NCS/CIF contests do not apply. However, all NCS and CIF Eligibility Bylaws related to pre-enrollment contact and undue influence apply both during the school year and in the summer. Summer is not open season to recruit students to attend or transfer to a certain school. All Students must be enrolled as a Napa Valley Unified School district student at your High School. The student **MUST** have a current NVUSD *Athletic Clearance Packet* on file prior to participation.

During the Summer Time

If, during the time period defined above as summertime, the school or district administration approves the use of its facilities and equipment, a coach may work with one or more potential team members. If the school administration approves; examples are:

1. Coaches may have a regular practice every day of the week, including Sunday.
2. Coaches may schedule two practices a day.
3. Coaches may work with an individual student on the track, in the pool, on the field, or in the gym.
4. School A may invite School B to play a game.
5. Football coaches may check out equipment for potential football players to go to camp.
6. Football coaches may take potential football players to camp.
7. Coaches may sponsor clinics at their school.
8. Coaches may invite more than one school to participate in multiple games or scrimmages.
9. Schools may practice together.
10. Schools may use school uniforms, balls, protective gear, protective equipment, facilities, etc.

Additional Questions that have been received by the NCS Office

Spring Football

Spring football may be conducted according to the following guidelines:

1. Spring practices shall not start earlier than the Monday four weeks prior to Memorial Day and must be completed before spring final examinations start.
2. Spring practice shall not exceed ten (10) practice sessions, none of which may be held on Saturday or Sunday.
3. The only allowable football equipment for spring football shall be: football shoes, footballs, helmets and blocking bags.

Interpretations regarding spring football practice:

1. Spring football practice does not have to be conducted on consecutive days; however, spring football practice must conform to the time period outlined above.
2. Schools are allowed 10 practice sessions. Sessions may be broken down to a single level (J.V. and varsity). However, only 10 days are allowed. Schools may not have 10 days with one level and 10 days with a second level. Schools may have five days with a single level and five days with a second level.

IX. ADMINISTRATION REFERRAL PROCESS FOR STUDENT ATHLETE MISCONDUCT:

1. Minor misconduct: Handled by coach

- Inappropriate language
- Defiance / disrespect
- Property misuse

2. Major misconduct: Referred to Administration

- Fighting / ejection from contest

- Harassment / intimidation
- Vandalism / property destruction
- Social Media Violation
- Tobacco, (e cigarettes) Drugs, Alcohol
- Illegal activities (theft, arson, weapons)

Napa Valley Unified School District

SPECIFIC JOB DESCRIPTIONS

- Athletic Director
- Head Varsity Coach
- Head JV/Freshman & Assistant Coaches'

Napa Valley Unified School District (NVUSD) Position Description Position: TOSA - Athletic Director

Must be available to work a flexible schedule to accommodate evening and weekend supervision.

Department/Site: Various, comprehensive high school

Reports to: Site Principal or designee

Summary

Under the direct supervision of the site principal, or designee, the site Athletic Director shall plan, organize and coordinate all school site athletic activities; supervise and assess the performance of coaching personnel; assist with coordinating school site utilization of all district athletic facilities by the community; facilitate all required training and certification to ensure legal compliance and California Interscholastic Federation compliance of all coaches, assistant coaches, and other athletic personnel in the district; serve as a school site liaison between administrators, personnel, parents, booster clubs, students, and outside agencies; support the site Principal with the coordination of Title IX as it pertains to athletics. Distinguishing Career Features the Athletic Director is a Teacher on Special Assignment, usually with previous successful experience as a head athletic coach. The Athletic Director will work with the site Principal to establish a flexible schedule to accommodate evening and weekend supervision duties.

