

Palo Alto High School Coaches Handbook

2018 – 2019



Mission Statement:

Education Based Athletics is an integral part of the Palo Alto High School community and exists to promote the common good through athletic competition by providing equitable opportunities for student-athletes. Palo Alto Athletics models a student-centered approach while creating a diverse and inclusive environment emphasizing academics, student-athlete welfare, sportsmanship and Viking Pride.

Athletic Dept. Philosophy:

The Athletic Department is an integral part of the total educational program of Palo Alto High School. Involvement in education-based athletics is an extension of the classroom yet offers lessons that are not commonly seen in a classroom setting. Athletics provides students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. Palo Alto High School encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

The information in this manual is a compilation of many different items intended to assist you in your coaching duties. Though not inclusive of all school and district policies and directives, this manual is intended to serve as a resource guide to help you answer common questions and procedures.

PALY CONDUCT STANDARDS & EXPECTATIONS FOR COACHES

COACHING EXPECTATIONS

- Show respect for players, officials, and other coaches.
- Establish and model fair play, sportsmanship, and proper conduct.
- Know and understand the CIF and SCVAL By-Laws that pertain to your sport.
- Be concerned first and foremost with the academic achievement as well as the health and safety of the athlete.
- Look, act, and sound like a professional educator.
- Inform the AD by the next day, whenever a coach or any player is ejected from a game.
- Establish player safety and welfare as the highest priority.
- Provide proper supervision of student at all times.
- Consistency in requiring all players to adhere to established rules/standards of the game

COACHES SHOULD NOT

- Do not engage in the recruitment of athletes from other schools
- Allow any student to participate in try-outs, practice, or games without proper athletic clearance.
- Allow students to participate without proper supervision.
- Allow him or herself to be alone with an athlete in a room with the door closed.
- Take an athlete home or to your residence.
- Allow hazing of athletes.
- Give your school keys to any student or parent.
- Allow confidential information concerning students to be made public.

PHYSICAL CONTACT

Physical contact should be limited to what is necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian of said student) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player, it should be in a visibly public setting.

Some coaches are expressive – using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. PAUSD acknowledges there are appropriate times and places for showing such approval. However, there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety. During out of town competitions, a non-parent custodial adult shall not share any

sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and bathrooms at all times.

Suspicious behavior by an adult of a sexual nature or abuse of any kind must be reported to the Athletic Director, Head Coach, or any other school official immediately. Protecting our students and our coaches is everyone's concern.

LANGUAGE

Please carefully consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. The language and habits that your student-athletes observe will become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs. Coaches should not swear or use offensive language. In team rooms, weight rooms, and at practice if music is played, it is to be clean and have no cursing in the lyrics.

SPORTSMANSHIP

As members of the Palo Alto High School athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

ATHLETIC DEPARTMENT INFO, EXPECTATIONS, & POLICIES

ELIGIBILITY

ACADEMIC

- Student-athletes must be currently enrolled in at least 25 semester units and have passed at least 20 semester units
- Student athletes must have at least a 2.0 GPA at the most recent grading period.
- **Grading Periods are:** 1st Quarter, 1st Semester, 3rd Quarter, 2nd Semester

**There are no interim grade checks during a grading period to determine eligibility.

RESIDENTIAL

All transfer and foreign exchange students are **initially ineligible**. They must complete a separate Central Coast Section (CCS) transfer form to be eligible to participate. This applies to transfers of any kind (family move, inter-district transfer, living with relative, etc.) even if the student **DID NOT PLAY** a sport at their previous high school. If this applies to one of your athletes, contact the Athletic Director ASAP.

HEALTH ELIGIBILITY All athletes must have a valid physical. All athletes must obtain a “**Ticket to Play**” from the Athletic Office prior to participating in any tryouts or practices. Coaches will collect the “Ticket to Play” **before** allowing a student to participate.

A **green** ‘Ticket to Play’ indicates that the athlete is medically cleared for the entire season. A **gold** ‘Ticket to Play’ indicates the physical will expire some time during the season.

