

Orland High School

“Home of the Trojans”

Orland High



ATHLETICS

**Pursuing
“Victory with Honor”**

Coaching Handbook

Table of Contents

| | |
|---|-----------|
| Information Page..... | Pg. 3 |
| Athletic Philosophy..... | Pg. 4 |
| Victory with Honor Expectations for Coaches..... | Pg.5-7 |
| Athletic Department Information..... | Pg. 8-20 |
| Extracurricular Activity & Athletic Code..... | Pg. 21-23 |
| Acknowledgement & Signature Page (Return to Athletic Director)..... | Pg. 24 |

Orland High School Coaches Handbook

Nicole Newman
Principal
865-1210 Ext. 111
nnewman@orlandusd.net

Jason Bramson
Assistant Principal
865-1210 Ext. 117
jbramson@orlandusd.net

Victor Perry
Athletic Director
865-1210 Ext. 241
vperry@orlandusd.net

Fall (August)

Football
Girls Tennis
Volleyball

Winter (November)

Boys Basketball
Girls Basketball
Boys & Girls Soccer
Wrestling

Spring (February)

Baseball
Boys Tennis
Softball
Boys & Girls Track

IMPORTANT WEBSITES:

North Section CIF: <http://www.cifns.org/>
Victory with Honor: <http://www.cifccs.org/sportsmanship/pursuingintro.htm>
Max Preps main page: <http://www.maxpreps.com/national/national.htm>
Max Preps OHS page: <http://www.maxpreps.com/high-schools/2JdO3n6J7kiatDE21xfcFQ/orland-trojans/sports.htm>

HEAD COACHES:

Baseball
Boys Basketball
Girls Basketball
Football
Boys Soccer
Girls Soccer
Softball
Boys & Girls Tennis
Track
Volleyball
Wrestling

Evan White
Jason Bragg
Adam Reimers
Mike McDonald
Ross Sandberg
Tim Milhorn
Kevin Kibby
George Valentine

Miranda Coughlin
Victor Perry

ewhite48@yahoo.com
jbragg@orlandusd.net
areimers@orlandusd.net
coachmikemcdonald@yahoo.com
rosssandberg@yahoo.com
tmilhorn@orlandusd.net
evinibby@oatt.net
vleft20@aol.com

mcoughlin@orlandusd.net
vperry@orlandusd.net

ORLAND HIGH SCHOOL

ATHLETIC DEPARTMENT PHILOSOPHY

Orland High School's Athletic Philosophy is based on the principles of pursuing **"Victory With Honor"**. The CIF (California Interscholastic Federation) which Orland High School is a member of has adopted and promotes this principle. The OUSD School Board has also adopted and approved this policy to serve as the guiding principles for OUSD Athletics. All OHS student-athletes, coaches, administrators, athletic director and spectators must make a commitment to abide by the principles contained within the philosophy of **"Victory With Honor"**. All OHS coaches and players will be expected to read, sign and follow these essential elements. Contracts must be signed and kept on file by both players and coaches for each sports season they participate in.

The coach must be proficient in the duties and activities they perform. They should always keep in mind the good of the individual student and offer them the basic fundamentals of the game. Social and physical developments are the major objectives, as well as disciplinary guidance with pride and desire to serve their school and team. The coach must constantly evaluate their teaching methods in order to achieve the maximum in learning which the activity offers. Evaluation should not necessarily be measured in the win-loss column but in the recognition of a difficult job well done.

“Victory with Honor” Expectations for Coaches

Coaches are expected to: Sign annually, follow the CIF “Victory with Honor” coach’s code of conduct and:

Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating & Modeling the principles above.

Ensure the program enhances the academic, emotional, social, physical and ethical development of the student-athletes.

Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.

Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.

Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.

Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches must hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.

Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.

Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.

Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.

Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, bullying and/or hazing, profane and belligerent trash-talking, taunting and inappropriate celebrations.

Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.

Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and when possible, the administration wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

Orland High School- Northern Section -CIF

“Victory with Honor”

Code of Conduct for Interscholastic Coaches

Preface

We, in the California Interscholastic Federation/ Northern Section, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS

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

❑ **Integrity** — I will model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.

❑ **Honesty** — I won't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.

❑ **Reliability** — I will fulfill commitments; I will do what I say I will do; be on time.

❑ **Loyalty** — I will be loyal to my school and team; put the team above personal glory.

2. **Primacy of Educational Goals** — I will be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.

3. **Counseling** — I will be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. I will counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

4. **College Recruiters** — I will be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

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

6. **Class** — I will be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

7. **Taunting** — I won't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

8. **Respect Officials** — I will treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

9. **Respect Parents** — I will treat the parents of student-athletes with respect; be clear about my expectations, goals and policies and maintain open lines of communication.

10. **Profanity** — I won't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses or any other situation where the behavior could reflect badly on the school or the sports program.

11. **Positive Coaching** — I will use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.

12. **Effort and Teamwork** — I will encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

13. **Professional Relationships** — I will maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes

RESPONSIBILITY

14. **Life Skills** — I will always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.

15. **Advocate Education** — I will advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.

16. **Advocate Honor** — I will prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.

17. **Good Character** — I will foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.

18. **Role-Modeling** — I will be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my athletes to be.

19. **Personal Conduct** — I will refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.

20. **Competence** — I will strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.

21. **Knowledge of Rules** — I will maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.

22. **Positive Environment** — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.

23. **Safety and Health** — be informed about first aid principles and the physical capacities and limitations of the age-group coached.

24. **Unhealthy Substances** — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.

25. **Eating Disorders** — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.

26. **Physician's Advice** — I will seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.

27. **Privilege to Compete** — I will assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.

28. **Self-Control** — I will control my ego and emotions; avoid displays of anger and frustration; I won't retaliate.

29. **Integrity of the Game** — I will protect the integrity of the game; won't gamble. I will play according to the rules.

30. **Enforcing Rule** — I will enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

31. **Protect Athletes** — I will put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

32. **Access** — I will help make my sport accessible to all diverse communities.