Essential Duties and Responsibilities

- Educates coaches, student-athletes, and parents on the policies and procedures included in the NVUSD Coaches Handbook and Student-Athlete and Parent Handbook.
- Plans, organizes, and coordinates school-site athletic activities; and implements standards, policies, and procedures for school site athletic programs.
- Participates in the training and certification of all coaches, and other athletic personnel under the joint auspices of the NVUSD and the CIF.
- Participates in North Bay Insurance Authority (NBSIA) professional development workshops related to reducing potential liability.
- Participates in the training of all coaches, and personnel relative to the Student Body, accounting procedures/policies pursuant to district protocols and as outlined in the California Association of School Business Officials (CASBO).
- Assists with recruitment, job postings, and job descriptions surrounding coaching. Assumes responsibility for the collection, organization, and submission of all information and documents to Human Resources verifying coaches have met all seasonal prerequisites; specifically fingerprinting, mandated reporter, CPR, First Aid, CIF, Concussion, Sudden Cardiac Arrest certification.
- Facilitates the creation and/or participation in interview panels where head-coaches or other athletic focused positions are being hired.

- Coordinates and implements educational and tutorial programs to enhance the study skills of student athletes; assure student athlete preparation for college entrance exams.
- Responds to inquiries and provides information concerning athletics at the school site; coordinates activities and programs, resolves issues and conflicts and exchanges information.
- Provides technical expertise, information and assistance to the site Principal regarding athletic activities; assists in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
- Advises administrations of unusual trends or problems and recommends appropriate corrective action.
- Plans, organizes and implements long and short-term programs and activities designed to enhance assigned athletic programs and services.
- Directs the preparation and maintenance of a variety of data, reports, records and files related to student eligibility, assigned activities and personnel.
- Assists in the development and preparation of the annual preliminary budget for the athletic department; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established limitations; coordinates the purchase and maintenance of athletic equipment; assists in the preparation of related bids; assures program funding and evaluates funding resources.
- Oversees intra-district student athletic transfers to assure compliance with established rules and regulations; processes related applications.
- Coordinates and participates in meetings, conferences and in-services; coordinates meetings with site principals; represents the school site at booster club meetings; participates in monthly PLC meetings with all site Athletic Directors to discuss and proactively plan for athletic related concerns or issues, review relevant CIF Bylaws, and provide necessary training; assists in coordination of seasonal or annual coach's meetings.
- Represents the school site as the contact for athletic appeals and complaints; implements and upholds Board Policies for athletic compliance, uniform complaint process, and Title IX.
- Ensures annual completion of coach and assistant coach evaluations.
- Maintains and revises new sport addition process.
- Celebrates individual and team athletic accomplishments either on site or through the district's newsletter.
- Maintains high visibility at sporting events and athletic award ceremonies.
- Verifies athletic eligibility.
- Coordinates transportation for athletic teams.
- Contracts officials for appropriate athletic contests.
- Recruits and assigns personnel to work as ticket sellers, ticket takers, crowd supervisors, scorers, timers, announcers and other game management duties as needed.
- Initiates requisitions for the issuance of checks for officials, supervisory personnel, transportation and entry fees.
- Works with site administration to review crowd control assignments with all supervisors, including police officers.
- Coordinates game management for all home athletic contests with contest workers, building administrators, contest officials and police personnel.
- Maintains a current file of student-athletes' physical form, insurance form, parent consent form (electronically and/or paper file).
- Responsible for determining initial and continuing eligibility of student-athletes.
- Works with the Principal, Director of Student Activities, Cheerleader Advisers, and coaches involved in all athletic assemblies and spirit rallies.
- Arrangements for a medical doctor or a paramedic and an ambulance at all JV/Freshman and Varsity football home games and an ambulance at all Frosh home football games.
- Represents the school in all athletic business at district, league, section, and state meetings.
- Responsible for the annual review of the Coaches' Handbook and the Student-Athlete/Parent Handbook.
- Evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
- Develops and maintains emergency preparedness plan for athletic events.
- Assists in management of high profile athletic events.
- Audits site athletic booster organizations on an annual basis.
- Develops and maintains pre and post season coaching responsibilities.
- Monitors District athletic websites for accuracy and compliance.
- Coordinates transportation for athletic teams.
- Perform other duties in support of the overall objective of the position.

- Assists with preventive discipline; explaining school rules to students and parents; and other duties as assigned.
- May be asked to attend school activities both on/off campus, as directed and compensated, and assists with supervision.

