

LEMOORE HIGH SCHOOL



2017-2018

COACHES
HANDBOOK

TABLE OF CONTENTS

Lemoore Union High School Athletic Programs	5
Mission Statement	
Pursuing Victory with Honor	
Purpose	
Objectives for Participants	
California Interscholastic Federation	5-6
Student Participation-CIF Code of Conduct Penalty	
Central Section Play-Offs	
West Yosemite League	
Risk Warning	
Expectations of Athletes	6-7
Participation	
Student Code of Conduct	
Athletics as Part of the Educational Program	
Being a Team Member	
Being Prepared to Participate	
Conduct	
Expectations of Parents.....	7-8
Keeping Athletics in Perspective	
Supporting Your Student/Athlete	
Supporting the Program	
Athlete Training Rules, Regulations and Procedures	8-12
Athletic Eligibility	
Team Discipline Policies	
School Discipline Policies	
Suspensions	
Grounds for Expulsion/Suspension	
Athletes Quitting a Sport	
Alcohol: Possession and Consumption	
Drug Policy	
Tobacco	
Anabolic Steroids	
Unsportsmanlike Conduct	
Academic Standards	
Home and Hospital	
Summer School Eligibility	
Eligibility and Team Rosters	
Emergency Care of Athletes	
Emergency Care Procedures	
Serious Injury or Illness	
Transportation.....	12-13
Use of Private Vehicles	
General Transportation Conduct	
Appearance	
Language	
Meals	
Valuables	
Proper Behavior on the Bus	

Conduct and Behavior
Expected Return Time
Travel out of the Central Section

Awards Policies and Procedures.....	13-14
Awards and Letters	
Championship Awards	
Award Policy	
Awards and Quitting a Sport	
Grievance Procedures.....	14-15
Legitimate Grievances	
Non Legitimate Grievances	
Formal Grievance Procedures	
Athletic Incident Report	
Expectations of Coaches.....	16-19
Modeling	
Professionalism	
Communication with Athletes	
Communications with Parents	
Communication with the Athletic Department	
Teaching Skills and Conditioning	
Priorities of Life	
Creating a Successful Environment	
Coaches Code of Conduct	
Coaches Code of Conduct Form	
Duties and Responsibilities of the Athletic Director.....	20
Duties and Responsibilities of Coaches at LHS.....	21-22
Coaches Certification	
Head Coaches Responsibilities	
Assistant Coaches Responsibilities	
Duties of the Trainer	
General Information.....	22-25
Weight Training and Conditioning Programs	
Training Room	
Facilities	
Sporting Event Evacuation Plan	
The Media	
Scheduling	
Releasing Athletes from Class	
Budgets.....	25-26
Purchases	
When to Purchase	
Where to Purchase	
Inventory	
ASB Club Advisors (Head Coaches)	26-31
Purpose of Student Organization	
Role of the Advisor	
Officer Training Workshops	

Constitutions and Charters
Meetings and Minutes
Student Organization Finance
Budget
Fundraisers
Financial Procedures
No-No's
Etc. (Miscellaneous)

Evaluation 31-33
 Athletic Coach Evaluation Form

Contracts 34-36
 Contract for Athletic Team Coach (Certificated Employee)37
 Contract for Athletic Team Coach (Classified Employee)38
 Contract for Athletic Team Coach (Walk-on)40

LEMOORE UNION HIGH SCHOOL ATHLETIC PROGRAMS

Mission Statement

It is the mission of the Athletic Programs at Lemoore Union High School to provide student athletes with the opportunity to represent the school and compete interscholastically in a wide variety of sports. It is our goal that each student-athlete will learn self-discipline, skill acquisition, sports citizenship, commitment, and respect for teammates, opponents, and officials which will lead to and demonstrate membership in a quality community.

Pursuing Victory with Honor

Preamble

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

Purpose

The athletic programs at Lemoore High School are an integral part of the educational experience. All students are encouraged to participate in the athletic program at the level most challenging to them. The goals of the athletic program are as follows:

1. To provide an athletic program which is an integral part of the educational program
2. To field competitive teams within the West Yosemite League that brings pride to the Lemoore High School community
3. To develop realistic, but challenging individual and team goals
4. To develop respect and appreciation for teammates, coaches, opponents, and officials
5. To develop self-discipline and a commitment to personal and team excellence
6. To exhibit good sportsmanship at all athletic contests
7. To have a coordinated community based athletic program

Coaches will work with individuals and teams to promote good character and leadership. It is our goal to encourage all student-athletes to growth through competition. Coaches take great pride in our athletic programs and we want all players to experience the feeling of a job well done.

Objectives for Participants

1. To develop knowledge and appreciation for the sport
2. To develop proper conditioning for the sport
3. To develop skills and ability to the highest capacity
4. To expose players to social situations that help them learn about themselves and others
5. To develop integrity
6. To represent the school and community positively

California Interscholastic Federation

The purpose of the CIF is as follows:

1. To serve as an organization through which member high schools, mutually adopt rules and regulations for interscholastic athletic competition. Failure to follow the spirit and intent of CIF rules and regulations may result in the following penalties for our athletes and school:
 - a. Forfeiture of all league games and championships
 - b. Elimination of our school from playoffs for the particular sport
2. To cultivate more cordial and friendly relations among schools through ethical standards of sportsmanship.
3. To promote the acceptance of the Cardinal Principles and Code of Ethics of the CIF.

4. To promote equal opportunities for all youth, regardless of race, religion, sex or national origin.

CIF – Central Section Play-Offs

Pursuant to LUHSD board policy BP 61452(D) Lemoore High School athletic teams will only be eligible for CIF-Central Section Play-Offs if their league or overall win/loss record is .500 or better.

Student Participation-CIF Code of Conduct Penalty

Student participation in athletic contests is a privilege. As a student athlete, you are expected to conduct yourself in an exemplary manner at all times. During participation in all CIF competition, a student/athlete or coach who is ejected or disqualified from participating in the remainder of said contest will be ineligible for the team's next contest. If an athlete or coach is ejected or disqualified from a second contest during the same season of sport for unsportsmanlike conduct, they will miss the next two CIF contests. A third ejection or disqualification during the same season of sport will be ineligible for all CIF contests for one calendar year.(365 days) In addition, any student who physically assaults a game or event official shall be banned from interscholastic athletics for the remainder of the student's interscholastic eligibility.

West Yosemite League

Lemoore High School is a charter member of the West Yosemite League. The schools that comprise the WYL include: El Diamante, Golden West, Hanford, Hanford West, Mt. Whitney, and Redwood. The management of this conference is conducted by the principals, and athletic directors of the member schools. Each school serves a term as the league representative to the Central Section CIF council.

As a member of the West Yosemite League, we are also responsible for following the constitution, by-laws, and sport regulation as established by the Executive Board of the West Yosemite League. The WYL constitution and sport regulation are continually being revised and up-dated. If there are problems with the constitution, by-laws, or sport regulations, it is imperative that the coaches, through their league representative, inform the Executive Board, so the problem can be addressed.

Risk Warning

Participating in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring.

Players may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. Even if all of these requirements are met, a serious injury may occur.

Expectations of Athletes

Participation:

Athletic is voluntary. Participating on a sport/team is a privilege which must be earned and is not a right. With these privileges come responsibilities. Athletes must maintain the established standards of conduct of the LUHS District as defined in the Code of Ethics and CIF Code of Ethics **both on and off the field. All Lemoore Union High School District policies for students are applicable to athletic practices and competitions – including travel to and from such events.**

Behavior not becoming of a student/athlete can be cause for discipline from coach and or administration as well as possible dismissal from a team.

Student Code of Conduct:

1. Understand that participation in sports is a privilege.
2. Place academic achievement as a high priority.
3. Know and play by the principles of Pursuing Victory with Honor
4. Respect all equipment and use it safely and appropriately.
5. Respect others and treat them as you would like to be treated

6. Cooperate with coaches, teammates and opponents
7. Don't argue with officials or complain about calls
8. Refrain from use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development that is not approved by the United States Food and Drug Administration, Surgeon General of the United States of American Medical Association.
9. Not be involved in any form of hazing.
10. Win with class and lose with dignity

Athletics as Part of the Educational Program

Athletics is just one of many parts of the education process that is provided to students. The reason students are in school is to learn and therefore academics will always be a priority. Maintaining academic eligibility is the student's responsibility, not that of coaches or teachers. Participating in athletics and being on a team may mean sacrifices. The commitment an athlete makes to his/her team and coaches may require that choices be made and priorities kept.

Being a Team Member

Athletes learn many skills while participating in sports, but the most important skill is that of teamwork. All successful teams work together and pride themselves on teamwork.

Being Prepared to Participate

Athletes should be on time to practice, and be ready to listen and learn. Athletes should be prepared physically and mentally for the season. Off-season training includes taking care of one's body and mind at all times.

Conduct

1. On the field athletes will be respectful towards their teammates, coaches, opponents, officials and fans.
2. They will play by all the rules of the game at all times.
3. On campus, athletes will set an example of good citizenship.
4. They will help promote school spirit and be aware of their appearance and manner at all times.
5. In the classroom, athletes will show respect for teachers and fellow students.
6. Athletes must remember that they represent their team, school, and community at all times.

Expectations of Parents

Keeping Athletics in Perspective

1. Always emphasize academics as a priority.
2. Assist the student/athlete to use his/her time wisely so that athletics does not interfere with academics.
3. Use athletics as a way to teach children how to react and interact with other people.
4. Help son/daughter to understand that athletic ability varies from person to person; effort is just as important as natural ability.

Supporting Your Student/Athlete

1. Attend as many of your child's contests as possible.
2. Encourage both male and female participation.
3. Allow son/daughter to select a sport based on his/her perceived likes and abilities.
4. Provide a pressure-free environment regarding playing and scholarship expectations.
5. Help son/daughter by providing all of his/her medical needs and see that they have proper equipment when not provided by the school.
6. Stress the importance of the complete athlete, both mentally and physically.
7. Stress the importance of perseverance rather than quitting.