****Multi-sport athletes must get a new “Ticket to Play” for each season.**

TEAM FORMATION

UNDERCLASSMEN on VARSITY

If there are underclassmen (Freshman/Sophomores) who you feel are capable of playing at the Varsity level a good rule to assess is if they are not going to play about half time, then they **MAY** be more beneficial on the F/S or JV roster.

THE ROLE OF F/S or JV TEAMS

The primary focus for F/S and JV teams is to develop the player’s skills through practice and competition. All FS and JV players should have equal opportunities to develop their skills before reaching the varsity level.

The varsity coach should have an active role in their FS/JV program. A successful program has to have cooperation between both teams.

HANDLING CUTS

All coaches in cut sports must have empirical evidence of team standards for tryouts. When cutting student athletes approach this decision with respect toward the athletes who do not make the team. If you are cutting less than 5 student athletes, please try and have a face to face interaction. **It is vital that you have documentation to support your decisions.** Also, invite athletes who do not make the team to meet with you to see what areas they need to improve.

RELEASE FROM/RETURN TO PHYSICAL ED CLASSES

Only the P.E. teacher of record can excuse an athlete from her/his Physical Education class. The athlete will bring the “release from PE” form to the coach for the coach to sign. The athlete then turns the completed form into the teacher and the teacher will make the determination as to when the athlete will be excused from PE. The student must return to her/his PE class after the last competition or if she/he is released from or quits a team. If a JV/F-S player is called up to Varsity for CCS playoffs, the coach must notify the AD, who will inform the PE teacher.

MULTI-SPORT ATHLETES

It is expected that each member of this coaching staff will support the entire athletic program and support athletes who must complete the prior season before starting the next season. Encouraging athletes to participate

in one's sport should be done in a positive manner and no Paly coach should discourage a student-athlete from participating in another sports team at Paly.

SCHOOL ATTENDANCE

It is expected that athletes will attend class on school days in order to participate in practice or competitions. If a student has a known cut on a competition day, then they will not be allowed to compete.

CONFLICTS WITH OTHER SCHOOL COMMITMENTS

Although it is the expectation that athletes attend practice every day that they are at school, athletes may request to miss a practice or game in order to participate in another academic or extra-curricular **school activity** such as music performance. Athletes are expected to arrange this directly with their coaches and to inform them before missing the practice. Athletes must recognize that missed practices or games may result in reduced playing time in future competitions.

OFF SEASON WORKOUTS

Off-season workouts are voluntary for the student athletes. Requiring students to participate turns them into practices and violates CCS rules. Coaches may explain the benefits of off-season workouts and suggest conditioning regimens. The choice of attendance is up to the student/athlete.

RECRUITING

Recruiting is not allowed at any CIF school. We realize that coaches will have contact with students at the middle school level, at youth camps and in the community. Encouraging students to come to Paly is not acceptable. Talking to students' parents or them about their future school placement is very easy to misinterpret and should be avoided. As a two-high school district your words/intentions can be misinterpreted. This topic should be avoided at all times with young athletes and their parents.

Once a player from the Frosh/Frosh-Soph/JV team has been moved up during league play they are to remain on that roster for the duration of that season. The AD will always help counsel programs who need assistance with this decision-making process.

ADMINISTRATIVE RESPONSIBILITIES AND EXPECTATIONS

SCHEDULE

When scheduling independently it is your duty to provide this information to the AD ASAP so officials and transportation (if needed) can be requested. Please read the SCVAL rules for your sport to find out the max number of contests. The AD will give you the league schedule as soon as it is available. In the case of Cancellation/Rain outs take quick action; Call/Text the AD ASAP once the rain out or change in schedule is known.

Keys

Only Head Coaches will receive key FOB's that will allow for unlimited access during their season of sport. Stipend assistant coaches will receive all applicable keys to have access to various places within the facility. Upon receiving the keys, a contract will be signed with the AD, confirming key return policy. The expectation is that all keys and FOB's will be returned at the post-season evaluation meeting. **For lost FOB's there will be a \$100 lost/replacement fee.**

TRANSPORTATION

Work with the AD/Asst AD to create a transportation plan for away games. Funding is not available for all teams to secure busses for away games. Coaches will need to request that parents drive carpools to away games. **All parent drivers must have insurance forms on file with at the school office.** Only paid coaches may drive a school van (with completion of Defensive Driving form and H-6 Form on file.