33. **Improper Commercialism** — I will be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

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

CARING

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

36. **Caring Environment** — I will consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

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

38. **Improper Gamesmanship** — I will promote sportsmanship over gamesmanship; I won't cheat. I will resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

RESPONSIBILITIES OF ORLAND HIGH SCHOOL COACHES

Orland High School is dedicated to providing students an enriched athletic program, which meets the needs of every individual. The success of the athletic program depends in part upon each staff member assuming certain responsibilities and carrying out these duties to the best of their ability. The coach must be familiar with all activities, policies and procedures for which they and other members of their athletic staff are directly responsible for. Coaches of one sport may not make unfair demands on athletes who are involved in another sports, i.e., weight training, team meetings, off season practice, etc; **all coaches will support the sports that are in season and respect the sports that are off season.** With that being said, coaches will work together, communicate and consult the Athletic Director when there are overlaps in seasons, calendar conflicts, or other issues related to athletes in more than one sport.

ADMINISTRATION AND ATHLETIC DIRECTOR COMMUNICATION/APPROVAL

1. The Athletic Director and administrators should **always** be the “first to know” and not the last, when it comes to important athletic decisions.
2. Coaches are to seek counsel and/or approval from the athletic director and/or administration prior to making a questionable decision or moving forward with an important athletic related idea. In the end, the administration is responsible for the actions of all employees and students and should not be left out of important programmatic decisions. Coaches are expected to follow the proper chain of command.
3. All coaches must get prior approval from the athletic director and administration for all purchases, fundraisers, overnight trips, field trips and any special or new events. Any out of state or overnight events require school board approval no later than the prior month’s school board meeting (this requires advanced planning). The A.D. will consult site or district administrators for further approvals.

THE HEAD COACH

The head coach for any sport has extra and special job duties. The head coach is the leader of their particular team and entire sport. They are responsible for the following duties. These include but are not limited to:

1. Assisting the A.D. with scheduling, overseeing practices, games, tournaments, fundraisers, banquets, scheduling meetings, submitting bulletin notices, attending CIF and league meetings, equipment inventory, purchasing uniforms/gear, managing the budget, supervising tryouts, making cuts, meeting with parents, evaluating other coaches, sitting on interview panels, establishing procedures and policies for your sport, discipline of athletes, writing appeals, working closely with the A.D. and administration and making the tough decisions.
2. The head coach is the figure head for their sport. The overall responsibility for their specific sport falls on the head coach.
3. The head varsity coach is at the top of the chain of command. All personnel associated with that sport will report to the varsity head coach. The head varsity coach will then report to the Athletic Director and Administration.
4. The head coach may delegate certain responsibilities to assistant coaches.

ASSISTANT/VOLUNTEER COACHES

1. The assistant coach will work under the direct supervision of the head coach.
2. Assistant coaches will follow the guidelines and expectations set forth by the head coach and AD.
3. Assistant coaches will follow the chain of command and report to the head coach before the AD or administration.

CONFIDENTIALITY & APPROPRIATE CONDUCT

1. Coaches must maintain student athlete confidentiality at all times. Information related to an athlete's grades, health, personal and family issues, discipline, eligibility, etc. must be kept between the coach/administration and the student athlete only.
2. All adult conversations must stay away from players. There will be no disagreements or arguing between coaches when students are present.
3. Coaches shall not talk negatively about other student athletes or their colleagues around students.

SCHEDULING

The Athletic Director is responsible for the scheduling of games and contests and the maintaining of the Master Athletic Calendar. If supplemental games are desired, they must be approved through the Athletic Director prior to scheduling. Once the schedule is set, there will be no changes to the schedule without the Athletic Director's approval. Games may be cancelled or changed due to weather or other unforeseen conflicts. The coach must work with the Athletic Director to offer input and help prepare schedules. **Coaches shall not cancel games/matches or change game times. The AD and or administration will be solely responsible for this.**

CALENDARS

The Head coach is responsible for producing a calendar for their sport. This will assist the Athletic Director with scheduling, questions, and day to day procedures.

1. Coaches must present the A.D. and administration a calendar which includes (all practices, training sessions, meetings, fundraisers, events, banquet, etc.) before the season begins. Calendars must be submitted by the A.D. at required deadlines so as to be added to the school's master calendar.
2. All dates must be checked for scheduling and or facility conflicts and final administrative approval. Coaches must immediately notify the A.D. of any calendar changes.
3. Calendars will be posted on the school web site for public use. Because of this, it is essential to modify calendar changes so up to date information is posted.

ROSTERS

1. Rosters are an essential part of the coach's duties. **Coaches must submit typed and electronic copies of their roster in Excel format (last name first) to the A.D. at required deadlines.** Rosters are extremely important for eligibility checks, announcements, transportation planning, and forming budgets. **Coaches must notify the A.D. immediately if there are any roster changes (ads or drops).** This is time sensitive, so the expectation is that the Head coach or designee submits any amended rosters ASAP. Proper spelling, positions and jersey numbers are expected. It is the coach's responsibility to ensure programs are edited correctly. Rosters are an essential part of the coach's duties.
2. Rosters are inputted into the school's data base system called Aeries. The administration runs reports and queries for athletics. For this reason it is essential that rosters are always up to date.
3. Students who are team statisticians, trainers, film crew members, etc. are required to be on the roster. This is essential, especially when these students are to miss class or travel with the team.

PROFESSIONALISM

All coaches associated with our athletic program represent Orland High School. Coaches are expected to act as professionals at all times when associated with OHS. This would include but not limited to: professional dress, language, manners, etc. Coaches shall follow the ethics defined in The Victory With Honor Code. Coaches shall use professional language whether it is on or off the field of play, in locker rooms, or within written emails, texts or letters.

FACILITIES

It is the responsibility of the head coach to ensure the facilities being used are being cleaned and maintained properly. Coaches shall inform the athletic director and the front office if there is a need to fix or update facilities beyond the normal maintenance. Use of facility forms will be required for team events other than games. These forms are available online and in the office.

