

DIXON UNIFIED SCHOOL DISTRICT  
COACHING HANDBOOK  
2016-17

ATHLETIC DEPARTMENT PHILOSOPHY STATEMENT

The Dixon High School athletic program is built around the philosophy that a dynamic program of student activities is vital to the educational, social and emotional development of the student. We believe that the athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life. In this regard, the athletic program should function as an integral part of the total curriculum. It should offer opportunities to serve the school community, to assist in the development of fellowship and good will, to promote self-realization and all around growth, and to encourage the qualities of good citizenship.

Athletics also play an important part in the life of Dixon High School as the young people involved learn lessons in sportsmanship, responsibility, teamwork, cooperation, and winning or losing with grace. Through participation in athletics, a healthy self-concept as well as a healthy body can be developed. Athletics add to the Dixon High School spirit and help all students and spectators as well as participants develop pride in their school community.

The athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations and the rules governing the California Interscholastic Federation, Sac Joaquin Section and Golden Empire League. Dixon High School places great responsibility on the athletic coaches to fulfill the school mission statement, athletic mission statement and abide by the rules of the governing body. Participation for student-athletes and the coaches is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student-athletes themselves.

**POINTS TO PONDER.....A COACHING PHILOSOPHY**

Talk about execution and dedication. Talk about responsibility and reliability. Talk about family and friendship and effort. Always preach the bigger picture.

Emphasize Dixon High School Program and the successes of Dixon High School.

Recognize what you don't have, and build it. There is nothing you can't accomplish.

The game is not about X's and O's. That is 15% of the process. 85% of the process is working and dealing with emotions and problems and people. Stay calm in a game because the game is working and dealing with emotions and problems and people.

## The Coaches Code of Ethics

Provided by the National Federation of State High School Associations

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and other controlled substances while supervising student-athletes. This includes the entire length of any overnight travel.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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CURRENT ATHLETIC CODE

## **ACCIDENT REPORTS**

Any injury that appears to be more serious than the typical bump, bruise or scrape, should be reported to the Athletic Office. The coach should be sure that an Accident report form is filed within 24 hours of the injury. Forms are available from the Activities Director or Athletic Secretary. Accident reports are vital for follow-up from insurance companies and for any legal matter that may develop.

## **ATTENDANCE POLICY FOR ATHLETES**

From the Athletic Code of Conduct: An athlete must attend school for his/her entire schedule on the day of a contest to maintain participation eligibility unless the Athletic Director gives approval. If a student violates this rule, he/she will not be allowed to compete in the next scheduled competition. For Saturday contests, an athlete's Friday attendance will be used to determine participation eligibility.

## **ATHLETES WITH SPECIAL PHYSICAL CONDITIONS**

Each year the school nurse will compile a list of high school students with physical conditions that require special awareness on the part of the coach. The Athletic Director will make all coaches aware of these athletes.

## **ATHLETIC CODE OF CONDUCT**

All coaches must actively support the Athletic Code of Conduct. The coaches' attitudes, actions and values need to reflect the spirit of the Athletic Code. All Code violations should be reported to the Athletic Director who will then act upon the violation. Head coaches may occasionally be asked to serve on the Board of Appeal. The current Athletic Code is included.

## **AWARDS**

Coaches should clearly articulate the criteria for the earning of Athletic Awards at the start of the season. Dixon High School provides "letters" for varsity athletes, and sport specific patches. The Athletic's Secretary will be the contact person for all awards. Any other awards, such as plaques and trophies, will be paid for by that program. Additionally, all Senior Night/ Parents Night costs, including flowers, must be paid through student contributions or through team fund-raising.

## **BANQUETS**

Athletic banquets provide a time, following the end of a sport's season, when parents, athletes, and coaches may assemble to enjoy the company of one another, while reflecting on the past season. It is the time for recognizing the accomplishments and efforts of all athletes.

Banquets are voluntary and are planned by parents. Items to keep in mind:

- A. It is the responsibility of the parents to inform all guests that the use of alcohol is not permitted before, during or after the banquet.
- B. The head coach is in charge of the program. A typical program consists of some brief remarks and then the presentation of the awards. If student presented awards are planned, they must be brief.

## **BUDGET AND PURCHASING**

- A. Head coaches will discuss their budgetary needs with the Athletic Director.
- B. A purchase order must be completed for all items purchased.