The basic rule is that if the team is providing transportation in the form of a bus, van or carpool then all athletes need to use the provided transportation. A parent may drive their OWN student home after a game with the coach's permission. At no time should students ride with a student driver.

TRYOUTS

Information about tryout dates/times should be given to the AD so it can be shared via the website, the InFocus show and school-wide e-mails. In addition, all coaches are expected to hold a pre-season meeting for all interested athletes explaining the tryout schedule and any pre-season voluntary conditioning sessions All prospective athletes are given a **minimum of 5 days to try out for a team.**

Multi-sport athletes must finish the current sport's season before trying out for a new team. Athletes coming from another sport are given the same 5-day tryout once their season ends.

If a student-athlete quits or is dismissed from a team, he/she cannot try-out or participate in another sport until the original team's season is completed.

ROSTERS/ELIGIBILITY

It is the coaches' duty to populate rosters on a shared Google Doc, from the Athletic Department. Double check to make sure it is correct. This is the roster that will be used for excuse times, the web site and other publications.

Check for new students to Palo Alto High School – ANYTIME in the past 12 months! Start by asking if they have EVER attended another high school and go from there. If you have a new student, they may not participate in competitions until they have clearance directly from the Athletic Director. Do not rely on information from the athlete or parent. Notify the AD immediately. The AD or Athletic assistant will let you know when the athlete is cleared to play in games. They may practice while waiting for residency clearance.

Discuss eligibility with your team. Students should be made to understand that if they participate without being eligible, the team could suffer by forfeiting the games that the student has played in and additional games as well.

PRACTICES

New CCS rules stipulate an 18 hour/week maximum contact that coaches can have with athletes. This includes contests (which are considered 3 hours), weight training, and team meetings (anything that is mandatory for athletes to attend). Coaches may not have double days two consecutive days; there must also be a 3-hour minimum between practices on double days. Morning practices should not start before 7 am. There will be a google calendar of all Paly Athletic Facilities.

LEAGUE MEETINGS/CCS PLAYOFFS

Varsity head coaches are required to attend a pre-season and a post-season SCVAL league meeting. If you are unable to attend please send your assistant coach so a representative attends the meeting. Be sure to take complete statistics to the post-season meeting so members of your team can be selected to represent the school on all-league teams.

It is the responsibility of the Varsity Head Coach to complete the necessary forms for entry into the CCS playoffs, AD can help with this as well. Please pay strict attention to meeting dates and deadlines.

UNIFORMS, EQUIPMENT

Coaches must take responsibility for the uniforms and equipment that are issued to a team. The school budget does not allow us to purchase uniforms every year or even every other year. Most teams are on a 4 – 5-year rotation. The Assistant AD. will be handing out/collecting uniforms:

Collection of uniforms at the end of season will be done by the Assistant AD. They will inform you of day and time. The coach will be responsible for sharing that information with the athletes. All other equipment is to be issued and collected by the coaches.

UNIFORMS

- Coaches will have the option to choose to distribute uniforms independently or with department help
- The Assistant AD will tell you a date and time distribution will occur.
- Give list of names & numbers (for applicable sports) to the Asst. AD prior to the date to be issue.
- Indicate what level team the athlete will be participating.
- Insure all team members are there at the assigned time.

SOCIAL MEDIA GUIDELINES

- All social media posts should be treated as public information. Always begin with the assumption that anything you say can be read by anyone, anywhere, at any time, and once it is “out there” it cannot be taken back. Do not post anything that is defamatory, discriminatory, threatening or obscene. A good guide is to consider if you would say such a thing directly to a person or group and consider how they might react before you post. Be polite at all times and always pause before posting.
- DO NOT “friend” students.

- When using text or social media messages, message your entire team at the same time. Set up a Remind or GroupMe text with your team
- All texts and communications need to be appropriate and related to team activities and functions.
- DO NOT use your personal social media sites to negatively comment on a student, a team, a school, a colleague, or any other connection to a school.
- Treat every text and every message – whether personal or job related – as if you were in the classroom or at practice. If you wouldn't say it in the classroom, don't post it on social media.