TRANSPORTATION

Students are expected to follow all school rules when traveling to and from games. Coaches must be responsible to work with the A.D. to ensure transportation for athletic events has been secured. Coaches must report the number of players traveling and the number of vans or buses that will be required for each event. Any coach or volunteer who drives a personal vehicle or district vehicle for an athletic related event must be cleared through the transportation department. To be cleared, coaches must obtain, sign and submit a DMV H6 form to the A.D. for processing through the Transportation Department and district office.

1. All students are required to travel on the bus with the team, to and from away games. **If there is a serious and compelling reason for students to ride with a parent, to or from an athletic event, students must get prior approval from the coach and Athletic Director.**
2. Parents may request permission for the student to return from any away contest with a parent or legal guardian. Permission must be in writing, approved and signed by the administration and on file before the bus leaves for the contest. There is a special *Transportation Request Form*. This form must be completed by the student and parent and submitted to the head coach and A.D. for approval. The form must be turned in to the head coach at least one day before the game. **After approval has been granted, parents must check their child out from the event with the coach and sign a release form. No student is to ride home with anyone other than their legal parent or guardian unless previously arranged and approved by administration.**
3. At no time will a student be allowed to drive or ride with another student to or from an away contest.
4. Coaches shall ride the bus to and from each athletic contest. Coaches will inform the A.D. of the names and number of coaches riding on the bus or driving vans. The Head Coach must inform the A.D. if there are special circumstances which prohibit a coach from traveling with the team. Circumstances such as this may occur, and coaches must communicate with the A.D. so proper supervision of athletes or accommodations can be made.
5. Coaches assume full responsibility for the behavior of players riding on the bus. Accurate roll must be taken before departing and upon return from each event.
6. Vans will be taken instead of buses whenever it is deemed necessary by the transportation supervisor A.D. and Administration.
7. There shall be at least two coaches on the bus to and from each event when teams are traveling.

TRAVEL & TRAVEL ARRANGEMENTS

1. Coaches are responsible for making all travel arrangements. Bus or van arrangements for regularly scheduled games and playoffs will be handled by the Athletic Director.
2. All overnight arrangements including but not limited to: reserving hotels, petty cash, creating itineraries, student permission slips, securing chaperones, etc. are solely the coach's responsibility. The A.D. and administration will have final approval on conditions surrounding overnight trips and travel.
3. An adult (that has been cleared through the district's screening process) must accompany student athletes on overnight trips. **There must be an adult of the same sex chaperoning any overnight trips.**
4. Coaches shall refer to and follow the purchasing procedure process as it pertains to monies spent for travel arrangements.

5. Travel expenditures (other than transportation) will be paid from the team ASB account. This includes the cost of hotels, food, etc.
6. Vans/buses for athletic events other than regularly scheduled games and playoffs will be charged to individual team accounts.
7. The administration will have discretion on paying fees for teams who make State Playoffs.

PROMOTING YOUR TEAM/SPORT IN THE MEDIA

Coaches are expected to do what it takes to promote their team or sport to the fullest. Orland High School sports are respected and valued in our community.

1. Coaches must promote their sport(s) through newspaper, television, websites, school bulletin, rallies, etc. Coaches are encouraged to contact local news agencies to promote their sport. Coaches must contact the A.D. for any media event beyond the normal interview or picture at practice or games.
2. It is the responsibility of the coach of each team to provide scores, stats, results and other information to the press. Coaches are required to notify the newspaper (Orland Press Register and Chico Enterprise Record) at the conclusion of their game. Notification must occur whether or not the Trojans win or lose. **Coaches also must post scores on the Max Preps website.** It is also the coach's responsibility to send scores and statistics to be posted on the OHS webpage.

UNDERCLASSMEN PARTICIPATING IN A VARSITY SPORT

1. In the case when the Head Coach feels that an underclassman has the skills and maturity to participate at the varsity level, the coach will consult the Athletic Director prior to selecting an athlete to participate. Coaches shall not contact a player or mention about "moving up" until the Athletic Director has spoken to the players parents. The Athletic Director will contact the player and parent before an athlete is allowed to move up. The administration and parent have final say on all athletes moving up.
2. Players being moved up must play a significant amount to justify the move up. OHS believes in maintaining competitiveness at all levels and players should only be moved up in rare cases.
3. Varsity Eligibility: Freshman through seniors may participate. Players must be over 15 years of age to participate in Varsity Football.

AWARDS

Coaches are required to order all awards to be submitted to players for end of the season banquets or other honors. This must be limited to a maximum of \$20 per student per sport's season. Coaches shall submit a list of award winners to the A.D. before ordering awards.

1. A "Block O" is earned for both varsity and JV sports. This is at the discretion of each Head Coach.
2. Each athlete will receive an athletic certificate and individual sport insignias (patch) for participating on an athletic team.
3. Each team will have an awards banquet at the end of the season. This will be scheduled by the coach.
4. Team captains are presented a white star on a blue background to denote this honor.
5. Coaches shall consult with the AD on final rosters so the AD may issue appropriate athletic certificates prior to the banquet.
6. All awards will be paid out of individual team accounts.
7. All award orders and purchases must be in compliance with the ASB Accounting procedures.

Student Athlete Safety

SUPERVISION

The head coach is responsible for the overall supervision of all players, coaches and volunteers associated with their program. This includes the entirety of each athletic event.

1. The head coach will supervise or assign a designee to supervise all athletes for the entirety of each practice, game etc., **including and especially in locker rooms.**
2. At least one coach will remain in each locker room as long as students are present.
3. The coach will also be responsible to ensure that students keep the locker room clean and organized as well as lock all doors upon completion of practice.

ACCIDENT OR INJURY

The coach is responsible for carrying emergency cards and a first aid kit to all events (See Emergency Cards page). All injuries must receive prompt first aide. If there are any questions concerning the seriousness of the injury, the athlete should receive professional medical attention as soon as possible. If there are serious injuries, especially to the back or neck, coaches should seek immediate professional medical attention. In the event of injury, the coach is responsible for notifying the athlete's parents as soon as possible.