## **CONCUSSIONS: NEW STATE LAW REGARDING CONCUSSIONS**

California State Concussion Law

**Amendment to California's Existing Concussion Law [AB 2127(Cooley)] Effective January 1, 2015\*\***

On January 1, 2015 Assembly Bill 2127 was signed into law and will take effect, amending the current language to California's existing concussion law and Education Code 49475. Assembly Bill 2127 address limitations to full-contact activities in tackle football, concussion management and return to play following concussion or other head injury.

The California legislature asserts that concussions and other head injuries continue to affect thousands of middle and high school aged student athletes annually. They acknowledge that many of these athletes are not afforded the same standard of care that is customary at the collegiate and professional ranks. Thus, as symptoms are so varied and are not necessarily specific to concussions, many injuries go undetected, and often go under-reported as students keep injuries to themselves wishing to continue to compete.

As it stands, Ed Code 49475 requires a middle school or high school district, charter school, or private school that elects to offer athletic programs to immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The bill prohibits the return of the athlete to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider, as specified. The bill also requires, annually, a concussion and head injury information sheet to be signed and returned to a school site, by the athlete and the athlete's parent or guardian before the athlete may begin practice or competition. In addition

to the above statute, *the new law enacts a mandatory graduated return to play (RTP) protocol of no less than 7 days*, in cases where it is determined by the licensed health care professional that the athletes sustained a concussion.

The bill also directs that the RTP shall be carried out under the supervision of a licensed health care professional. This will provide for a gradual increase in exertion, over the period, offering an individual more time to resolve and demonstrate a readiness to return to participation.

This law continues to highlight the need for certified athletic trainers in identifying, managing and monitoring students active in youth sports activities.

For more detailed information on the bill, or copy and paste the following link into your address bar:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140AB2127](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB2127)

### **Concussion Safety Law, Ed Code 49475**

Education Code 49475, formerly Assembly Bill 25, addresses concussion in high school athletics and was signed into law by the Governor in 2011. This is a measure that CATA sponsored and supported, with the NFL being the primary sponsors. The new state law is fundamentally similar to the CIF rule that came into play one year earlier. It states:

“This bill would require a school district that elects to offer athletic programs to immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The bill would prohibit the return of the athlete to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider, as specified. The bill would require, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete’s parent or guardian before the athlete’s initiating practice or competition.”

Education Code 49475 became active on January 1<sup>st</sup>, 2012. The role of the athletic trainer regarding concussion management has not changed with this new law. However, athletes and their parent/guardian must sign a concussion and head injury information sheet annually prior to the beginning of the season. An example of the information sheet as well as policies for concussion management may be found on the CIF Website at <http://www.cifstate.org/index.php/the-latest-news/concussions>.

### **DIRECTIONS TO GAMES**

Directions to all games (Schools in the Sac Joaquin Section) are available at [http://www.cifsjs.org/schools/member\\_schools\\_and\\_maps](http://www.cifsjs.org/schools/member_schools_and_maps)

Parents should be encouraged to use this site.

### **EARLY RELEASE**

Contests are normally scheduled so that they do not conflict with a student's classes. There are, however, situations that require athletes to be released before the end of the day. These athletes will be treated as if they were on a field trip. A list of athletes (aka roster) to be released needs to be submitted as soon as possible to the Athletic Director, Attendance Secretary, via the Athletic Director's assistant. This team roster will then be distributed to teachers and the attendance office via email. Teachers will only release students who receive an Early Release email from the Athletic Director's assistant. This email is sent every morning and the time for dismissal is agreed to with the Athletic Director. It is the goal of Dixon High School to keep the student-athletes in class as long as possible. In most cases, students are released from classes ten minutes prior to the departure of the team.

### **ELIGIBLE ATHLETES AT THE START OF THE SEASON**

A student must have the following on file in the Athletic Department before being allowed to practice:

- A. A completed Athletic Participation Packet.
- B. Attendance at the Athletic Information meeting (or viewing the film of the presentation).
- C. Athletes will be given a participation card. Every student-athlete or manager attending practice must have received a card from the Athletic Department and deliver it to the coach.

No athlete is allowed to practice/compete until cleared by the Athletic Department. Coaches should also check the latest Ineligible List for athletes who may be affected by this.