Knowledge and Skills

Must have a working knowledge of California Education Code, and all applicable laws, codes, regulations, policies and procedures related to athletics. Must possess skills for planning, organization and coordination of district-wide athletics programs. Knowledge of educational and tutorial programs; budget preparation and monitoring and purchasing and preparation policies; and practices and terminology related to athletic coaching required. Demonstrate skills collaborating with site teachers, coaches, administrators, and parents/community.

Abilities

Must have the ability to work with changing priorities, regulations and deadlines. Must be able to analyze situations accurately and recommend necessary actions as well as perform all essential job functions. Ability to lead and be part of a team. Must demonstrate skills collaborating with site teachers, coaches, administrators, and parent's/community members. Strong verbal and written communication skills are required. Ability to operate a computer and assigned software; ability to work independently with little direction are essential.

Physical Abilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: This position requires occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Education and Experience

Requires a bachelor's degree, licenses and certificates, requires a valid California Teaching Credential. CPR and First Aid Certification required.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Employees in this position will be required.

1. HEAD VARSITY COACH JOB DESCRIPTION

1. Serve as liaison between his/her staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the CIF, the League, and the NVUSD as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegate's specific duties, not to include co-head coach designation, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale and cooperation.
8. Assists/provides the Athletic Director in scheduling, providing transportation needs and requirements for tournaments and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Recommends facility needs/repairs to Athletic Director.
11. Provides proper safeguards for maintenance and protection of assigned equipment.
12. Recommends policy, method, or procedural changes to the Athletic Director.

13. Creates a written document that explains the requirements and expectations pertaining to their sport and maintains a signed acknowledgement and acceptance of all parties concerned prior to participation.
14. Monitors the grades and conduct of his/her athletes.
15. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
16. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
17. Responsible for the design/implementing emergency action plan with Athletic Directors/Athletic Trainers. Directs student managers, assistants and statisticians.
18. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
19. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
20. Recommends/selects equipment and uniforms within budget appropriations.
21. Is accountable for all equipment in his/her program (Varsity, JV, and Freshman) and submits notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.
22. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
23. Properly marks and identifies all equipment before issuing or storing.
24. Secures all doors, lights, windows, and locks and stores all equipment before leaving a building or area. Supervises locker room area before and after practice.
25. Instills in each player a respect for equipment and school property, its care and proper use.
26. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
27. Responsible for reporting scores and information after every home contest to the Napa Valley Register and Sacramento Bee when appropriate. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
28. Head Coaches in football are responsible for having written contracts for non-league games with opposing schools.
29. Responsible for arranging substitutes for athletic events with the Principal's secretary or the AD ASAP.
30. Understands that all drivers must meet District requirements to transport student-athletes and must be at least 23 years of age.
31. Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
32. Performs other duties which may be assigned by the Athletic Director or Principal.

HEAD JV/FRESHMAN AND ASSISTANT COACHES' JOB DESCRIPTION

1. Serve as liaison between his/her staff and the Head Varsity Coach.
2. Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Napa Valley Unified School District as they pertain to his/her sport.
3. Understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departamental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
6. Coordinates facility needs/repairs with maintenance and school employees.
7. Provides proper safeguards for maintenance and protection of assigned equipment.
8. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
9. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach an annual inventory.
10. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
11. Secures all doors, lights, windows, and locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
12. Instills in each player a respect for equipment and school property, its care and proper use.
13. Assists the Head Varsity Coach in carrying out his/her responsibilities.
14. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
15. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.

16. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
17. Never criticizes, admonishes, or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
18. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
19. Responsible for arranging for substitutes because of athletic events with the Principal's secretary. The Athletic Director may be contacted in an emergency.
20. Understands that drivers must meet District requirements to transport student-athletes and must be at least 25 years old.
21. Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
22. Performs other duties that are consistent with the nature of the position and that may be requested by the Head Varsity Coach.
23. Responsible to the Head Coach with the design / implementing emergency action plan with Athletic Directors / Athletic Trainers.

APPLICATION PROCESS

Re: Application for Coaching

IMPORTANT: You must come to the Human Resources Office to complete these forms before you begin coaching. You will not be allowed to take the field until **ALL** documents are turned in.