Supporting the Program

1. Parents should be supportive of the coaching staff.
2. Parents should attend all meetings requested by coaches.
3. Support the coach's preparation plan. Being on a successful team is important to your child.
4. Talk to your child frequently about how things are progressing with their sport.

5. Make arrangements to talk to the coaches privately and early about any problems that might materialize.
6. Take into consideration practice and games when planning family events.
7. Understand the needs of particular sports. Every sport has different demands of time and preparation.
8. Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
9. Model positive behavior towards everyone at all times.

Athlete Training Rules and Regulations

Athletic Eligibility:

In order to be eligible for try-outs, practices and/or athletic contests, an athlete must:

1. Have a physical card on file that has been signed by a doctor and parent
2. Be a full-time student at Lemoore High School (at least 5 of the 7 periods)
3. Have a signed copy of the training rules on file in the bookkeeper's office.
4. Meet residence requirements as specified by the CIF.
5. Be clear of any suspensions as outlined in the Training Rules.
6. Students must be in school, attending all classes, the day of an activity in order to participate in the activity (game, practice, rehearsal, etc.), unless otherwise arranged in advance with the Principal or Assistant Principal. It is the responsibility of the student to self-report absences to the coach/advisor (it is NOT the responsibility of the Coach or Advisor to monitor student absences). Students who violate this expectation will be subject to disciplinary consequences, including dismissal from an athletic team.
7. 2.0 GPA to compete in an athletic contest.
8. Have all uniforms turned in from previous sport.
9. All appropriate bills must be paid to the LHS Bookkeeper.
10. Recommend that you purchase an ASB card.

Team Discipline Policies

1. Each head coach will set his/her own team rules. Coaches can enforce a stricter discipline policy.
2. Rules and Policies will be written out and given to parents to sign a consent.
 - a. Head coaches will keep all signed rules and policies on file for reference.
 - b. Rules and policies will be turned into the athletic director prior to the start of the season.
3. Coaches will meet with parents to cover expectation of rules, policies and behavior of students/parents at the start of the season.
4. Athletes must maintain the established standards of conduct of the LUHS District as defined in the Code of Ethics and CIF Code of Ethics **both on and off the field.**

School Discipline Policies:

LUHSD discipline policies are applicable to all student/athletes. If an athlete has been involved in a violation of school policies, it can and will affect the student/athlete. Anytime there is a school-sponsored activity it is considered part of the school year. Summer time and vacation periods are considered "School Year" when school sponsored, school supervised gathering or trips are taken.

Suspensions:

Students that are suspended are not eligible to compete during the suspension including any weekend activities. Any athlete receiving a multiple day suspension may be removed from a team. An athlete receiving more than one multiple day suspension during a season of sport will be removed from the team for the remainder of that sport.

Grounds for Expulsion/Suspension:

Expellable offenses are detailed in Education Code 48900 (a) through (e) and in Lemoore High School District Board Policy 5144.1, and AR 5144.1; Grounds for Suspension are provided for in Education Code 48900 (f) through (o).

California Education Code §48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266C, 286, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur any time, including but not limited to, any of the following:

- (1) While on school grounds
- (2) While going to or coming from school
- (3) During the lunch period, whether on or off the campus
- (4) During, or while going to or coming from, a school sponsored activity

Athletes may be removed from a team for any of the above offenses.

Athletes Quitting a Sport

The head coach may or may not allow a player that has quit the team to return. Athletes who quit a team may lose all rights of a team member including awards or post season honors.

1. Athletes quitting a sport prior to the scrimmage can continue to another sport without penalty.
2. Any athlete that quits a sport after the scrimmage will have to miss the same percentage of the season of their next sport
 - a. If an athlete quits after 10% of the scheduled games are completed, the athlete must miss 10% of the next sport.
 - b. If there is a special circumstance, the player, head coach, and athletic director will meet to determine a suitable decision.
3. An appeal can be made to the principal and the athletic director.
4. If an athlete quits during a spring sport, the penalty will be enforced the next school year.
5. It is the student/athlete's responsibility to communicate to the head coach, his/her intention to quit the team. If the athlete fails to attend practices or games, and does not inform the coach, he/she will be presumed no longer on the team.

Alcohol: Possession and Consumption

1. First violation: Suspension from practice and competition for 45 school days. The athlete is to be referred to counseling and guidance program.
2. Second violation: If second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at LUHS.
3. School policy for alcohol is also applied.

Drug Policy

1. First violation: Suspension from practice and competition for 45 school days. The athlete is to be referred to counseling and guidance program.
2. Second violation: If second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at LUHS.
3. School policy for drugs is also applied.

Tobacco

1. First violation: Suspension from practice and competition for 5 school days. The coach will discuss the effects of smoking and/or chewing with the suspended athlete. The athlete, while suspended from athletic contest, must attend all practices, and must be with the team during athletic contests.
2. Second violation: Suspension from practice and competition for 45 school days.
3. School policy for tobacco is also applied.

Anabolic Steroids

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height, cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids. Anabolic steroids are an illegal drug and anyone in possession of or found using them will be subject to the drug policy previously listed.

Under no circumstances will personnel at LHS ever condone the use of performance enhancing drugs or steroids

1. First violation: Suspension from practice and competition for 45 school days. The athlete is to be referred to counseling and guidance program.
2. Second violation: If second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at LUHS.
3. School policy for drugs is also applied.

Unsportsmanlike Conduct:

Unsportsmanlike conduct will not be tolerated. There are two categories of unsportsmanlike conduct:

1. Minor:
 - a. First violation: Athlete suspended for one week from athletic contest. Head coach and athletic director will counsel athlete.
 - b. Second violation: Athlete is suspended from team for remainder of the season.
 - c. Third violation: Athlete will not be allowed to participate in any athletic programs at LUHS.
2. Major: Violations of this type will result in removal from the team
 - a. Abusive language or obscene gesture towards any Lemoore High Coach, opposing coaches, fans, officials or bus driver.
 - b. Stealing from teammates or opposing teams.

Academic Standards

Any student entering from the eighth grade into a CIF four-year high school must have 2.0 GPA at the last quarter of the 8th grade year to be scholastically eligible. A probationary period of six weeks is provided for those 8th graders who do not meet the 2.0 GPA requirements the preceding quarter. Students are eligible during the probationary period. A student must have 2.0 GPA at the end of the probationary period in order to be eligible the subsequent quarter.

1. Transfer students must have passed at least 20 semester periods of work at the completion of the last regular grading period with a 2.0 GPA.
2. Lemoore High School students must have a 2.0 GPA in seven subjects at the end of each six-week grading period in order to be eligible the subsequent six weeks. Eligibility will be determined at the end of each six-week period.
3. Eligibility is to be checked by the athletic director and coach as soon as the list is posted by the principal's office. The ineligibility policy becomes effective immediately upon distribution to the coaches and teachers.
4. An athlete that is ineligible may not travel with the team to an away contest.
5. The extracurricular activity eligibility policy will be applied for each six week progress or semester grading period.

Home and Hospital

Students that are enrolled in and home and hospital program are NOT eligible to compete athletically until they return to regular classes at Lemoore High School

Summer School and Eligibility

All athletes must have a 2.0 GPA in order to compete in athletics while at Lemoore High School. All student grade point averages are compiled on a 4.0 scale. There are no provisions for granting bonus points for Honors, Advanced Placement or college classes.

Student Athletes that are ineligible as a result of spring semester grades may include courses taken in the following summer session in the recalculation of their eligibility along with the last grading period grades. Courses taken in the summer will be added to the courses of the proceeding grading period and the grade point average will be recalculated. Summer school grades can never replace a grade that was previously earned in a class.

Summer school credits can only be counted toward making up deficiencies incurred in the grading period immediately preceding. Students can only use two courses during summer school to help with the recalculation of eligibility. Summer school grades shall not impair an athlete's scholastic eligibility achieved in the grading period immediately preceding.

If a student uses summer school to recalculate his/her grade point average, he/she will be required to pick up a form from the counseling office, complete the form, and return it to the registrar. It is the student's responsibility to complete the form and have his/her GPA recalculated.

Eligibility and Team Rosters

1. It is the responsibility of the head coach to check the eligibility of athletes each grading period.
2. It is the responsibility of the head coach to turn into the athletic director, an alphabetical list of his/her team two weeks prior to the first contest.

Emergency care of Athletes

Everyone must be concerned about the safety and well-being of the student/athlete. A reasonable and prudent defense is the best resolve to legal action. You should know the following:

1. The health status of the players and if they require medical approval for participation. Make sure a copy of the athlete's medical record is on file.
2. Follow the proper procedures in case of injury, and keep accurate records of all accidents and injuries.
3. Confirm that players wear protective equipment that is properly sized and fitted.
4. Analyze coaching methods and procedures that assure the safety of the players in all drills and competition.

Emergency Care Procedures:

1. Do not move a student until his/her condition has been carefully evaluated. Contact the trainer. Notify the office or administration immediately.
2. Parents are to be notified by the coach or the office.
3. Transport injured athlete in parent's car, unless an ambulance is necessary. If the situation is not an emergency, the parents must be consulted before calling for an ambulance.
4. An accident report form must be completed with 24 hours for all accidents.
5. Coaches should be familiar with local emergency procedures when traveling for a contest.