1. In the event of an injury to a student that is not considered to be of a serious nature or needing immediate medical professional attention, the coach will administer basic first aid.
2. The coach shall notify the parent to the extent of the injury and work with parent/guardian to ensure proper continued care of the injury.
3. Coaches are to follow district protocol in regards to safeguarding themselves from blood borne pathogens etc.
4. In case of minor injuries, such as sliding burns, abrasions, small cuts, etc., the coach will administer basic first aid and decide if the athlete should continue to practice or compete.
5. In cases involving medical attention beyond general first aide or in which the player is referred to a doctor, the coach must fill in and submit an accident form. **This must be filled out and turned into the Athletic Director ASAP or on the next school day in session. Any major injuries must be reported to the Athletic Director or Administration as soon as possible following the incident.**
6. **Coaches shall have a first aid kit and ice available on the court or sidelines at each athletic event, including practice. Coaches shall notify the head coach of the opposing team to inform them where the ice and first aid supplies are located.**

Procedure for serious accidents occurring away or at home facilities:

1. Don't move the patient and administer basic first aid as appropriate. (Any case where there is any doubt of extent of injury the case should be treated as one of a serious nature.) If the injury is serious and requires immediate treatment 911 should be called by the coach or the assistant. Calmly describe the injury and your location. (The school address is 101 Shasta Street, Orland 95963. Notify office personal if available and once the situation is under control the parent must be notified as soon as possible. The patient should be kept warm and wait for emergency assistance to arrive. If needed, the patient should be transported to an emergency facility by the local ambulance.
2. The Principal and Athletic Director must be notified in the case of any serious injury.
3. The Office must be notified of the injury and the accident report form must be turned in within by the next school day.

CONCUSSIONS

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and **receives written clearance** to return to play from that health care provider.

1. Coaches shall immediately remove from practice or game competition any athlete who is suspected of sustaining a concussion or head injury and remain out of practice or play for the rest of the day.
2. Coaches shall not allow an athlete who has been removed from play because of a suspected concussion/brain injury to return to play until the athlete has received written clearance from a licensed health care provider trained in the evaluation and management of brain injuries.
3. Coaches must notify immediately the Athletic Director of any student-athlete who is suspected of sustaining a concussion or head injury.
4. Coaches please refer to CIF bylaw 313 for player clearance form.
5. This form is available on the OHS web page under athletics.

EMERGENCY CARDS

The principal has designated to the individual coaches the responsibility for the emergency care of students injured while participating in athletics. It is essential that Active Emergency Cards (3 x 5) be readily available. They are as much a part of the team's equipment as are bats, balls, and uniforms, and copies should be placed in the training kit.

1. Coaches must carry these emergency cards with them when involved with any athletic event (practice and game play).
2. Before a student may participate in athletics, he/she must have an Emergency Card on file. Each coach must make sure that all squad members have these cards on file, and that each includes his/her guardian's contact numbers and insurance carrier and policy number.
3. Emergency cards are required to be filled out for every player for each new season they participate in.

SECURITY REGULATIONS

Coaches are responsible for the security of their athletic area. This includes but is not limited to the football field, track gym, multipurpose room, classrooms, equipment rooms and locker rooms. The following requirements must be met:

1. Keys will be checked out to coaches by the AD. Keys must be turned in at the end of every season by the requested deadline. Keys must never be given to students.
2. All doors to equipment rooms must be checked to make sure they are secure.
3. All doors must be locked when the facilities are not in use.
4. Each coach shall check his team area in the locker room after each practice.
5. No football shoes, track shoes, or spikes on any kind shall be worn in the main gym. No football shoes shall be allowed on the running track at any time.
6. School facilities are armed during non-school hours. Coaches are responsible for keeping the alarm codes confidential, disarming and arming, and notifying police, administration and maintenance when appropriate.

ATHLETIC PURCHASING/ACCOUNTING PROCEDURES

REQUESTING FUNDS/PO'S/PURCHASES

The Head Coach will be responsible (in consultation with the AD and administration) for managing their team account. Athletic budgeting for equipment, supplies and uniforms is an important part of being a coach. Coaches must manage their budget appropriately to ensure the proper gear for their sport is maintained and ready for each season. Coaches must adhere to the following guidelines when it comes to any purchase out of their ASB Associated Student Body account:

- 1) The Head Coach must submit all require paperwork to only the AD for all purchases. Coaches shall place PO request in the AD box. This includes:
 - A. PO (Purchase Order) request form (Coaches keep the yellow copy for their records.)
 - B. Three quotes are required for any purchases of \$500 or more.
 - C. A quote must be attached to the PO Request Form.
 - D. Pictures/samples are also required for any uniform purchases.
- 2) Within five school days the Athletic Director will approve or deny your request.
 - A. Once approved, the AD will place a copy of the PO in your coaching inbox located in the office.
 - B. No ordering or purchases may be made until coaches receive a signed and approved PO.
 - 1. Coaches will be personally responsible for covering the cost of unapproved purchases!**
 - C. Coaches are responsible for placing orders once the PO is approved.
- 3) Cash boxes **MUST** be requested at least **5 school days in advance** of your event. Denomination of funds required must be written on the Purchase Order Request Form. PO request for cash boxes will also be submitted to the AD.
- 4) OHS ASB has a credit card that can be requested for placing orders. This card can be checked out by filling out a PO. The amount charged must be the exact amount and product on the PO.

Note* Any and All athletic related requests/information/purchases must go through the Athletic Director and or administration. The ASB Secretary shall not be contacted by coaches for athletic related issues.