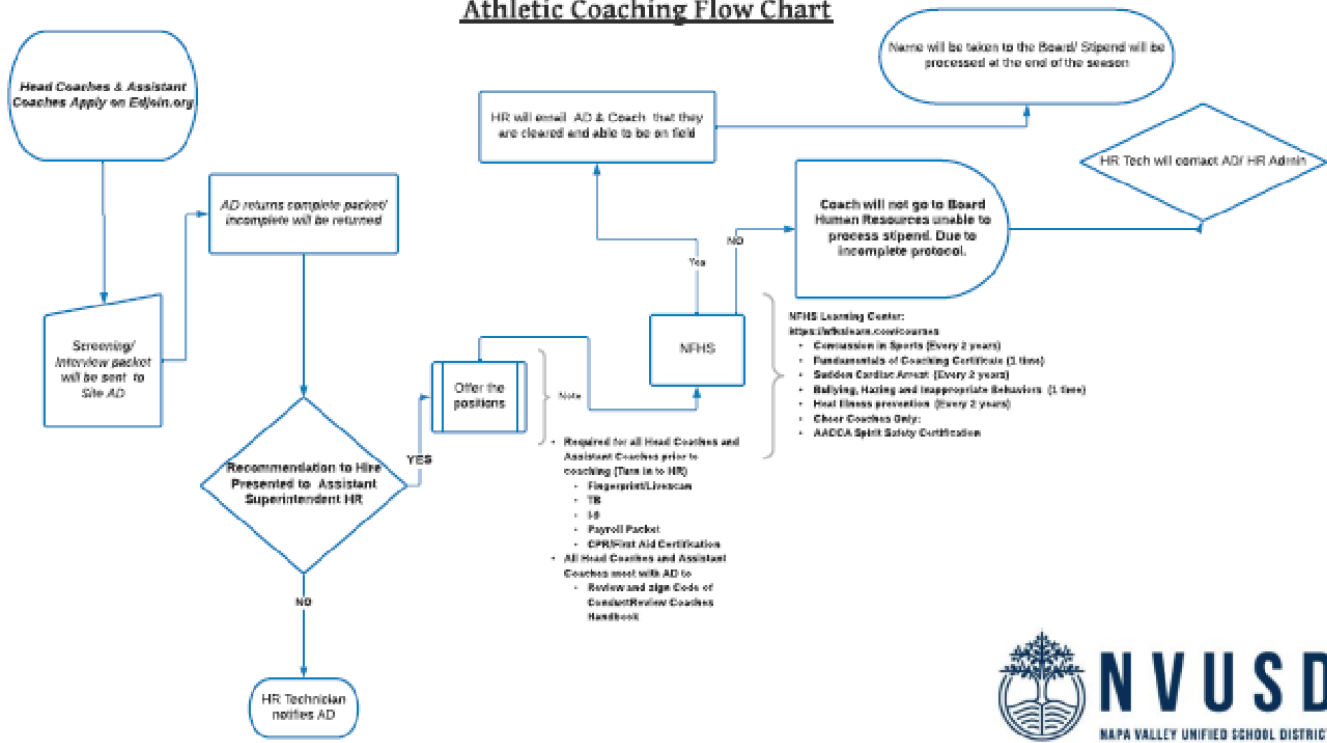
REQUIRED FORMS:

1. District Application
2. I.N.S. Form (documents that establish identity and employment) **MUST** be completed in Human Resources. Please bring the following documents with you:
 - Current United States Passport or
 - Driver's License and Social Security Card or
 - Citizenship Certificate and Social Security Card or
 - Picture ID and Certified Copy of Birth Certificate
3. Fingerprint Clearance – Form must be picked up in the Human Resources Office. Department of Justice and FBI clearance can take up to 30 days. The school site will be notified when you have cleared.
4. Current Tuberculosis Risk Assessment Questionnaire (Please complete the attached Adult Tuberculosis (TB) Risk Assessment Questionnaire and take to your Health Care Provider)
5. Payroll Packet – Pick up an application in the Human Resources Department – needs to be turned into the Payroll Office in order to be compensated.
6. CPR & First Aid Red Cross Certification – Turn in copies to Human Resources
www.redcross.org or www.onlinecprcertification.net
7. Code of Conduct Form – Pickup in the Human Resource Department.
8. NFHS – Concussion in Sports Certificate – Information attached.
9. NFHS – Fundamentals of Coaching Certificate
10. NFHS – Sudden Cardiac Arrest Certificate
11. NFHS – Bullying, Hazing and Inappropriate Behaviors Certificate
12. Mandated Reporter Certificate (attached)