### **EMERGENCY FORMS**

All coaches are urged to carry medical emergency forms for all athletes on their team. These forms should be carried at all practices and games. A sample form is in the Appendix.

### **FUNDRAISERS**

All fundraisers should be pre-approved by the Athletic Director and signed by the Principal. Fundraiser Request forms are available at the Athletic Department office. All funds must be deposited into a Dixon High School student activities account.

### **HAZING**

Simply put, any type of hazing is not allowed at Dixon High School.

- A. Any type of act which is a condition of initiation or admission into, or affiliation with an organization, club or team, regardless of the student's willingness to participate, that includes asking or forcing a student to break a law or school rule, or take part in an act which involves misuse of school equipment, or holds the potential to cause physical harm to the student or other students is hazing.

- B. Students who engage in hazing will be subject to consequences that may include suspension, police referral and a recommendation for expulsion.

### **INJURY PROCEDURES**

Coaches have a special responsibility when an injury occurs. Several important and timely decisions will have to be made. What kind of first aid is appropriate? Should the Athletic Director or Administration be summoned? Should 911 be called? Regardless of what is done, the coach remains in charge of the situation until the medical personnel arrive.

Items to consider:

1. If time permits, the parents should be called to inform them of the injury, but also to learn of any preferences they may have for a hospital, etc...
2. Know the location of a telephone for each practice or competition area.
3. An AED (Automatic External Defibrillator) is located in the K Building (Snack Bar Building) and the Administration Office.
4. If there is blood involved in the injury situation, the Custodial staff or Administration should be informed and appropriate cleaning be performed.

### **KEYS**

Keys that provide access to areas that are essential for a coach to carry out his responsibilities will be provided. Keys will be checked in and out from the Assistant Principal. Coaches should never allow students to use their keys.

### **MEDIA**

Varsity coaches should report all home event scores/results to the local media and MaxPreps.

### **MUSIC**

Music played at practice and at games must be appropriate. The Coach is responsible to screen all music before it is played.

### **OVERNIGHT TRIPS**

All trips must be pre-approved by the Principal and Athletic Director and approved by the Dixon Unified School District School Board. In accordance with School Board policy regarding a drug free workplace and prohibition of tobacco products, no chaperone use of alcoholic beverages and tobacco products is allowed throughout the trip. Chaperones are expected to hold students accountable for their behavior in a reasonable and prudent fashion. Students are expected to abide by both school rules and the rules stated in the Athletic Codes.

Coaches who arrange for overnight trips must develop itineraries that minimize absences from scheduled classroom days, seek written parent permission, secure necessary information about unique medical needs in advance, and secure emergency contact information. The Overnight Athletic/Activity Trip Information sheet must be completed and distributed to all parents. All students must return the signed permission form before the student may travel. All overnight trips must be placed on the board agenda and approved by the Dixon Unified School Board.

### **PARENT MEETING**

Proactive communication is essential in order to be successful as a coach. Pertinent information regarding expectations, schedules and team rules should be shared with parents in a timely basis. It is crucial that a parent meeting be held for all parents in your program. This meeting should be held either before the season or very early in the season.

### **PERFORMANCE ENHANCING SUBSTANCES**

CIF and the Sac Joaquin section are opposed to the use of steroids and other performance enhancing substances (PES). Coaches shall devote time each year to positive programs which highlight prevention and education of the risks, and adverse effects of PES.

### **PHONE NUMBERS**

Athletic Director Angela West

School:

Activities Secretary

Norma Holtmeyer

School:

Dixon High School Assistant Principal:

Bob Bugalski

School:

### **PRACTICES**

- A. Sunday practices (and games) or gatherings of any type are not allowed, per CIF rule.
- B. Practice times on non-school days needs to be submitted to, and approved by, the Athletic Director so that notification may be given to Maintenance and Operations Department.
- C. Practice lengths of time need to be reasonable in length. No on-field practice should exceed three hours on a regular basis.
- D. Coaches will establish practice attendance policies and clearly describe them to the team early in the season. Athletes who violate the policy should be appropriately disciplined per team rules.

### **Practice no play**

Once in a student's four years at Dixon High School, a student may practice with the team and not participate in contests due to academic eligibility. The student-athlete may not travel with the team or join the team on any trips. The purpose of the practice no play policy is to allow students to participate in the most successful intervention program on campus. The students-athletes are around other successful students and may gain keys to future academic success. The assistant principal overseeing athletics or the principal are the only individuals to place a student on practice no play.