REIMBURSEMENTS

1. All reimbursements under \$10.00 need no prior approval.
2. To request reimbursement of \$10.00 to \$99.99, you must first:
 - A. Check with site administrator to be sure you have funds available before you make the purchase.
 - B. Once you have purchased the product, complete the Request for Reimbursement Form and attach receipt from the purchase.
 - C. Turn in form to site administrator for appropriate signatures and processing.
- 3) To Request Reimbursement of \$100.00 to \$500.00
 - A. Prior to Purchasing the item(s), complete a Supplies and Materials Requisition form naming you as the vendor.
 - B. Meet with the site administrator for approval of purchase with personal funds. Site administrator must sign and forward to the District Bookkeeper.
 - C. District Bookkeeper encumbers funds and produces a Purchase Order.

- D. Once you have a Purchase Order from the District you may purchase the product, complete the Request for Reimbursement Form and attach receipts from the Purchase.
- E. Turn in form to site administrator for appropriate signatures and processing.
- F. Your reimbursement will be sent to you from the District within approximately three weeks.

DEPOSITING FUNDS

All funds deposited to the ASB secretary must be counted and reported on the student body collection sheet. A minimum of two people must count any cash/funds. The Coach shall be responsible for delivering all monies to the ASB Secretary. All monies must be turned in and or locked up on the same day of the event. No monies may be taken home or kept overnight.

1. All funds deposited must have the following:
 - a. Control sheet (On reverse of STUDENT BODY COLLECTION SHEET).
 - b. Copy of receipts issued- If money is being received or taken as a deposit for items/services received at a later date. Example: Team Camp, Yearbooks, Spirit packs, etc. If items are given at the time of purchase, only a tally sheet is required (no receipts).
 - c. All monies collected over \$5 (whether by check or cash) shall be receipted).
 - d. Auditors require that a copy of all checks received needs to be attached to the student body collection sheet. The tally sheet must also be used for all concession stand deposits.
 - e. All checks written to ASB accounts shall be made out to OHS ASB. The memo section on the check can designate which sport/account/club the money is for.
2. **Deposits and delivery of funds shall be made after 3:10 P.M. to the ASB Secretary or by appointment. Our office is busy and we may not be able to accommodate people who drop in. It is recommended that advisors contact the ASB Secretary by phone or email to ensure she is available.**

PIZZA PURCHASING

1. Coaches are allowed to order pizza through Round Table Pizza in Orland at a discounted rate for concession stands, banquets, team meetings etc.
2. Each pizza order (per event) must follow the purchasing procedures above.
3. Coaches shall submit a PO request for the estimated cost of the pizza purchase before ordering.
4. Coaches are required to submit pizza receipts to the ASB Secretary when cash boxes are returned. This shall be the next school day after the event occurs.
5. Round Table bills OHS monthly, so returning receipts in a timely manner will allow for updated and accurate accounting of team accounts.

ATHLETIC BUDGETS & FUNDRAISING

Fundraising is a very important aspect of OHS Athletics. There are two accounts for OHS athletics. The general athletic fund is managed by the A.D. and administration. The general account is funded by the district contribution, money earned at the gate of athletic contests, special fundraisers and donations". The general fund pays for officiating, medical supplies, some awards, CIF and BVL fees, and at the administration's discretion (tournament entry fees, equipment, uniforms, transportation, etc.)

1. Each sport has their own Associated Student Body (ASB) account. The head coach is in charge of managing the budget within this account. These funds are used to pay for team uniforms for players, equipment, travel expenses, entry fees, clinics, camps, awards and rewards, etc.
2. Coaches are expected and encouraged to fundraise for their teams and sport. **All fundraisers must be pre-approved by the administration prior to any fundraising event.** Fundraisers also must be submitted to the school board for approval. There are timelines for getting items on board agendas so advisors must plan in advance for all fundraisers.
3. Fundraiser approval forms shall be submitted to administration at least 4 weeks prior to any fundraising event. All fundraisers shall be submitted at the beginning of the school year.
4. Any monies that are collected for any reason must be receipted. (See 1a and 1b above).

EQUIPMENT AND SUPPLIES

1. The head coach of each team will submit a list of desired equipment to the head varsity coach of that particular sport. The head varsity coach will then submit the list to the Athletic Director well in advance and at required deadlines so equipment can be purchased and delivered on time if funds are available.
2. The coach must assume the responsibility for any and all equipment issued to the members of the team. **Head coaches must have each athlete fill out a uniform/equipment checkout form when uniforms and equipment are issued.** These forms must contain all items that were issued to players, replacement costs, and both student and parent signatures. A copy must be given to the Athletic Director.
3. Coaches are responsible for the collection, cleaning/washing, storage and security of all gear. Coaches must be certain that all athletes have a blue card on file before issuing equipment. The coach must assume the responsibility for any and all equipment issued to members of the team. All equipment must be stored properly after practice and during storage for the off-season.
4. For Safety reasons, coaches shall not purchase or issue jerseys containing the number 13 or 14 for any sport.

COACH'S EXPECTATIONS OF PLAYERS

It is important that the Head Coach has guidelines and expectations in place for their individual sport at all levels.

1. The coach must inform the players as to the rules of the contest, eligibility, conduct, dates/times of practice/contests, standings, procedures, etc.
2. The head coach must review the "Victory with Honor Code of Conduct" with each and every player.
3. Coaches must present each of their players with a written set of guidelines and expectations. These guidelines must be given to the AD for review prior to being given to players. These expectations must outline the policies and procedures for their individual sport. These expectations should also be given to the athletes' parents and explained at pre-season meetings.

ATTENDANCE

It is the responsibility of the coach to see that accurate attendance records are kept for all members of the squad during any school sponsored athletic activity (This includes, team meetings, practices and games).