2425 Jefferson Street, Napa, CA 94558 | (707) 253-3571

INTERVIEW MATRIX

Athletic Coaching Flow Chart



EVALUATION FORMS

NON-VARSITY HEAD AND ASSISTANT COACH APPRAISAL

Coach: _____

Date: _____

Sport: _____

Level: _____

	Needs		
	<u>Satisfactory</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. Supportive of head coach	_____	_____	_____
2. Cares for equipment	_____	_____	_____
3. Exhibits knowledge of sport	_____	_____	_____
4. Uses sound coaching methods/teaching ability	_____	_____	_____
5. Motivates players through positive coaching and instruction	_____	_____	_____
6. Develops rapport between coach and players	_____	_____	_____
7. Displays enthusiasm in coaching	_____	_____	_____
8. Maintains discipline and provides proper instruction	_____	_____	_____
9. Develops rapport with coaching staff	_____	_____	_____
10. Accepts duties assigned by head coach	_____	_____	_____
11. Uses good judgment, proper language, and behavior at all times	_____	_____	_____
12. Dependable	_____	_____	_____
13. Follows wishes of head coach as to how program is to be run: teaching, drills, offenses, defenses, etc.	_____	_____	_____
14. Stresses appropriate conditioning, fitness and injury avoidance	_____	_____	_____
15. Maintains acceptable ethical standards for coach and students	_____	_____	_____
16. Keep things in perspective:			
a. Promotes all sports in the athletic program	_____	_____	_____
b. Is cooperative in sharing facilities	_____	_____	_____
c. Recognizes the role of athletics in the development of lifelong values	_____	_____	_____
d. Students' physical and emotional well-being comes before winning	_____	_____	_____

The signature of the coach below does not necessarily indicate agreement with the above evaluation, but indicates he/she has read it. The coach may attach a memo within 5 days explaining his/her disagreement regarding any aspect of the evaluation.

Signature: _____
Non-Varsity Head/Assistant Coach

Date: _____

Signature: _____
Varsity Head Coach

Date: _____

Signature: _____
Athletic Director

Date: _____

EVALUATION FORMS

COACHING APPRAISAL

BY ATHLETIC DIRECTOR AND/ OR ADMINISTRATOR

American Canyon

Napa

Vintage

Name of Coach: _____

Sport/Season: _____ School Year _____

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

A. COACHING PERFORMANCE

S NI U 1. Has good knowledge of the sport.

S NI U 2. Is prompt and makes maximum use of time available for practice.

S NI U 3. Practices safety procedures.

S NI U 4. Is innovative, uses new coaching methods, techniques, ideas?

S NI U 5. Has good knowledge of sports rules.

S NI U 6. Prepares the team physically (conditioning).

S NI U 7. Prepares the team mentally (motivation).

S NI U 8. Prepares the team emotionally (players play to potential).

S NI U 9. Maintains discipline and control.

S NI U 10. Other _____

B. TEAM MANAGEMENT

S NI U 1. Is fair, patient, tolerant and sympathetic with athletes.

S NI U 2. Organizes staff effectively.

S NI U 3. Supervises locker room before and after practice.

S NI U 4. Displays compassion and respect for the individuals on the team.

S NI U 5. Recognizes individual differences, abilities and personalities.

S NI U 6. Game conduct: sideline/bench discipline.

S NI U 7. Game conduct: with game officials.

S NI U 8. Game conduct: toward opposing players and coaches.

S NI U 9. Cares for equipment: inventory, issue, collection, repair, storage.