Serious Injury or Illness

1. Know the closest access to a phone
2. Contact the trainer immediately
3. Notify the office
4. The office will:
 - a. Locate school nurse or administrator
 - b. Call a physician
 - c. Contact parents or guardian
 - d. Call ambulance or paramedics if needed
5. If the situation is life-threatening:
 - a. Do not move the athlete
 - b. Start first aid immediately
 - c. Obtain help
6. Coaches are not doctors or pharmacists. Do not prescribe any medications or remedies.
7. Extreme emergency: 911

Transportation

- LUHSD will provide transportation to all scheduled contests during **and after** the school day.
- All students must ride school provided transportation to their scheduled contest. At the conclusion of the contest a player may ride home with parent as long as it is approved and documented with head coach.
- All weekend **and Summer** travel will be the responsibility of the athletic teams and programs. Coordination of travel will be the responsibility of the Head of each Sport.
- Coaches using a District provided van for means of transportation must be cleared through the district DMV Pull Notice program.
- Pursuant to LUHSD Board Policy (BP 6145.2(D)) Lemoore High School Athletic Teams will not travel outside of the CIF Central Section with the following exceptions:
 - Participation in CIF State or Regional Play-Offs
 - Special Permission may be granted by the site principal if all travel costs are covered by the specific team that would be travelling
- There will be no use of school buses to transport athletes to and from athletic contests within the Hanford Joint Union High School District. (Hanford, Hanford West & Sierra Pacific High School) Exceptions will be determined by the athletic director and the principal.

Use of private vehicles

Private vehicles being operated for district purpose must meet the following guidelines:

1. Driver must possess:
 - a. Valid CA driver's license
 - b. Minimum liability insurance as required by the State of CA
 - c. Driver must be cleared through the district DMV Pull Notice program.
2. Number of passengers shall not exceed eight (8) including the driver. In no case shall the number of passengers exceed the number of seat belts.

General Transportation Conduct

It is recommended that a coach ride a bus that is full. The bus driver has control of the bus. If you have a disagreement with the driver, please contact the athletic director. Failure to follow the bus regulations can result in appropriate disciplinary action, which could include loss of bus privileges for athletes.

Appearance

You must display pride in your appearance by being well groomed and neatly dressed.

Language

Profanity will not be tolerated at any time

Meals

In some instances, the team may stop for either a pre-game or post-game meal. Please be prepared by bringing appropriate meal money or bringing your own snacks/meal. Athletes are expected to stay together as a group at all times.

Valuables

If you don't want to have it lost or stolen, don't bring it!!

Proper Behavior on the Bus

Proper behavior on the bus is expected, at all times, for the respect, safety and well-being of yourself and others.

1. Students are expected to conduct themselves in an orderly manner that would include:
 - a. Talking in normal tones.
 - b. Remain seated at all times.
 - c. Following verbal instructions from the driver and the coach.
 - d. Absolutely NO rough housing.
 - e. Only radios with headphones are allowed.
 - f. Students will keep hands and head inside the bus at all times.
 - g. Obscene language, literature, etc., is prohibited.
 - h. No eating or drinking on bus (unless permission is given by the bus driver).
 - i. All trash must be removed when exiting the bus.

Conduct and Behavior

As athletes, you are representing your team, school, community, parents and most importantly, yourself.

Expected Return Time

In order to avoid parent/guardian concern, please advise your parents/guardians of the approximate return time, along with the place that the bus will unload. Please have parents/guardians either waiting for students at school or expecting a phone call from students upon return to the school. The coach will give students access to a phone.

The coach is responsible for supervision until the parents/guardians arrive. Students will please stay in a well-lighted area near the front of the Event Center, until released to parents/guardians.

Awards Policies and Procedures

Award and Letters

An athlete must complete the season in favorable status in order to letter. Athletic letter "L" will only be awarded to participants that are on a varsity team. Additional Athletic letters can be purchased for \$15.00 at the bookkeeper's office.

Championship Awards

Championship Awards are the responsibility of the program (not the athletic department). The athletic department will order and bill the sports student body account for all championship patches and/or rings.

Award Policy

The Lemoore Student Body will provide the following awards to the athletic teams:

Varsity:	4 awards
J.V.:	3 awards
Freshman:	2 awards

The trophies or awards are not to exceed the monetary amount set down by CIF.

Awards & Quitting a Sport

Athletes who quit a team may lose all rights of a team member including, but not limited to, awards or post season honors.

Grievance Procedures

The grievance process is intended to address any concerns of alleged unfair treatment of athletes. It is our belief that a quick and honest discussion between all parties will result in the positive resolution for all concerned and an improvement in the atmosphere for both athletes and coaches.

Legitimate Grievances:

1. Mistreatment of athletes verbally, mentally or physically.
2. Any violation of an adopted code of ethics, conduct or expectations.

Non Legitimate Grievances:

1. Athletes not given enough playing time.
2. Athletes not playing the right position.
3. Strategies used by the coach.
4. Win/loss record of the team or coach.

Formal Grievance Process

It is the intent of the athletic department that all problems be resolved before coming to a formal grievance procedure. If after discussions with the student/parent and coach are unsuccessful, the following procedure and timeline should be followed:

- Step 1:** Any problem or concern with athletic staff is to first be discussed with the athletic director. Parent/Guardian must fill out Lemoore High School Athletic Incident Report. Forms can be picked up in the athletic or attendance office. There must be a complaint form filled out in order to proceed with a formal investigation.
- Step 2:** The Athletic Director will investigate the complaint by interviewing the athletes in question, coaches and the Head of the Sport.
- Step 3:** The results of the investigation will be reported to the Head of the Sport, the Principal and the parent/guardian with ten working days.



Lemoore Union High School District Athletic Incident Report



Name of AIR filer: _____
(First) (Last)

Home Address: _____
House/Apt. #) (City) (Zip)

Phone Number _____
(Home) (Work) (Cell)

DATE STAMP

E-mail: _____

Does this AIR involve a student-athlete that you are the parent/guardian of? Y/N

If yes: Name: _____ Grade: _____ Sport: _____

If no, how are you involved?

In the space provided below describe in detail the incident(s) in question. Specific details such as names, dates, locations, and times are necessary to conduct a successful investigation.

[Large empty rectangular box for incident description]

To my knowledge the information listed above is true and accurate. I request that an investigation take place according the standards set in the LUHSD Athletic Handbooks.

(Name Print): _____ (Signature) _____ (Date) _____

Expectations of Coaches

Modeling

1. Because coaches' lives are open to public scrutiny, coaches should use good judgment in conducting their private and public lives.
2. Because impressionable youths many times imitate the actions of their coaches, these coaches should model exemplary behavior on and off the field, and encourage their athletes to do the same.
3. Coaches should instill in the athletes that they are all representing not only their school, but also their families and community as well.

Professionalism

1. Coaches behavior on and off the field should exemplify leadership, composure, discipline and integrity.
2. Coaches should allow every student a fair and equal opportunity to try out for the team without prejudice based on prior experiences.
3. Coaches should use caution and common sense in any physical contact with their athletes.
4. Coaches should not exert undue influence on athletes either to play one sport at the expense of another or to play on a club team.

Communication with Athletes

1. Coaches should communicate in a positive manner even when correcting or criticizing an athlete.
2. Coaches should emphasize team loyalty and effort, stressing the value of each individual's contribution toward the success of the team.
3. Coaches should assist students in setting realistic goals, then achieving them, one at a time.
4. Coaches should help each athlete to achieve his/her personal best.

Communications with Parents

Coaches should have a meeting prior to the season to:

1. Inform parents, orally and in writing, of practice hours and the schedule of games and tournaments.
2. To discuss with parents the various roles they might play in assisting in their student's success.

Coaches should be open and available to discuss a students' progress with his/her parent.

Communication with the Athletic Department

Coaches will have a seasonal meeting with the Athletic Director regarding the needs of the sport, i.e. inventory, equipment, budget, game scheduling and transportation.

Coaches will provide the Athletic Department with the following:

1. Team Roster
 - a. Check ineligibility.
 - b. Keep the AD informed of any additions/deletions to the roster.
2. Transportation Requirements
 - a. Dismissal and departure times of all games scheduled.
 - b. Any changes must be submitted at least 48 hrs. from game time.
3. Game Scores
 - a. Please notify the AD of scores for all levels, either the day of or the next day after the completion of the event. Please submit this information via text/e-mail/voice mail or in person to either the AD or athletic secretary.
4. Practice Schedules.
 - a. Practice schedules are to be turned in prior to the beginning of the season, to the athletic department. A copy will then be forwarded to the facility scheduler.
 - b. If you do not turn in your practice schedule, this may result in unavailability and conflicts, with other activities that have been scheduled for the facility you wish to use.

Teaching Skills and Conditioning

1. Coaches should be knowledgeable and well trained in teaching the skills of the sport.
2. Coaches should physically condition their athletes before each season and teach techniques that enhance an athlete's safety.
3. Coaches should stress the necessity of athletes being in their best physical condition as a responsibility to themselves as well as to their team.

Priorities of Life

1. Coaches should remember that athletics are only part of a student's life and must be kept in a realistic balance with the demands of academics and one's family.
2. Coaches should teach the athletes to win with a sense of accomplishment and humility and to lose without excuses.

Creating a Successful Environment

1. Coaches should prepare themselves as students of the game.
2. Coaches should be positive and enthusiastic.
3. Coaches should develop a program that will attract students to the sport.
4. Coaches should make the sport competitively fun.

Coaches Code of Conduct

Coaches will meet with athletic director prior to start of their season and discuss the influence and importance of the job of being a coach for LUHSD. Each coach will then sign and keep a copy of the following Coaches Code of Conduct.



Lemoore Union High School District Coaches Code of Conduct



Pursuing Victory With Honor

The title of this campaign — "Pursuing Victory With Honor" — makes clear our philosophy that sports best achieves its positive impact on participants and society when everyone plays to win. In fact, without the passionate pursuit of victory much of the enjoyment, as well as the educational and spiritual value, of sports will be lost. Winning is important and trying to win is essential.

Winning Is Important, but Honor Is More Important. Quality sports programs should not trivialize or demonize either the desire to win or the importance of actually winning. It is disrespectful to athletes and coaches who devote huge portions of their lives to being the best they can in the pursuit of individual victories, records, championships and medals, to dismiss the importance of victory by saying, "It's only a game." The greatest value of sports is its ability to enhance the character and uplift the ethics of participants and spectators.