1. Coaches must keep a copy of their attendance throughout the entire season and submit it to the Athletic Director upon request. Coaches are required to submit an attendance roster to the attendance secretary, Terry Lombardi (tlombardi@orlandusd.net) for all athletic activities in which students miss class. This must be done within two school days after the event. Coaches must email Terry and let her know which students did not attend the event.
2. Coaches are also responsible for checking on their player's school attendance. Poor attendance may disqualify an athlete from participating in a practice, game or other sports related activity. Students who participate in a game when they have missed class could result in forfeiture of the game (see Extracurricular Activity & Athletics Code).
3. If a coach is going to be absent from an athletic event for any reason, they must inform the head coach of the team, A.D., or administrator so the event can be adequately supervised or possibly cancelled.
4. Coaches will have regular practice schedules depending on availability of fields, gym and facilities. Practices times will vary from sport to sport and will be determined by the Head Coach. Early morning practices may be held. Coaches may set practices times during vacations depending on the season.
5. In regard to outside activities which conflict with scheduled practices, the student must inform their coach prior to the absence.
6. The coach will determine what a legitimate excuse for missing an athletic event is. Procedures for notifying coaches and the appropriate consequences for their absence or negligence will be determined by the head coach.
7. Students who were absent during the school day for illness cannot participate in competitions on the day of their absence. A student with a dress cut in PE cannot participate in a competition on the same day.

APPEARANCE OF ATHLETES & COACHES

Each coach is responsible for the appearance of their team, for they represent Orland High School. OHS expects professionalism from players and coaches at all times.

1. All athletes and coaches associated with the athletics program are expected to be neat, well groomed and properly dressed at all times.
2. Coaches must see that each student's uniform fits adequately and they are properly dressed at all times.
3. The Head Coach is responsible for creating, educating and publishing their expected dress codes.

4. Coaches will ensure that student-athletes are properly dressed at all times. This includes practice, games, travel, banquets, game day, etc.
5. Coaches and athletes are required to be properly dressed for formalized team pictures. Coaches and athletes shall wear matching clothes (socks, jerseys, etc.) so that the team picture which is posted in the office and in the yearbook is professional. Student athletes or coaches who are not prepared for the team picture shall not be included.

CONFLICT RESOLUTION

When conflict 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. All coaches are responsible for discipline for their athletes. The principles of “Victory with Honor” are the driving force behind athlete discipline.

1. Discipline of student athletes is outlined in the Extracurricular Code of Conduct as it pertains to the California Education Code.
2. The Head Coach will set the rules, guidelines and expectations of his/her players. The Head Coach may discipline student athletes in a fair, reasonable and consistent matter.
3. **First step:** Student Athlete contacts coach- The student athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that a majority of concerns will be resolved at the first meeting.
4. **Second step:** Parent contact the coach- If needed, a parent may contact the coach directly. This may not occur just before, during or just after a practice or game. A parent should email or call the coach to set up an appropriate time to discuss the issue. Players are expected to be present when the coach has a parent meeting.
5. **Third step:** Contact the Athletic Director- If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. A parent and/or student should email or call the Athletic Director to set up an appropriate time to discuss the issue.
6. **Fourth step:** Contacting the Vice Principal- If there is still not a satisfactory resolution, the student and/or the parent may contact the vice principal. A parent and/or student should email or call the Vice Principal to set up an appropriate time to discuss the issue. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and expectations can lead to more productive relationships in the future.

DISCIPLINE OF STUDENT-ATHLETES

Coaches must develop and submit a copy of the coach’s expectations and team discipline policy to the Athletic Director before the season begins. These expectations and consequences must be in line with school policies and approved by the AD and Administration. The principles of “Victory with Honor” are the driving force behind athlete discipline.

1. All coaches are responsible for discipline of their athletes when it comes to minor infractions related to their sport. Bigger infractions such as theft, fighting, vandalism, harassment etc. must be immediately reported to the AD or administration.
2. The coach’s expectations and rules for participation on the team must be clearly indicated and given to all players in writing prior to the season. Education code, normal school rules, the principles of “Victory with Honor” and the OHS Extracurricular & Athletics Activity Code all apply when it comes to the discipline of athletes.

3. The athletic director must be contacted for situations in which a player may be benched or removed from a team.
4. Coaches are expected to contact parents when an athlete's behavior becomes disruptive to the team. With the exception of major violations of school or team rules, there must be clear evidence of progressive discipline (parent contact, AD contact and administration intervention) prior to removal from a team. The Athletic Director must be contacted for situations in which there may be a serious issue, a player removed from the team or parental involvement.

QUITTING OR LEAVING A SPORT OR TEAM

Students are encouraged to participate on athletic teams at Orland High School. Participating in athletics is a big commitment from the student athletes. Leaving or quitting hurts all that are concerned. All team members are valuable, and each team needs to know that it can count on its members to be there.

1. A student may quit a sport before the first contest with no consequences.
2. It is understood that students may leave a team for medical, family or other valid reasons.
3. If a student quits a team after the first scheduled contest, regardless of the reason why, they are required to fill out a "Notification of Intent to Withdrawal form" and submit it to the Head Coach prior to missing the first game/event. Coaches are required to inform the A.D. of the situation and turn in the completed form when a student quits.
4. The form will be evaluated by the Athletic Director and school administration and ramifications from the withdrawal (if applicable) will be indicated on the form. A copy of the finished form will be presented back to the student within 10 school days.
5. Students will not be eligible for the any sport if their "Notification of Intent to Withdrawal form" is not filled out. The student may also face limitations when attempting to participate in the next sport or activity.
6. A student who quits or fails to finish the season due to disciplinary removal shall forfeit any athletic letter, team/squad award, team picture, all-league honor, and will not participate in any awards presentation ceremony for that season.
7. If a student is suspended from a team due to discipline reasons, he/she shall be ineligible for another team during that sport season.

ELIGIBILITY & ACADEMICS

Coaches should make every effort to keep abreast of and promote the academic success of their athletes. Coaches should be interested in scholastic progress of all athletes throughout the school year. Coaches should act as a mentor for their athletes and promote academic success for all members of their team. All players must meet the CIF eligibility requirements. Any new student to OHS must go through the CIF eligibility approval process.