HAZING

As coach of the team, you are responsible for the safety of all your athletes. As a coach you are responsible if your athletes are involved in “hazing” activities. We are past the point where this type of behavior could be considered “team building”. If one of your athlete’s commits hazing to another athlete, regardless of the circumstances, it is wrong and needs to be dealt with. Any hazing incident must be reported to the AD.

TEAM AWARDS

The Sports Boosters will order the End of Season awards. Each team (level) will be able to give 3 team awards (can be a trophy or a plaque). 1st team all-league recipients will receive plaques. Special individual CCS award winners will also receive plaques. Please make note of these requirements when planning your end of the season event. The Athletic Office will provide you with Block P’s, sport insignias and Championship Certificates for your end of season event. Please contact the Assistant AD. to coordinate pick up.

If you would like the Boosters to pay for these awards, then they MUST be ordered through the Booster Award Rep and must be placed 1 WEEK in advance.

COMMUNICATION EXPECTATIONS

- Check your team mailbox at LEAST once a week and distribute mail as needed to athletes.
- Check your e-mail at least once a day and respond promptly.
- Report scores to:

SCORE REPORTING

- **Paly Scores:** Text &/or email PalyScores@gmail.com; Frosh-Varsity (ex: Palo Alto 3- 1 Serra)
- **SCVAL:** 408 230- 0452 (Ex: Palo Alto 21- 0 Lynbrook) ** League Games Only
- **PA Weekly:** enter scores at <http://www.paloaltoonline.com/sports/>
- **Rick Eymer (Palo Alto Weekly):** Athlete of the week nominations and other non-game score info. reymer@embarcaderopublishing.com

PARENT INFORMATION NIGHT

At the start of each season, the Athletic Director will hold an information session for parents to review policies of the Palo Alto Athletic Program, including philosophy, sportsmanship and funding. It is expected that coaches will hold their **team meeting** in conjunction with this event. The dates for the meetings will be posted on the website and communicated through the coaches. Before the meeting the AD will send out a briefing on what to discuss at individual team meetings.

ATHLETIC TRAINING

Coaches have access to the medical information for all players via Home Campus. A set of printed emergency cards can also be available.

TRAINERS

Justine Longi – Full Time Head Trainer

Mark Hwang – Graduate Asst. Trainer

The hours will be posted on the training room door, but a trainer will be present at almost every home contest. It is very important that you have the cell phone numbers both trainers, and that they have your cell phone. Please take care of this during the first week of practice. Justine will be setting up a method of communication for injury management and will communicate the procedure directly with you.

INJURY

If an accident or injury occurs, notify the **athletic trainer immediately** and, if possible, have the athletic trainer assess the athlete's injury. Please also call the parent of the athlete to inform them of the injury; do this as soon as possible. If the injury is serious, the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. *If an athlete misses practice at the request of a physician, the athlete should have a note of clearance from the physician before returning to practice.*

MEDICAL KIT

Each team will be issued a medical kit that should travel with the team to all away contests. In addition, teams need to bring an AED to away games unless they know an AED is available and a trainer is on site (i.e. Gunn). Medical kits are to be turned in promptly at the conclusion of the playing season. Failure to do so will be a fine of \$200 to each team (Fine includes cost of medical kit and all the contained supplies).

SAFETY

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Athletic Director of

faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if any of us are found negligent in our assignments.