Ethics Is Essential to True Winning. The best strategy to improve sports is not to de-emphasize winning but to more vigorously emphasize that adherence to ethical standards and sportsmanship in the honorable pursuit of victory is essential to winning in its true sense. It is one thing to be declared the winner, it is quite another to really win.

There Is No True Victory Without Honor. Cheating and bad sportsmanship are simply not options because they rob victories of meaning and value and replace the inspirational high ideals of true sport with the degrading and petty values of a dog-eat-dog marketplace. Victories attained in dishonorable ways are hollow and degrade the concept of sport.

Ethics and Sportsmanship Are Ground Rules. Programs that adopt Pursuing Victory With Honor are expected to take whatever steps are necessary to assure that coaches and athletes are committed to principles of ethics and sportsmanship as *ground rules* governing the pursuit of victory. Their responsibilities to demonstrate and develop good character must never be subordinated to the desire to win. It is never proper to act unethically to win.

Benefits of Sports Come From the Competition, Not the Outcome. Quality amateur sports programs are based on the belief that the vital lessons and great value of sports are learned from the honorable pursuit of victory, from the competition itself rather than the outcome. They do not permit coaches or others to send the message that the most important benefits derived from athletic competition can only be achieved when an athlete or a team wins.

Coaches Code of Conduct

1. Be aware that coaches have a tremendous influence on educating the student-athlete and will never place the value of winning above the value of character.
2. Properly instruct players in the safe use of equipment.
3. Show respect for players and other coaches
4. Respect the integrity and judgment of game officials
5. Establish and model fair play, sportsmanship and proper conduct.
6. Provide proper supervision of student-athletes at all times
7. Use discretion when providing constructive criticism and when reprimanding players.
8. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
9. Support the principles of Pursuing Victory with Honor
10. A coach will not exert pressure on faculty members to give student-athletes special consideration

Violation of any of the code of conduct may result in the following:

1st Offense: Meeting with Athletic Director and Principal. Verbal warning will be issued and possible suspension and or dismissal.

2nd Offense: Meeting with Athletic Director and Principal. Written warning will be issued and suspended or dismissed.

3rd Offense: Dismissal from coaching assignment.

By Signing below, I am acknowledging I have received a copy of the Coaches Handbook and I have read and understand the Coaches Code of Conduct.

(Print)

(Sign)

(Date)

Duties and Responsibilities of the Athletic Director

The athletic director reports to and assists the principal in the supervision of coaches and others involved in the school athletic programs. The goal of the athletic director is to provide for overall leadership and coordination among the various sports to facilitate programs that provide student-athletes a quality educational experience. The duties and responsibilities include:

1. Responsible to the district superintendent and works under the direction of the high school principal.
2. Organizes, coordinates, and supervises the total athletic program.
3. Keeps the coaching staff informed of the current rules and regulations.
4. Represents Lemoore High School at league and CIF meetings.
5. Responsible for administrating all interscholastic policies and procedures, working within the framework of the rules and by-laws of CIF.
6. Evaluates coaching staff and makes recommendations on assignments to the principal.
7. Responsible for all recommendations for the improvement of adequate facilities.
8. Responsible for the development of all athletic schedules.
9. Determine ways to help support and finance the athletic program.
10. Make arrangements for all interscholastic events.
11. Administers and approves all orders for the athletic programs.
12. Attends and or arranges for proper supervision at athletic events.
13. Manages all league and playoff activities assigned to LHS.
14. Promotes LHS and the community.
15. Obtains officials, team physician, and security as required and assumes the general responsibility for the proper supervision of all home athletic events.
16. Verifies the eligibility of each athlete and administers the physical requirements for participation in each sport and confirms clearance with coaches.
17. Prepares and administers the athletic program budget.
18. Supervises the cleaning, storage, and care of all athletic equipment, along with maintaining an up-to-date inventory.
19. Approve all uniform items to ensure all uniforms for athletic teams are in compliance with school colors.
20. Arranges all details for visiting teams.
21. Arranges the facility practice schedules for the athletic programs.
22. Promotes and recognizes the programs for the athletes at LHS.
23. Works in partnership with the athletic and maintenance staff to provide a safe and suitable facility.

Duties and Responsibilities of Coaches at LHS

Coaches Certification

Any person interested in coaching at Lemoore High School must have all reports and paperwork into the district office and be approved by the school board before coaching or attending practices.

1. Any person who has been convicted of any violent or serious felony offense referred to in the Education Code 45122.1, a sex offense or any other offense involving a controlled substance or a DUI within the past 10 years will not be considered for a coaching position in the Lemoore Union High School District unless they have received a certificate of rehabilitation and pardon from the courts.
2. The District must have on file, a written statement from a nurse that the coach is free from tuberculosis or any other contagious disease.
3. Coaches must be knowledgeable and competent in the following:
 - a. Care and prevention of athletic injuries, basic first aid and emergency procedures.
 - b. Knowledge of child or adolescent psychology as it relates to sports participation.
 - c. Coaching knowledge and/or experience.
4. Coaches must have a valid CPR and First-Aid card.
5. All coaches must have a background check and have a live scan (fingerprints).
6. All coaches must be approved by the principal, athletic director and the Lemoore High School District Board of Trustees.
7. You must show proof of completion of Coaches Education from a certified CIF/ASEP coaching Education Program and proof of completion of an approved Concussion and Cardiac Arrest education course.

Head Coaches Responsibilities

1. Carefully supervise all levels of their sports teams.
2. Inform their staff at all levels of the current rules and regulations pertaining to their sport.
3. Assist the athletic director in the following:
 - a. Placement of personnel.
 - b. Budgeting.
 - c. Scheduling.
 - d. Transportation.
 - e. Awards.
 - f. CIF and WYL advisory meetings.
 - g. Care, maintenance and preparation of facilities for practice and games.
4. Varsity head coaches are responsible for:
 - a. Inventory of equipment.
 - b. Issuing and receiving equipment.
 - c. Submitting equipment needs to the athletic director.
 - d. Care and maintenance of equipment.
 - e. Care and prevention of injuries.
 - f. Ensure all uniform items for their teams are in compliance with school colors. School colors at Lemoore high School are purple and Gold. Uniforms must be predominately purple and gold not just outlines, shades or borders. We must ensure our uniforms are promoting school spirit.
5. Instruct all assistant coaches of their responsibilities.
6. Be responsible to the athletic director and principal for the total conduct of their sport.
7. Organize, oversee, and conduct all practice sessions.
8. Confirm clearance of all athletes in their program.
9. Make sure all team members understand training rules set by the district, school and team.
10. Report all rule violations to the athletic director.
11. Hold team members accountable for proper use and care of equipment.
12. Make sure team is properly supervised at all times.
13. Cooperate with media regarding publicity and information about their sport.
14. Keep statistics for school records.
15. Make sure team represents Lemoore High School properly during away contests.
16. Properly secure all doors and turn off lights when leaving facilities.

Assistant Coaches Responsibilities

1. Assistant coaches are assigned by head coach, with the approval of the athletic director, principal and board members.
2. Perform delegated duties set forth by the head coach.
3. Follow all school policies.
4. Assist in preparing facilities.
5. Help issue equipment, check equipment, and take inventory.
6. Assist in supervision

Duties of the Trainer

1. Work with team physician, athletic director, coaches, student-athletes and parents.
2. Supervise the training room.
3. Train and recruit student-trainers.
4. Report all serious injuries to the family doctor and athletic director. Do not diagnose and give medical treatment without consulting team physician or family doctor.
5. Maintain treatment and injury log.
6. Recommend to coach, an athletes return to practice or game. The doctor has final say in determining whether an athlete is able to participate after an injury.
7. Administer all first-aid and taping.
8. Be present at all home contests and work with athletic director on away events.
9. Be available during practices.

General Information

Weight training and Conditioning Programs

A coach may hold a weight training or conditioning program during the off-season. Weight room rules must be followed or privileges will be lost.

1. A coach must be present when the weight room is being used.
2. All weights must be put away neatly and all bars must be cleared.
3. Athletes should be dressed appropriately.
4. Lock weight room and turn out lights after each use.

Training Room

Please emphasize to athletes that the training room is a place for athletes needing care and or treatment of injuries. When the trainer is not in the room, please do not allow any students in the room.

The Media

It is the responsibility of the head coach to notify the local newspaper about the results of their team's contests.

Facilities

Coaches and programs hosting tournaments for fund raisers or requesting facilities for non-Lemoore High School athletic events to include practices may be subject to facility use fees. The Lemoore Union High School District facilities are available for community use but you must obtain a Facilities Use Request Packet (E 1330 a-e) from the School Office or web site.

Coaches and programs holding tournaments for Lemoore High School athletic events during their season of sport will not be subject to facility fees. Coaches must fill out a Lemoore Union High School District facility use form (E1330 (g) for approval.