1. Coaches must notify the A.D. ASAP of any new OHS students that have transferred to OHS so the proper steps can take place.
2. Coaches will be given an eligibility list at the end of each grading period. Coaches are responsible for reviewing the eligibility list and informing their players who are ineligible or eligible to play. Students must have a minimum GPA of 2.0 and have no more than two failing grades to be eligible to participate in any athletic contest. **(See Extracurricular Athletics Code for more information).**

3. A typed roster (completed in a excel format) of all team members must be given to the AD. Rosters must be submitted as soon as tryouts are complete and before any scrimmage or contest takes place. The Athletic Director and administration will check and certify eligibility. It is the responsibility of the coach to keep his or her roster up to date and notify the A.D. immediately if there any changes. Coaches must monitor the eligibility list and ensure that ineligible players do not suit up for or participate in any games. If an ineligible athlete plays in a game, the game is subject to forfeit and the coach may face disciplinary consequences.

INELIGIBILITY

Students who have not met the minimum 2.0 GPA requirement and are not using their one time Academic Probation are ineligible. Students who are ineligible may not suit up or participate in any athletic contest. It may benefit some students to remain a member of the squad although they are ineligible to participate in formal competitions. Students may benefit from learning the sport, exercise, team friendships, and gaining the drive to do better in school. Cutting a player from the squad completely may not be in the best interest of each and every athlete. Students may remain on the team with the permission of the Head Coach. Ineligible players must adhere to the following parameters to remain on the team for practice and training purposes only:

1. Students may not miss any class period for traveling or other athletic-related reasons.
2. Students must submit a weekly academic progress report to the coach showing improvement in their grades.
3. If a student athlete fails to return a weekly progress report or regresses in their grades, they will be fully removed from the team.
3. Meet any other expectations as determined by the coach.
4. Coaches may require athletes to attend study halls during lunch and after school.

C.I.F. - LEAGUE RULES AND REGULATIONS

The coach is responsible for knowing the C.I.F. and the League rules in regards to general regulations and specifics unique to his/her sport. Coaches are responsible for reading and understanding the Butte View League (BVL) Constitution and By-Laws each season. These are posted on the Orland High School webpage. Coaches must educate their players of these rules and codes. Coaches should consult the athletic director for any questions related to C.I.F. or BVL regulations. If there is any doubt of any rule, by-law etc. the coaches must contact the AD for clarification in order to prevent any unnecessary disciplinary consequences to the players, school or coach.

FORFEITURE

In case of forfeiture of a contest, the coach must inform the Athletic Director at once so that league procedures may be observed.

PAPERWORK

1. All coaches are responsible for making sure student-athletes turn in a blue card before they can practice or tryout. This blue card will be distributed to the student-athlete by the Athletic Director and turned into the coach. This will notify coaches that the student-athlete is eligible to participate.
2. Coaches will not accept any paper work from the Student-athletes. The Student-athlete must turn in all required forms to the Athletic Director according to the required deadlines.

EXTRACURRICULAR ACTIVITY & ATHLETIC CODE

Orland High School and the Governing Board recognize that extracurricular activities and athletics enrich the educational and social development and experiences of our students. The district encourages and supports student participation in sports and extracurricular activities as they have been proven to enhance the high school experience and improve grades and overall satisfaction with education.

Any student who desires to execute the *privilege* of participating in Orland High School extracurricular activities must abide by this code as well as all other published rules of the school or district. **This code is in effect for students while on the way to school, at lunch or going home from school. The code is also valid during all hours of school or any school related activity (on or off campus or on weekends or summer break during an OHS activity).**

1. Extracurricular programs & activities include but are not limited to: Athletics, FFA, School Clubs, Dances, Fair Activities, School Events, and Field trips (when not required as part of the class grade).
2. Students must maintain a grade point average of 2.0 or better each grade reporting period (every 5 weeks to include progress reports and report cards) to be eligible.
3. Students shall not have two F marks on any grade report to be eligible.
4. Students must be on a graduation track to be eligible. A graduation track is defined as being on track to graduate in four years. Students deficient in credits must have a formalized graduation plan approved by the administration to remain eligible. The plan will be created by a school counselor and include a schedule for credit recovery, summer school, Adult Education, etc. Administration shall have the final discretion as to the feasibility of the graduation plan or track. Students who do not meet the terms of their graduation plan will be deemed ineligible and may be removed from extracurricular activities. Removal from a team/squad/club will be immediate, even if it falls between grading periods.
5. Eligibility or ineligibility begins or ends the Monday following the week grades are posted.
6. Students who are ineligible may request "Academic Probation". Academic Probation may be granted twice during a student's entire high school career. Academic Probation will last until the next grade reporting period (approximately 5 weeks). Academic Probation is not recommended for freshman or JV athletes as often participation becomes more valuable at the varsity level where playoffs and championships exist. Academic Probation requires a formal contract to include signatures from the student, parent, Club Advisor or Athletic Director and Administration for approval.
7. As a condition to participate in OHS sports and FFA activities, students and parents give consent to random drug testing as outlined in school board policy.
8. Students that are showing animals in the Glenn County Fair oftentimes have a financial commitment with their animals. All FFA students must meet the provisions of this code. FFA students/parents must understand that if students do not meet all the provisions of this code they will miss the privilege to participate in showing or auctioning animals.
9. Summer schoolwork will be used for eligibility purposes in order to mitigate any F grades. A student's GPA will be calculated by adding on the summer class(s) as an extension of the spring semester grades.