S NI U 10. Keeps accurate records: rosters, participation forms, eligibility, etc.

S NI U 11. Has knowledge of and respect for district/school, league/section/CIF rules and regulations.

S NI U 12. Cooperates with the athletic director in submitting schedules, rosters, evaluation forms and requested reports on schedule as due.

- S NI U 13. Has returned all keys and equipment issued at the beginning of the season.
- S NI U 14. Attends all required league and school meetings for coaches.
- S NI U 15. Makes appropriate transportation arrangements for team members.
- S NI U 16. Follows ASB fundraising guidelines.
- S NI U 17. Other_____

C. RELATIONSHIPS

- S NI U 1. Develops rapport with other members of the coaching staff.
- S NI U 2. Develops rapport with other members of the school staff.
- S NI U 3. Demonstrates general support for other coaches and other teams in the school athletic program.
- S NI U 4. Dresses appropriately at practice and games.
- S NI U 5. Sets a positive example for athletes by manners, behavior and language
- S NI U 6. Communicates effectively with parents.
- S NI U 7. Provides appropriate information to the press.
- S NI U 8. Demonstrates general support for the athletic booster club and their mission.
- S NI U 9. Other_____

D. ADDITIONAL COMMENDATIONS / RECOMMENDATIONS (use separate sheet if necessary):

F. RECOMMEND REHIRE? _____Yes_____No

Signature of Evaluatee	Title	Date
Signature of Evaluator	Title	Date



NVUSD Alcohol & Drug Response Protocol

*When students are discovered under the influence, in possession, or selling** a controlled substance follow these steps:*

- 1) **Report it immediately to your school administrator who will contact the School Resource Officer** or available law enforcement who will issue a citation, if appropriate. Student will be enrolled in education classes through Diversion. Outcome may range from completion of education with no record or court all the way to court education, community service, and driver's license suspension.
- 2) **Complete the [Aldea Behavioral Health Screening Referral form](#)**. Student will be screened and offered a range of services from in-school prevention group, brief intervention individual sessions, or referred for treatment services at the Wolfe Center. We have an MOU with Aldea and a release of information so that you can follow up and make sure they are working with student and family.
- 3) **If student is under the influence**, consult with nurse and/or SRO, if possible.
 - a) If there is not an urgent medical concern, **call parent to pick up and transport for medical care**. Encourage parent to take student to hospital or doctor. Document you released them to parent custody.
 - b) If there is an urgent medical concern, **call 911**. Notify parent and appropriate director (elementary/secondary).
- 4) **[Suspend student*](#)** for remainder of day and, if needed, the following day. Make every effort for the student to return the following day using In-School Suspension if necessary using the following codes:

Possess cont. substance	48900 (c)	Possessed, used, sold, furnished or under the influence of a controlled substance, alcoholic beverage or intoxicant, of any kind.
Possess cont. substance	48900(c)	Unlawful possession of any controlled substance (not including alcohol), except for the first offense and not more than an ounce of marijuana) and the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
Selling cont. substance	48900 (d) 48915 (c)	Unlawfully selling a controlled substance. **
Selling SOMA	48900 (p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
Offered cont. substance	48900 (d)	Offered or arranged/negotiated to sell a controlled substance, sold, delivered, OR furnished a substance in PLACE of a controlled substance.
Tobacco	48900 (h)	Possessed or used tobacco or nicotine products.
Possess drug paraphernalia	48900 (j)	Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

** note: the purpose of the suspension is to let them 'sleep it off' and to provide time to make a plan. Try to keep suspension to less than 2 days so we minimize how much school is missed as suspension at home will increase their access and likelihood of drug and alcohol use. If needed student may return to school under In School Suspension.*

*** If a student is unlawfully selling a controlled substance, that student shall be suspended for five days and recommended for [expulsion](#) (EC 48915[c]).*

- 5) **Focus on treatment and follow up** - student will be engaging in screening and intervention with your site Aldea counselor. In order to make sure the student and family are engaging in this process it is helpful to have caring school officials follow up with them.

Resources:

[AR5131.6](#)

[EC48902](#)