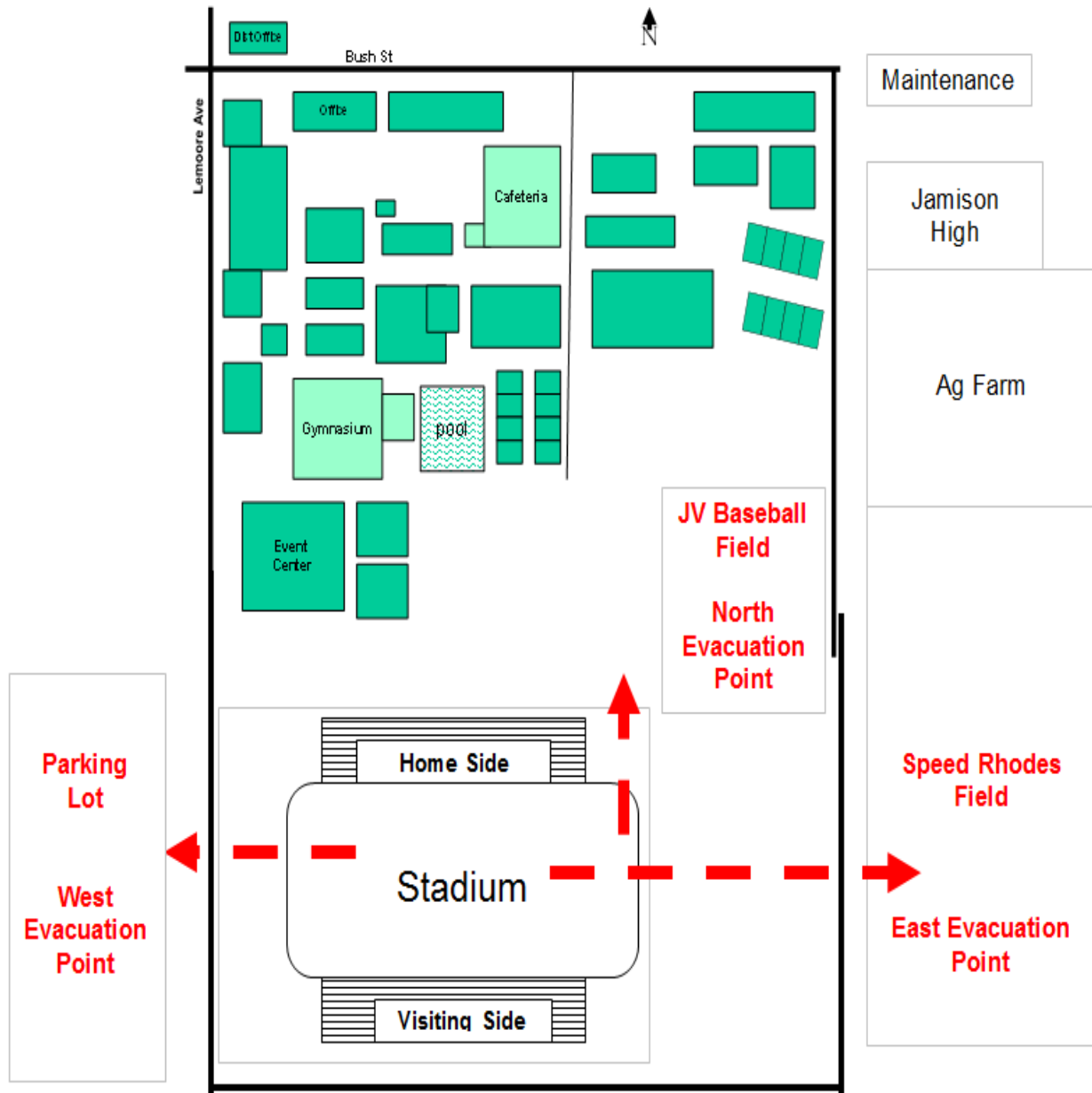
Upon approval of event, date, terms, and cost, the District will schedule the event on the LHS Master Calendar. The dates and times on the facilities request will be used for scheduling manpower and utilities

usage, so coaches need to ensure they are entering correct times and following the schedule. Reserving the facility for a 3-hour block in the morning does not mean you have the facility all day.

Sporting Event Evacuation Plan

1. If you suspect that shots may be fired or hear shots being fired have all Students, Staff, Athletes, Coaches and Fans lie flat on the ground, cover their head with their arms and keep as low as possible, whether you are indoors or outdoors.
2. If the need arises to evacuate the Event, we will wait till the safest Evacuation Point has been determined.
3. We will exit to the safest Evacuation Point and we will wait further instruction.

LHS Stadium Emergency Evacuation Map



Scheduling

The athletic director, with the help of the head coach, will set up the schedule for each sport. The majority of our scheduling is automatically accomplished by our league representatives. Do not make any firm commitments without checking with the athletic director. Transportation and facilities must first be checked out before confirmation is made.

The limitation on number of contests to be scheduled is set by CIF. In certain sports, it is the responsibility of the coach to keep track of the individual number of contests.

Releasing athletes from class:

When athletes are to be excused from class to attend an athletic event, a list of the athletes traveling must be turned into the attendance office. Athletes are not to be released more than 15 minutes before the bus is scheduled for departure or they may be released in between classes if it is deemed to have less interruption on instructional time. The Athletic Director is responsible for the release of athletes.

Budgets

Each school year the head coach of each sport will be requested to fill out budget forms for the following season. These forms, along with the deadline for submission will be supplied by the athletic director. In compiling equipment and materials needed, the most important consideration is to be certain of the present inventory and most definite needs.

Once the budgets have been granted, the athletic director will work with each head coach to ensure that their vital equipment needs are taken care of. This meeting with the athletic director will generate a list of approved items and serve as a guide in making purchase requests.

Purchases

All district purchases must be initiated by the Head Varsity Coach of that program. The coach will forward the purchase order, along with copy of invoice and any additional information to the athletic director when ready to make a purchase. The following information will be needed for district purchases:

1. Name and address of the company.
2. Catalog name and number of the article.
3. Number of items needed.
4. Unit cost per item.
5. Tax
6. Shipping

No district purchases will be complete without a purchase order.

When to purchase

In order to ensure delivery before the start of each season, it is necessary to set purchasing date deadlines for major items:

1. Fall sports June 1 (preceding school year)
2. Winter sports September 1
3. Spring sports October 1

Where to purchase

There is no definite restriction for making purchases. The general policy has been to buy locally if the business can supply the brand and amount needed. Each coach should check several sources for the best price available on desired equipment. The athletic director has the final approval on all district purchases. The school district may not allow some purchases to be made through specific vendors.

Inventory

All equipment and uniforms etc. will be turned in along with the inventory at the end of each season. It will be the full responsibility of each head coach, upon completion of his/her program to provide the athletic director with an up-to-date inventory of all equipment charged to a particular sport. Inventory forms for this purpose will be furnished by the athletic director.

ASB Club Advisors (Head Coaches)

This section is a brief overview of the responsibilities and expectations of an LHS Advisor who would participate in fundraising for an LHS group or club. For complete information and forms mentioned in this text, please see the LHS Activities Director and ask for a copy of the LHS Advisor Handbook.

A. Purpose of Student Organizations

Student organizations at Lemoore High School exist to organize common student needs and/or interests. Like all democratic, corporate entities, it is important to keep in mind:

1. Student organizations belong to the STUDENTS who are members of that organization.
2. Members of the organization have a voice in the use of the assets of the organization.
3. Members of the organization are entitled to an accounting of the assets and resources of the organization.

“Forms” referred to in this handbook are available with the Activities Advisor.

B. Role of the Advisor

1. To model and explain the democratic concepts and principles involved in collective decisions.
2. To supervise the safety and conduct.
3. To articulate rules and limitations on the group’s activities.
4. To offer advice, and when necessary, direction.
5. Other than for reasons of safety and compatibility with school policies, the advisor must refrain from imposing his/her will and agenda on the group.

C. Officer Training Workshops

The Activities Advisor and the ASB usually offers a series of workshops to train officers in the fall of each year. Comprehensive workshops for club presidents (open to vice presidents as well); secretaries, and treasures, offer a general instruction and some practice in the techniques of club leadership, and assist greatly in the success of the students involved.

D. Constitutions and Charters

All LHS student organizations are required to have a constitution in order to be a club. Advisors should post and/or make available the organizations governing agreement to all members of the club. Advisors should review it each year and make sure it is still current.

The minimum features required in LHS student organization constitutions are:

1. Name and purpose of the organization
2. Membership qualifications and privileges
3. Selection procedures, removal procedures, titles, duties, and term of office for all officers
4. Procedures for filling vacancies of office
5. Financial procedures: budget adoption, budget modification, expenditure procedures, reporting procedures
6. Provisions for amending the constitution, and adopting/amending any bylaws or other club policies.

A Chartered Club at LHS simply means that the LHS club has applied to the ASB for and received a “charter”, which entitles the organization to send a voting representative (preferably the club president) to the LHS ASB Legislative Council. The Legislative Council is made up of all class officers and a representative of each of the chartered clubs. The Legislative Council has the authority to deny a charter application. Charters are often revoked

for cause by the Council; almost always due to lack of attendance at Legislative Council meetings (which are held every grading period, during a set period). Having the charter revoked means that the club loses its official voice in the ASB—it may still exist as a “recognized club.” One of the requirements of the ASB is that clubs may not send alternate delegates to the Council, although the club may change its delegate whenever it chooses.

E. Meetings and Minutes

The frequency of club meetings should be defined in the club constitution. ALL meetings of the club must be supervised. Club meetings and other activities, even if held off-campus are Lemoore High School functions; the district, and the advisor, has the responsibility to maintain appropriate supervision at all student functions.

It is often helpful for the officers to meet briefly with the advisor prior to general meetings, so that procedures and agenda are clearly understood by the students who then must run the meeting of the club members.

The style of the meeting is up to the club: formal parliamentary procedure or informal facilitative meeting styles.

All clubs must maintain accurate minutes. The minutes of the organization meetings are a written record of the decisions made during meetings. Many of the club decisions are financial in nature, and financial transactions of the high school are subject to financial audit each year. Therefore, all decisions of the club members must be recorded in the minutes and ratified by the members. The approval of minutes of a prior meeting must be included in the minutes of the subsequent meeting. A sample of minutes is included in the LHS Advisor Handbook.

F. Student Organization Finance

By law, the fiscal procedures in public high schools come under the scrutiny and oversight of the board of trustees and the superintendent. This responsibility is delegated in turn to the director of business affairs in the district office, the principal, and the director of student activities.