10. Participation in extracurricular activities is a privilege (not a right) for OHS students. Appropriate grades, attendance and behavior are required to participate. Unless there are clear mitigating circumstances (to be determined by the administration) the following violations will lead to a forfeiture of a student's participation in extracurricular activities:
- a. Suspension (see "Major & Minor" below)
 - b. Student is on the Activities Hold List
 - c. Student did not participate in PE class the day of the event ("dress cut")
 - d. Student behaves in an inappropriate manner: receives referral, kicked out of class, defiance the day or week of the event
 - e. The student is sick during 3 or more classes (a half day) during the day of the event. (With a doctor's note or parent content, the administration may grant eligibility)
 - f. Unexcused absences the day or week of the event or a pattern of recent tardies or unexcused absences
11. A student can be placed on the Activities Hold List for a variety of reasons, including but not limited to: having un-served detentions, quitting a sport, failing to turn in: equipment, uniforms, library books, textbooks or not paying fees. When a student is on the Hold List they will be excluded from participating in any extracurricular activity until they can clear their name.
12. Coaches and advisors can "bench" or take away privileges for members of their team or club based on their own pre-stated policies. These policies must be approved by the Principal, published and shared with participating students and parents at the beginning of the school year or sports season.
13. Students who are suspended for a "minor" suspension (not listed below under "major") forfeit their eligibility to participate in all school related activities during the day(s) of their primary suspension. If there is no event during their suspension period the student must forfeit the next scheduled game/event after they return from their primary suspension.
- Note: A "minor" suspension during football season will result in a ½ game forfeiture. This rule applies to football only as this sport plays approximately ½ the number of games as other sports. The ½ game forfeiture must occur during the first half of play.
14. Students who commit the following violations earn a "major" suspension and will forfeit their privileges to all extracurricular activities for 9 weeks from the day the suspension starts. This suspension can span over two or more sporting seasons. Major suspensions include: Alcohol and/or controlled substances, violence/fighting, weapons theft, harassment, hate violence, and vandalism.
15. Students facing 9 week ineligibility due to a major suspension may submit a typed "appeal" letter to the Athletic Director or Assistant Principal requesting a reduced sports or activity suspension. The letter must include an explanation of how the student could have handled the situation differently, how they plan to avoid future suspensions, how they plan to make amends to their victim (if applicable) i.e.: letter of apology to victim. The appeal must also describe what they have learned from the situation. A review committee including the Assistant Principal, Athletic Director (or appropriate advisor) and one OHS teacher will meet to make a confidential recommendation to the Principal. The Principal will then decide the final duration of the suspension. A decision will be rendered and explained to the student within 10 school days once the appeal letter is received. Any further appeal goes to the Superintendent.
16. Students on disciplinary athletic suspensions may not attend games, events or practices if the event falls on the day(s) of the student's primary school suspension. They may not attend games (home or away) as

a spectator. For an athletic game suspension that falls on a date after the primary suspension, students may attend home games, sit on the bench, but not “suit up” for games. Students may not miss any class time or travel with the team.

Note: In some cases, depending on individual circumstances and time frames, the administration may give latitude upon which game/event must be forfeited by the student. The administration may also remove extracurricular privileges from students as a disciplinary consequence.

17. A student who quits or fails to finish the season or is removed from the team for disciplinary reasons shall forfeit any athletic letter, team/squad award, all-league honors, and will not participate in any awards presentation ceremony for that season. The student may also face limitations when attempting to participate in the next sport or activity. Even if the sport or activity is the next school year or the sport does not directly follow the season they quit, the student may face restrictions. It is understood that students may leave a team for medical, family or other valid reasons. Regardless of the reason why a student fails to complete a season or activity, they are required to fill out a “Notification of Intent to Withdrawal Form” and submit it to the Head Coach prior to missing any games, events or practices. The student athlete is required to have a face to face meeting with the coach in addition to submitting the form. The form will be evaluated by the Athletic Director/Advisor and school administration and ramifications from the withdrawal (if applicable) will be indicated on the form. A copy of the finished form will be presented back to the student within 15 school days. There will be no penalty if students withdrawal or quit a sport before the first scheduled game or match. Students who quit after the first match may be ineligible for future extracurricular activities.

OUSD EXPECTATIONS FOR OHS COACHES

The following expectations outline the basic responsibilities of our coaches. The purpose of the document is to ensure that the athletic director, administrators and coaches work together to provide a safe and fun learning environment for all student athletes. Orland High School wants to ensure the spirit and letter of the rules set forth by the school, the district, the league and CIF are followed. Coaches are expected to thoroughly understand the contents before signing.

Name: _____ Position: _____ Term: **2012-2013 Season**

***Coaches are hired for one season only. Coaches are evaluated by administration and recommendations are made to the Superintendent for rehiring or termination.**

I. STUDENT-ATHLETE SAFETY

- A. Each coach is responsible for taking the necessary steps to gain clearance for coaching. No coach can work with student-athletes until they are notified of their complete clearance.
 - 1. Only the Athletic Director or school administrator may authorize the coach's clearance status.
 - 2. Coaches must complete all clearance forms as outlined on the "Requirements for Coaches Form."
 - 3. Head coaches are responsible for ensuring that all assistant coaches, both paid and volunteer are cleared before working with athletes.
- B. Coaches must ensure that no athlete participates in any physical activity related to the team (including tryouts) without being cleared by the Athletic Director. Athletes are only cleared when they have turned in a **VALID EMERGENCY CARD, PHYSICAL FORM and HEALTH INSURANCE VERIFICATION.** Student-athletes must also pass **ELIGIBILITY (Academic and CIF).**

II. VICTORY WITH HONOR

- A. Coaches must Teach, Enforce, Advocate and Model (T.E.A.M.) the ethical values of pursuing victory with honor.
 - 1. Coaches will also sign and adhere to the Victory with Honor Contract.
 - 2. Coaches must follow the 6 pillars of character: trustworthiness, respect, responsibility, fairness and caring.
 - 3. Head coaches are responsible for informing athletes and Asst. coaches of these expectations.

Statement of Agreement

By signing below, I am acknowledging that I have been given, read and understand the following documents and expectations related to coaching athletics at Orland High School:

- 1. The information and expectations as outlined on the above page.
- 2. The 2012-2013 Coach's Handbook outlines all procedures and policies pertaining to OHS athletics.
- 3. The Required forms and Procedures for Athletic Coaches & Volunteers.

My signature indicates that I am aware of the expectations, policies, and rules governing CIF, the Butte View League and Orland High School. I understand that if I have a question related to any of these policies I will contact the Athletic Director or school administration.

Coach Signature Date

Athletic Director Signature Date

Administrator Signature Date