### **SCHEDULES**

All head coaches are responsible to develop their season schedule. All dates for contests should be cleared with the Athletic Director before a commitment is made to another school. The most up to date league schedules are available online at <http://www.goldenempireleague.org/>

Teams are encouraged to use MaxPreps for posting schedules and results.

### **SELECTON OF TEAM MEMBERS**

The Dixon High School Athletic Department Philosophy believes that student participation in athletics is a positive behavior. Except when supervisory, safety and space conditions exist, teams welcome all students interested in participating in the respective sport. When team membership must be restricted, it will be done according to previously shared criteria observed over a reasonable practice period. Communication of the process used to select team members must be shared with all athletes as soon it is determined that some athletes may be cut. Athletes not being kept on squads should be told face to face. Two coaches should be present if possible so that if any concerns are raised there will be a second staff member present to verify what was said and how the process was handled. Included in the Appendix is a form that could be handed out once it is determined cuts need to be made. It can be modified to fit a particular sport.

### **SOCIAL NETWORKING SITES**

Coaches are allowed to use social networking sites such as Facebook for communication with athletes and parents as long as the only use of the site is for the dissemination of information.

### **SPORTSMANSHIP**

Sportsmanship is the responsibility of all parties involved in athletics. All coaches are expected to model good sportsmanship and to uphold positive sportsmanship expectations for all people involved in the program. If a coach/athlete/parent exhibits poor sportsmanship, the coach should inform the Athletic Director.

### **STRENGTH/CONDITIONING**

If a team/program is using the weight room, a coach must be present to supervise and needs to lock the facility when finished.

### **SUPERVISION**

- A. Much of a coach's time is devoted to the general supervision of athletes. Poor or sloppy supervision can result in serious problems. Each coach is expected to have a plan for supervising athletes before, during, and after practices and competition. Generally, an athlete must be under the direct supervision of a coach from the time they enter the locker room, field of play or any facility for practice or a game until they leave the building following the activity.
- B. Practice area supervision: No activity will take place in the practice area without a coach present and in control of the activity. Athletes need to be taught that a coach's presence is required in all areas.

- C. Away game supervision: Coaches are responsible for athletes from the time the team leaves Dixon High School, until the time they return and the students leave for home. The travel release form in the appendix may be used to allow students to find alternative transportation home from away games.

### **TEAM RULES**

All coaches are expected to issue a written copy of team rules to all players. These rules should also be discussed at the meeting held with parents early in the season. All team rules should be approved by the Athletic Director before distribution.

### **TEAM SPIRITWEAR**

Coaches must reasonably anticipate possible community reaction to slogans on team spirit wear. All student-athlete clothing/gear must be appropriate at any time in a school setting.

### **TRANSFER STUDENTS**

The Sac Joaquin Section has very specific rules regarding the eligibility of transfer students. Coaches need to check on the status of any athlete who they believe may be new to the school. The use of an ineligible player may result in the forfeiture of contests.

### **TRANSPORTATION**

Currently, student-athletes are transported to league competition by leased bus with arrangements made through the Athletics Secretary. The use of the rental vans is also scheduled through the Athletics Secretary. The Athletic Director must clear any other mode of travel. Every athlete is expected to return on the team bus/van. However, if the athlete has another commitment, he/she may request to leave early by returning a signed parent release form provided by the coach. A sample travel release form is included.

### **UNIFORMS**

The coach is responsible for the overall accountability of uniforms issued to players. A list of all uniforms issued to players will be provided to the Athletic Director. A plan for the end of season collection should be developed. All collected uniforms should be returned directly to the Coach. If the uniform or athletic equipment is not turned in and a coach has done all that can be reasonably expected, he/she will provide the Athletic Director with the name of the athlete and a complete description of the missing equipment. Referrals to the Athletic Director should be done infrequently and only in those cases where all reasonable efforts at recovery have failed.

### **VOLUNTEER COACHES**

All coaches, including volunteers, must be cleared by the Athletic Department (Fingerprinted, TB Test, First Aid and CPR) before working with students. Make sure all individuals meet with the Athletic Director as soon as it is determined they will be part of a coaching staff. To be clear, individuals are not allowed