Once a budget has been created and adopted by the group, some organizations, have specified in the constitution, allow the fiscal decisions to be made solely by the advisor and treasurer, as long as it is in line with the initial budget that was created and adopted by the group. However, if the group decided to amend their budget fiscal decisions ~~are~~ that are not outlined in the initial budget should be approved by the group and recorded in minutes of the proceedings. Then an amendment budget should be produced to the Activities Advisor and bookkeeper along with a copy of club minutes should be filed with the school bookkeeper and available for possible inspection by the auditors. The school district is responsible for ensuring that proper procedures are followed regarding ALL financial transactions, hence the annual audit.

LHS clubs are not allowed to conduct financial activities until the club has been deemed “active” by the Activities Advisor by having the required documents on file yearly. They include:

All assets of the organization belong to the members of the organization, and all decisions pertaining to those assets require the collective consent of those members, as provided for in the organization’s constitution. Once a budget has been created and adopted by the group, some organizations, have specified in the constitution, allow the fiscal decisions to be made solely by the advisor and treasurer, as long as it is in line with the initial budget that was created and adopted by the group. Fiscal decisions that are not outlined in the initial budget should be approved by the group and recorded in minutes of the proceedings as budget amendments. Then an amended budget should be produced along with a copy of club minutes to the Activities Advisor and bookkeeper so they are available for possible inspection by the auditors. The school district is responsible for ensuring that proper procedures are followed regarding ALL financial transactions, hence the annual audit.

G. Budget

The group's spending and earning plan for the year. It includes a beginning balance, income, expenses, and an estimated ending balance. Budgets can be amended throughout the year with group approval.

H. Fundraisers

School policy dictates that all fundraisers that involve LHS students, benefiting LHS student organizations, be approved by the school for reasons of liability and accountability by submitting a "Fundraiser Request" form to the Activities Advisor. Organizations are NOT to sponsor or participate in unapproved fundraisers.

The suggestions, rules and procedures listed on the fundraiser request form and in the LHS Advisor Handbook are intended to keep everyone accountable and above reproach. If you have any questions about fundraising regulations and procedures, please contact the bookkeeper @ 245 or the activities director @ 210.

An important consideration in any fundraiser is an analysis of the expenses (overhead) of the fundraiser, and subsequent profit (if any). A "Fundraiser Summary" is to be filed with the school bookkeeper at the conclusion of a fundraiser.

It is important that fundraising activities not interfere with the instructional process. Sales of items (candy, tickets, etc.) and delivery of sold items (flowers, balloons, etc.) should not occur during school time. In addition, there are state mandated nutritional guidelines on what can be sold during school hours' nutritional guidelines. Please contact the Activities Advisor with more specifics.

RULES & PROCEDURES FOR FUNDRAISING ACTIVITIES

1. The purpose of all fundraisers is to provide monies to offset costs incurred by the organization and promote extra-curricular activities at Lemoore High School. Fundraisers are for LHS STUDENT ORGANIZATIONS, not individuals or departments.
2. All fundraisers must be approved by the Activities Advisor. Information regarding the fundraiser, such as date of fundraiser, vendor to be used (food handling certificate, etc.), and total amount of products ordered and sold are to be clarified on the application.
3. Following the fundraiser, an accounting of all merchandise ordered, sold, or returned must be completed. (Fundraiser Summary Report)
4. Purchase orders may be completed and merchandise ordered only AFTER fundraisers have been approved. Payment will not be approved (check will not be issued) unless a purchase order has been previously obtained -- all costs will then become the responsibility of the advisor.
5. Delivery of all products will be to the district warehouse -not to individual classrooms. The advisors will be notified upon arrival of the products.
6. Parent consent is required for students to participate in any fundraising that might result in a financial liability for that student.
7. Advisors will be responsible for storage and distribution of fundraiser products.
8. If it becomes necessary to receive money from a student, the advisor must provide a receipt for all monies and keep one copy for the club file; the advisor then assumes responsibility for the money until deposited with the bookkeeper.
9. Advisors will be held liable for funds not properly secured. Proceeds from LHS Fundraisers MUST be deposited with the LHS bookkeeper.
10. Any student who does not turn in money collected or products checked out must be billed immediately by the advisor, and every effort to clear the debt within two weeks after the fundraiser must be made. All club bills must be cleared before school is out for the summer.
11. Advisors will be held accountable to parents concerning any discrepancies concerning money collected or billings made to students. Lemoore High School administration will refer parent calls to the advisor of the club or organization.
12. Whenever money is collected at a time when deposits with the bookkeeper are not possible (evening events, sales at games, etc.), the advisor must secure a bank vault bag from the bookkeeper for night depository, or it must be brought to the office for placement in the safe.

13. Funds should NEVER be taken home or stored in the classroom, vehicle, etc.
14. Raffles are in violation of state law. Do NOT sell raffle tickets without going over restrictions with the Activities Advisor.
15. Funds should NEVER be commingled with other monies. (ie. Gate entry with snack bar)
16. Expenses should not be paid in cash from the fundraising receipts (ie. Paying yourself back for purchases from the cash box at the event) All reimbursement requests must be made by completing a purchase order and attaching receipts. Then a check will be produced from the organization account. See bookkeeper for details.

I. Financial Procedures

1. Purchases Orders

All purchases made by LHS student organizations must be paid by purchase order. Only advisors may request one directly. The Advisor and Student Treasurer on file will both sign the request and make sure it adheres to the budget. You then may present a properly completed Purchase Order Request Form to the bookkeeper in order to receive a purchase order. Purchase Orders written for a check to be issued prior to receiving the merchandise or service must be properly accompanied by documentation—see the bookkeeper for details about “Advance Checks”.

2. Merchandise Receipts and Invoices

When merchandise or services are purchased, the merchant or service provider will furnish a receipt which must be presented to the bookkeeper before a check is issued for payment.

Purchase Order purchases: the bookkeeper will pay the invoice, after verifying that a purchase order was issued for this invoice item, and that the produced invoices are signed by the advisor to denote that the items/service was received. If the receipt is not turned into the bookkeeper or the bookkeeper did not receive and invoice or the purchase order was never issued, the merchant will not be paid.

3. Checks

Checks are generated only as described above and are generated on a scheduled basis. Consult the bookkeeper regarding the schedule. The need for a check prior to the next scheduled generation is disruptive. Plan ahead. Emergency check requests require the approval of the director of activities.

Payment for merchandise or services in cash creates circumstances where accountability is difficult.

4. Deposits

All money taken in by student organizations must be deposited with the LHS bookkeeper’s office. There can be no off-campus bank accounts for student organizations.

The bookkeeper will not count any money unless it is accompanied by a completed Deposit Form. In the event that there is insufficient time to complete the Deposit Form, money must still be turned in to the bookkeeper’s office; it will be placed in a vault bag and retained until the organization calls for it, and will remain uncounted by the bookkeeper until the deposit slip procedure is completed.

In the event that the bookkeeping office is closed, money should be turned in to the administration office to be locked up. Money lost or stolen when not properly secured with the bookkeeper or admin office becomes the responsibility of the person who failed to follow this vital procedure.

Do not co-mingle money belonging to two or more different organizations or two different event (gate sales and snack bar).

5. Assets
Items purchased with student organization funds or donated to student organizations should be properly inventoried and accounted for. All assets purchased with organization funds belong to the members of the organization, and all decisions pertaining to those assets require the collective consent of those members, as provided for in the organization's constitution. Organization property no longer usable should be disposed of according to district policy. Club minutes should reflect the will of the student members regarding disposal of club property.
6. Items issued to students
Merchandise issued to students for sale (candy, tickets, etc) should be properly documented, and the expectations of return of cash and/or unsold merchandise must be clarified beforehand, preferably in writing.
7. Booster groups associated with LHS
Booster, parent auxiliaries, or other affiliates must be LUHSD board recognized. They have their own separate financial operations from the student club organization. Booster clubs must be booster run. The booster clubs can donate to school student groups but funds from student organizations and parent booster groups cannot be co-mingled.

In addition, while Parent Booster Clubs are not directly overseen by LUHSD it is still expected that they communicate with the advisor regularly. When completing a fundraiser, they do not need to complete Fundraiser Request form, but it is still asked that they communicate their plans with the Activities Advisor on campus to ensure it doesn't conflict with other groups fundraising at the same time. In addition, if school facilities are required to put on the fundraising event, they need to submit a facilities request.

Also keep in mind that adults in contact with LHS students at school events (on or off campus) must conform to current state law and board policy regarding criminal background checks. Food handler certificates should also be on file with the Activities Advisor if fundraiser is occurring on campus (snack bar, etc.).

8. "No-no's"
A quick summary of areas that will get a school, advisor, etc., into difficulties (see the activities advisor or bookkeeper if you need clarification):
 - a. Off campus bank accounts for student organizations.
 - b. Paying for merchandise/services/reimbursements with cash on hand. This includes cashing checks out of cash on hand. Think paper trail!
 - c. Providing your own start change is never suggested. Please plan ahead for cash boxes (requires a PO request 2 weeks!)
 - d. Keeping cash in the classroom, car, or at home. This includes holding onto cash for long periods. Get a night deposit bag from bookkeeper
 - e. Commingling funds from different fundraisers.
 - f. Giving gifts from your student organizations, especially to the advisor or other staff members. Including scholarships and gift card purchases.
 - g. Giving away property purchased with club funds.
 Losing the receipt document for merchandise purchased with a purchase order.

J. Etc. (miscellaneous)

1. Trips taken by the organization must be approved by the administration, beginning with the activities director. School transportation must be used, unless other arrangements are made with the director of transportation (924-6640). Drivers must be school personnel or approved by the principal.

Students must have parent permission in the form of the Field Trip Permission form. If school time is to be missed, it is the responsibility of the advisor to see that affected teachers are notified, and it

is the responsibility of the student to comply with homework and makeup expectations. Overnight trips require school board approval. Co-ed overnight trips require suitable co-ed adult supervision.