SPORTS BOOSTERS

FUNDRAISING

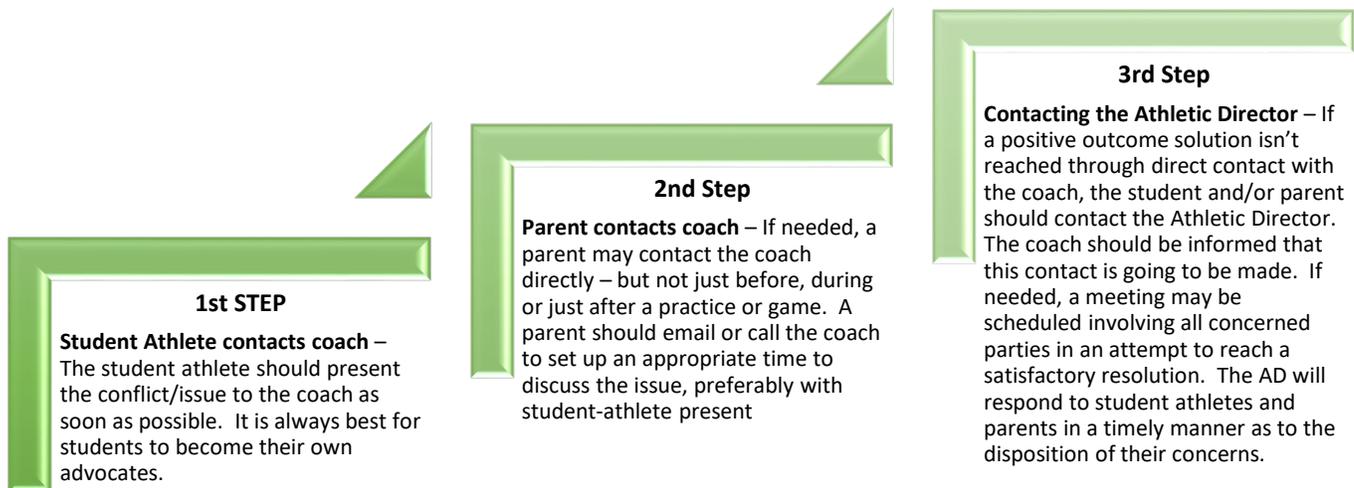
If an individual team decides they want raise funds for uniforms or other purposes, be sure to discuss it with the AD. We partner closely with the Sports Boosters and we want to make sure that the groups are working in conjunction with one another and not in competition. The Sports Boosters will also provide ways for individual teams to do team fundraising (snack bar, Xmas tree lot, Golf Tournament, etc).

PARTICIPATION DONATIONS

Our program cannot exist without participation donations. We will be trying to do as much of this as possible on-line this year. If you get any checks/forms please pass them to the Athletic Director for processing.

CONFLICT RESOLUTION POLICY

When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student athletes and parents to recognize that coaching strategy and playing time are not appropriate subjects for complaint. In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.



NON-SCHOOL OR OUTSIDE COMPETITION RULE

CIF RULE 600

According to CIF rules, a student athlete on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport during the student’s high school season of sport. See dates for the “season of sport” above. Individual sport athletes like swimming and wrestling may compete in the same sport but **MUST** enter the outside competition in “unattached status”.

CCS SECTION A 11 OUTSIDE COMPETITION

A student may not join a school Varsity team after the first league contest of that team if the student has competed on an outside team or in outside competition in the same sport during the school/league season of that sport except as provided for in CCS Bylaw ARTICLE VI. A newly enrolled student or one who could not participate due to illness or injury may join the team if he/she does not compete on an outside team subsequent to his/her enrollment or recovery from such illness or injury

SCVAL WINTER ATHLETE RULE

All Winter Athletes must have stopped participation in contests for a team outside of the school, in the same sport, by the Monday following Thanksgiving, if the player is to participate on the high school team. The only exception to this rule is for athlete who has received signed permission from the principal to participate on designated Olympic Development Program (ODP) team during their season of sport. This form must be provided by the athlete and signed off by the principal, 30 days prior to participation on the ODP team.

PLAYER EJECTION POLICY

PLAYERS EJECTED FROM CONTESTS – PLEASE NOTIFY THE AD ANYTIME A PLAYER/COACH IS EJECTED FROM A CONTEST

In all contests prior to CCS Playoffs, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, with such disqualification taking effect at the team's next contest. If the contest from which the player was ejected is the last contest of the year for that team, the above-stated disqualification would carry over to that team's first (1st) regularly scheduled league contest the following year.

It is the responsibility of the coach to make sure that any ineligible athlete and/or coach is not allowed to continue to participate following an ejection.

Water Polo has more stringent rules and Water Polo Coaches should familiarize themselves with those rules. Other sports, also, have more stringent SCVAL rules. It is up to the coach to be familiar with all SCVAL rules.

GENERAL RULES for WEIGHT ROOM, AD COMMONS, MEDIA SUITE, COACHES SUITE, ATHLETIC STORAGE

- Supervision at all times
- NO FOOD!
- Limit giving students access to keys and FOB's
- When closing doors be sure they are locked