Please provide an itinerary for parents that includes approximate times and locations, and phone numbers of lodging locations. An itinerary should also be left with the activities director that includes a list of students on the trip and phone numbers.

A cell phone is available for checkout from the director of transportation. Gasoline credit cards are available for checkout from the LHS administration office manager (keep track of the receipts!). Mileage must be logged on the clipboard that is in the vehicle(s).

Evaluations

Head Coaches will meet with athletic director at the end of their sport for an assessment of the program and to discuss needs for the next season. All coaches will be evaluated at the end of the season by the athletic director. Please be familiar with the criteria for the evaluation process. Listed on the following pages are the evaluation forms for Head Coaches and Assistants.

LEMOORE UNION HIGH SCHOOL DISTRICT

DEBBIE MURO
Superintendent

5 Powell Avenue, Lemoore, CA 93245
559 924-6610 FAX 559 924-9212 www.luhsd.k12.ca.us

VICTOR ROSA ED. D.
Assistant Superintendent
Curriculum & Instruction

Athletic Coaches Evaluation Form

Name: _____ School: _____

Assignment: _____ School Year: _____

	Evaluation Criteria	Acceptable	Un-satisfactory
1.	Effectively communicates with student-athletes, parents, guardians, media agencies, booster groups, and community members.		
2.	Conducts practices and competitions to enhance the physical, social, and emotional growth of student-athletes.		
3.	Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort.		
4.	Maintains discipline in a firm, fair, and consistent manner		
5.	Ensures that equipment is in good condition, fits properly and is utilized as prescribed by the manufacturer.		
6.	Reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature.		
7.	Creates and maintains a safe and secure environment for student-athletes before, during, and after program events.		
8.	Fosters and demonstrates a spirit of sportsmanship, ethics, and integrity towards opponents, officials and parents/guardians at all times.		
9.	Develops rapport with the athletic coaching staff, teachers, and administrators.		
10.	Attends all public, league, staff, and departmental meetings and ceremonies necessary to the welfare of the athletic department.		
11.	Demonstrates knowledge of and adherence to the policies, procedures, rules, and regulations of the District, the league in which the district participates, the California Interscholastic Federation, and the standards of ethical conduct for interscholastic athletic team programs, including all applicable state and federal laws.		
12.	Is knowledgeable in the sport and innovative in addition to using sound, proven methods of coaching.		
13.	Fulfills duties and responsibilities of the job description.		
	Head Coach only:		
14.	Effectively supervises, develops, and promotes the varsity, junior varsity, and freshmen teams.		
15.	Conducts staff meetings to ensure staff awareness of the sports program and encourages professional growth.		
16.	Maintains ongoing communication and works cooperatively with the Athletic Director.		

Overall Rating

_____ Acceptable: Recommended for continued assignment.

_____ Unsatisfactory: Not recommended for continued assignment.

Summary

Positive Areas: Specific job strengths and/or areas of superior performance.

Areas to Improve: Specific goals, directives and/or improvement plan to be implemented.

Additional Comments:

Administrator's Signature: _____ Date: _____

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. The employee has the right to include a written statement as an addendum to the evaluation.

Coach's Signature: _____ Date: _____

LEMOORE UNION HIGH SCHOOL DISTRICT

DEBBIE MURO
Superintendent

5 Powell Avenue, Lemoore, CA 93245
559 924-6610 FAX 559 924-9212 www.luhdsd.k12.ca.us

VICTOR ROSA ED. D.
Assistant Superintendent
Curriculum & Instruction

CONTRACT FOR ATHLETIC TEAM COACH (Certificated Employee)

This employment agreement ("Contract") is made by and between _____ ("Coach") and the Lemoore Union High School District ("District"). District desires to fill a temporary opening for an Athletic team Coach and Coach desires to accept employment in accordance with terms of this Contract.

RECITALS

- A. **Temporary Opening.** District desires to fill a temporary opening for the time period shown below and is empowered by law to hire temporary employees.
- B. **Employee Representation.** Coach represents that he/she is not now under contract to any other school district or employer that will conflict with this employment. Coach represents that he/she has met the requirements for interscholastic athletic coaches imposed by the District and all local, state and federal laws. District expressly relies on the representations of Coach in entering into this Contract.

AGREEMENT

1. **Recitals.** The above recitals are true and correct.
2. **Acceptance of Temporary Assignment.** Coach agrees to serve as the District's Coach for the following sport: _____. Coach acknowledges that District's offer of employment is based upon his/her voluntary willingness to perform temporary work. Coach's employment is expressly subject to acceptance of such duties as assigned.
3. **Qualifications.** Coach acknowledges that Coach has reviewed the District's job description for the sport being coached, the job flyer/announcement, and all other documents that set forth the required job qualifications. Coach represents and warrants that Coach meets all required job qualifications.
4. **Duties.** Coach agrees to competently perform all duties set forth in the job description, all duties specified by District policy and law, and such other duties as may be assigned. Coach further agrees to provide a written copy of team rules to Coach's direct supervisor or athletic director prior to the first team competition and prior to distribution to all players.
5. **Period of Employment.** Coach is hired for a period commencing _____, _____ and terminating on or about _____, _____. Coach acknowledges that work hours fluctuate and that the coaching assignment involves work that is seasonal, occasional and sporadic. Coach agrees that a regular work day/full-shift in Coach's certificated position shall be performed prior to any coaching assignment work

during the same work day/shift; otherwise the appropriate salary deduction (dock pay) shall be made.

6. **Stipend**. Coach accepts the nominal stipend of \$_____ for performance of all coaching duties. Coach agrees that the amount of the coaching stipend is derived from the District's collective bargaining agreement ("CBA") with the District's certificated unit members. Coach acknowledges that this stipend is not related to the hours worked as a coach, the length of the season (e.g., playoffs, championships), or length of employment. Coach further agrees that additional pay for an extended season shall be paid to Coach only if such additional pay is provided for in the CBA with the District's certificated unit members. If, for any reason, Coach does not complete the coaching assignment, payment will be prorated based on time served. Payment of the stipend is contingent upon Section 11 of this Contract.
7. **Status of Employment**. Coach acknowledges that, as a coach, he/she is a temporary, at-will employee. Coach specifically acknowledges that this Contract does not establish any right to probationary or permanent employment status. District and Coach agree that coach's employment as a certificated employee of District is governed by separate laws and rules.
8. **No Entitlement to Benefits**. Coach acknowledges that he/she shall not accrue sick leave, vacation, and overtime pay, compensatory time off, health benefits or any other entitlements or benefits as a result of this Contract. Coach voluntarily and knowingly waives all rights to all such benefits to the maximum extent permitted by law.
9. **Termination**. Coach agrees that the District may terminate Coach for any reason without cause, due process, a statement of reasons, or a hearing. Termination of coach's coaching assignment is separate and apart from Coach's employment with District as a certificated employee.
10. **Offer of Employment**. This Contract constitutes an offer of employment only and confers no legal or equitable rights until and unless the Board of Trustees approves it. Coach's reporting to work constitutes acceptance of this offer.
11. **Fingerprint Clearance**. Coach certifies that he/she has not been convicted of a violent or serious felony, or a sex or drug offense. This Contract is conditioned upon the District receiving verification from the Department of Justice ("DOJ") that Coach may lawfully be employed. Until fingerprint clearance is received from the DOJ, Coach will not be considered an employee and agrees not to perform any duties including, but not limited to, attending any practices, meetings or competitions. Coach further agrees that Coach will not attempt to represent or convey to others the apparent authority to act on behalf of the District until DOJ fingerprinting has been cleared and District has authorized Coach to commence employment.
12. **Compliance With Laws**. Coach agrees to faithfully adhere to all local, state and federal laws, directives of the Board of Trustees set forth in Board Policies and Administrative Regulations, and all lawful directives of Coach's superiors. Coach also agrees to comply with the rules and regulations of the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs. Coach further agrees that all fundraising efforts, including solicitation of voluntary donations and

contributions, shall be consistent with District practices and shall meet all requirements of the law.

- 13. **Coach Checkout**. Coach agrees that payment of the stipend is contingent on a pre- and post-season inventory, including District keys being returned to Coach's direct supervisor or the athletic director and a season evaluation being conducted by coach's direct supervisor, the athletic director or head coach.

- 14. **Entire Agreement**. This contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, term or conditions and no party has relied upon any representations, expressed or implied, not contained in this Contract. All prior understandings, term or conditions are deemed to be merged into this Contract.

By: _____ Dated: _____
(District Representative)

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof. I hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment in the District such statements shall be sufficient for immediate dismissal.

By: _____ Dated: _____
(Temporary Athletic Team Coach)

A copy of this Contract will be placed in Coach's personnel file.

LEMOORE UNION HIGH SCHOOL DISTRICT

DEBBIE MURO
Superintendent

5 Powell Avenue, Lemoore, CA 93245
559 924-6610 FAX 559 924-9212 www.luhdsd.k12.ca.us

VICTOR ROSA ED. D.
Assistant Superintendent
Curriculum & Instruction

CONTRACT FOR ATHLETIC TEAM COACH (Classified Employee)

This employment agreement ("Contract") is made by and between _____ ("Coach") and the Lemoore Union High School District ("District"). District desires to fill a short-term opening for an Athletic Team Coach and Coach desires to accept employment in accordance with terms of this Contract.

RECITALS

- A. **Short-Term Opening**. District desires to fill a short-term opening for the time period shown below and is empowered by law to hire short-term employees.
- B. **Employee Representation**. Coach represents that he/she is not now under contract to any other school district or employer that will conflict with this employment. Coach represents that he/she has met the requirements for interscholastic athletic coaches imposed by the District and all local, state and federal laws. District expressly relies on the representations of Coach in entering into this Contract.

AGREEMENT

1. **Recitals**. The above recitals are true and correct.
2. **Acceptance of Temporary Assignment**. Coach agrees to serve as the District's coach for the following sport: _____. Coach acknowledges that District's offer of employment is based upon his/her voluntary willingness to perform short-term work. Coach's employment is expressly subject to acceptance of such duties as assigned. By signing this Contract, coach, who is also a classified employee of the District, acknowledges that the coaching assignment is work different than the Coach's classified position with the District.
3. **Qualifications**. Coach acknowledges that Coach has reviewed the District's job description for the sport being coached, the job flyer/announcement, and all other documents that set forth the required job qualifications. Coach represents and warrants that Coach meets all required job qualifications.
4. **Duties**. Coach agrees to competently perform all duties set forth in the job description, all duties specified by District policy and law, and such other duties as may be assigned. Coach further agrees to provide a written copy of team rules to Coach's direct supervisor or athletic director prior to the first team competition and prior to distribution to all players.
5. **Period of Employment**. Coach is hired for a period commencing _____, _____ and terminating on or about _____, _____. Coach acknowledges that work hours fluctuate and that the coaching assignment involves work that is

seasonal, occasional and sporadic. Coach agrees that a regular work day/full-shift in Coach's classified position shall be performed prior to any coaching assignment work during the same work day/shift; otherwise the appropriate salary deduction (dock pay) shall be made.

6. **Stipend**. Coach accepts the nominal stipend of \$_____ for performance of all coaching duties. Coach agrees that the amount of the coaching stipend is the sole remuneration for the coaching work and he/she is not entitled to overtime pay for any time spent coaching. Coach agrees that the amount of the coaching stipend is derived from the District's collective bargaining agreement ("CBA") with the District's certificated unit members. Coach acknowledges that this stipend is not related to the hours worked as a coach, the length of the season (e.g., playoffs, championships), or length of employment. Coach further agrees that additional pay for an extended season shall be paid to Coach only if such additional pay is provided for in the CBA with the District's certificated unit members. If, for any reason Coach does not complete the coaching assignment, payment will be pro-rated based on time served. Payment of the stipend is contingent upon Section 11 of this Contract.
7. **Status of Employment**. Coach acknowledges that, as a coach, he/she is a temporary, at-will employee. Coach specifically acknowledges that this Contract does not establish any right to probationary or permanent employment status. District and Coach agree that coach's employment as a classified employee of District is governed by separate laws and rules.
8. **No Entitlement to Benefits**. Coach acknowledges that he/she shall not accrue sick leave, vacation, and overtime pay, compensatory time off, health benefits or any other entitlements or benefits. Coach voluntarily and knowingly waives all rights to all such benefits to the maximum extent permitted by law.
9. **Termination**. Coach agrees that the District may terminate Coach, as a coach, for any reason without cause, due process, a statement of reasons, or a hearing. Termination of Coach's coaching assignment is separate and apart from Coach's employment with District as a classified employee.
10. **Offer of Employment**. This Contract constitutes an offer of employment only and confers no legal or equitable rights until and unless the Board of Trustees approves it. Coach's reporting to work constitutes acceptance of this offer.
11. **Fingerprint Clearance**. Coach certifies that he/she has not been convicted of a violent or serious felony, or a sex or drug offense. This Contract is conditioned upon the District receiving verification from the Department of Justice ("DOJ") that Coach may lawfully be employed. Until fingerprint clearance is received from the DOJ, Coach will not be considered an employee and agrees not to perform any duties including, but not limited to, attending any practices, meetings or competitions. Coach further agrees that Coach will not attempt to represent or convey to others the apparent authority to act on behalf of the District until DOJ fingerprinting has been cleared and District has authorized Coach to commence employment.
12. **Compliance With Laws**. Coach agrees to faithfully adhere to all local, state and federal laws, directives of the Board of Trustees set forth in Board Policies and Administrative

Regulations, and all lawful directives of Coach's superiors. Coach also agrees to comply with the rules and regulations of the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs. Coach further agrees that all fundraising efforts, including solicitation of voluntary donations and contributions, shall be consistent with District practices and shall meet all requirements of the law.

13. **Coach Checkout.** Coach agrees that payment of the stipend is contingent on a pre- and post-season inventory, including District keys being returned to Coach's direct supervisor or the athletic director and a season evaluation being conducted by coach's direct supervisor, the athletic director or head coach.
14. **Entire Agreement.** This contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, term or conditions and no party has relied upon any representations, expressed or implied, not contained in this Contract. All prior understandings, term or conditions are deemed to be merged into this Contract.

By: _____ Dated: _____
(District Representative)

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof. I hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment in the District such statements shall be sufficient for immediate dismissal.

By: _____ Dated: _____
(Short-Term Athletic Team Coach)

A copy of this Contract will be placed in Coach's personnel file.

LEMOORE UNION HIGH SCHOOL DISTRICT

DEBBIE MURO
Superintendent

5 Powell Avenue, Lemoore, CA 93245
559 924-6610 FAX 559 924-9212 www.luhdsd.k12.ca.us

VICTOR ROSA ED. D.
Assistant Superintendent
Curriculum & Instruction

CONTRACT FOR ATHLETIC TEAM COACH (Walk-On)

This employment agreement ("Contract") is entered into by and between _____ ("Coach") and the Lemoore Union High School District ("District"). District desires to fill a short-term opening for an Athletic Team Coach and Coach desires to accept employment in accordance with terms of this Contract.

RECITALS

- A. **Short-Term Opening**. District desires to fill a short-term opening for the time period shown below and is empowered by law to hire short-term employees.
- B. **Employee Representation**. Coach represents that he/she is not now under contract to any other school district or employer that will conflict with this employment. Coach represents that he/she has met the requirements for interscholastic athletic coaches imposed by the District and all local, state and federal laws. District expressly relies on the representations of Coach in entering into this Contract.

AGREEMENT

1. **Recitals**. The above recitals are true and correct.
2. **Acceptance of Short-Term Assignment**. Coach agrees to serve as the District's coach for the following sport: _____. Coach acknowledges that District's offer of employment is based upon his/her voluntary willingness to perform short-term work.
3. **Qualifications**. Coach acknowledges that Coach has reviewed the District's job description for the sport being coached, the job flyer/announcement, and all other documents that set forth the required job qualifications. Coach represents and warrants that Coach meets all required job qualifications.
4. **Duties**. Coach agrees to competently perform all duties set forth in the job description, all duties specified by District policy and law, and such other duties as may be assigned. Coach further agrees to provide a written copy of team rules to Coach's direct supervisor or athletic director prior to the first team competition and prior to distribution to all players.
5. **Period of Employment**. Coach is hired for a period commencing _____, _____ and terminating on or about _____, _____. Coach acknowledges that work hours fluctuate and that the coaching assignment involves work that is seasonal, occasional and sporadic.

6. **Stipend**. Coach accepts the nominal stipend of \$_____ for performance of all coaching duties. Coach acknowledges that this stipend is not related to the hours worked as a coach, the length of the season (e.g., playoffs, championships), or length of employment. Coach agrees that additional pay for an extended season shall be paid to Coach only if such additional pay is provided for in the District's collective bargaining agreement ("CBA") with the District's certificated unit members. Coach further agrees that, although the amount of the coaching stipend is derived from the District's CBA with the District's certificated unit members, the CBA does not apply to Coach. If, for any reason, Coach does not complete the coaching assignment, payment will be pro-rated based on time served. Payment of the stipend is contingent upon Section 11 of this Contract.
7. **Status of Employment**. Coach acknowledges that he/she is an at-will employee. Coach specifically acknowledges that this Contract does not establish any right to probationary or permanent employment status.
8. **No Entitlement to Benefits**. Coach acknowledges that he/she shall not accrue sick leave, vacation, and overtime pay, compensatory time off, health benefits or any other entitlements or benefits. Coach voluntarily and knowingly waives all rights to all such benefits to the maximum extent permitted by law.
9. **Termination**. Coach agrees that the District may terminate Coach for any reason without cause, due process, a statement of reasons, or a hearing.
10. **Offer of Employment**. This Contract constitutes an offer of employment only and confers no legal or equitable rights until and unless the Board of Trustees approves it. Coach's reporting to work constitutes acceptance of this offer.
11. **Fingerprint Clearance**. Coach certifies that he/she has not been convicted of a violent or serious felony, or a sex or drug offense. This Contract is conditioned upon the District receiving verification from the Department of Justice ("DOJ") that Coach may lawfully be employed. Until fingerprint clearance is received from the DOJ, Coach will not be considered an employee and agrees not to perform any duties including, but not limited to, attending any practices, meetings or competitions. Coach further agrees that Coach will not attempt to represent or convey to others the apparent authority to act on behalf of the District until DOJ fingerprinting has been cleared and District has authorized Coach to commence employment.
12. **Compliance With Laws**. Coach agrees to faithfully adhere to all local, state and federal laws, directives of the Board of Trustees set forth in Board Policies and Administrative Regulations, and all lawful directives of Coach's superiors. Coach also agrees to comply with the rules and regulations of the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs. Coach further agrees that all fundraising efforts, including solicitation of voluntary donations and contributions, shall be consistent with District practices and shall meet all requirements of the law.
13. **Coach Checkout**. Coach agrees that payment of the stipend is contingent on a pre- and post-season inventory, including District keys being returned to Coach's direct supervisor

or the athletic director and a season evaluation being conducted by coach's direct supervisor, the athletic director or head coach.

14. **Entire Agreement.** This contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, term or conditions and no party has relied upon any representations, expressed or implied, not contained in this Contract. All prior understandings, term or conditions are deemed to be merged into this Contract.

By: _____ Dated: _____
(District Representative)

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof. I hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment in the District such statements shall be sufficient for immediate dismissal.

By: _____ Dated: _____
(Walk-on Athletic Team Coach)

A copy of this Contract will be placed in Coach's personnel file.