

TRINIDAD UNION SCHOOL DISTRICT

**ATHLETIC HANDBOOK
ADOPTED SPRING 2019**

**TRINIDAD SCHOOL
EXTRA-CURRICULAR ACTIVITIES PROGRAM**

Trinidad School Dragons



Katie Cavanagh – Superintendent

Denise Dolan – After School Program Director

Jeny Giraud – Athletic Director

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Introduction

Kids love the experience of moving their bodies, commanding athletic skills and bonding with other students in the context of physical games. It's a big part of growing up, and a quality after school sports program is a valuable way to serve this natural desire.

At Board request, the administration of Trinidad Union School District has produced and updated this Athletic Handbook as a compendium of policies and documents related to the school's after-school sports program. This program is a component of Trinidad School's After School Education and Safety Program, or "Dragon's Lair." At this time The following teams compose Trinidad School's After School Sports Program: Girls Volleyball (grades 5/6 and 7/8); Girls Basketball (grades 5/6 and 7/8); Boys Basketball (grades 5/6 and 7/8); and Girls and Boys Cross Country (grades K-8) and Track (grades K-8).

Sports participation is exciting and engaging for students and families. It is helpful for families to help guide their student athletes in understanding that school rules and character development standards do not end at dismissal, but continue during school sports practice and games.

Student athletes must understand that the underlying ethic of school athletic teams must be consistent with that of the regular classroom and the broader school experience: Opportunity is not given, but is earned based upon effort, attendance, cooperation, collaboration and skill. Playing time increases as students make improvements in this ethic.

There are programs where signing up guarantees equal playing time – such as recreation programs offered by various parks and recreation organizations within our broad community. However, this is a school program and that means that we are offering students the opportunity to learn how competitive sports programs work. Whether in elementary school, high school, or college, all such programs are guided essentially by this ethic of effort, attendance, cooperation, collaboration and skill. This is consistent with the overall school program, with programs at other schools, and with the demands of life. In the team experience, the student will learn about responsibility, developing an athletic work ethic, managing academic and athletic time demands, working with others toward a mutual goal, building friendships, and finding the positive in both victory and defeat.

We hope that this Athletic Handbook will be a valuable resource to all stakeholders at Trinidad School. By gathering all of these documents in one place, this collection of school documents should make it easier to obtain information on the after school sport programs, and resolve questions regarding various aspects of this student program.

Katie Cavanagh, Superintendent

Denise Dolan, After School Program Director

Jeny Giraud, Athletic Director

SPORTS TEAM PARTICIPATION

(Note: This section is included in the District's annual "Handbook for Students and Parents")

Sports Participation

The objective for Trinidad School's after school sports program is to encourage each interested student to: (1) Develop their physical skills relevant to the particular sport and to general sports participation and fitness; (2) to develop the necessary discipline and confidence necessary to set goals and work toward them; and (3) to learn through experience how to collaborate with others in working toward and achieving shared goals.

Sports in a School Setting

When participating in a school sports team, all stakeholders – students, parents/guardians and coaches – need to remember that this is still a school setting. Behavioral expectations are the same for school and all sports practice and games, as well as in any setting in which participants represent Trinidad School.

Sport Teams Offered

Per federal Title IX requirements, Trinidad School offers an equal number of after school sport teams for girls and boys as follows: Girls grade 6-8 volleyball, girls grade 6-8 basketball, boys grade 5-6 basketball and boys grade 7-8 basketball.

Grades, Behavior & Eligibility

Participating students must do the following in order to be eligible;

- 1) complete an annual "Pre-participation Physical Evaluation" by a qualified health care provider (JPA form 24)
- 2) Achieve a grade point average of 2.0 ("C" or better) during the prior trimester AND must maintain good academic standing during the season per weekly communication between the Coach/Athletic Director and the classroom teacher. Grades/Eligibility will be evaluated on a Tuesday through Tuesday cycle to give students the weekend to make-up work. Student athletes must maintain a GPA of 2.0 or higher and have no failing grades in order to participate on any school sports teams. Students who are behind in their work (i.e. zeros in the grade book due to late work) may attend HOMEWORK CLUB to improve their grades. Students not in good academic standing **may not** participate in actual Games until eligibility has been achieved.
- 3) Frequent office referrals (subject to administrative discretion), in-school and out-of-school suspensions disqualify students from attending both games and practices.
- 4) Students may not practice or participate in a game on any day during which they didn't attend the regular school day.

We ask students, parents and coaches to remember that meeting academic and behavior responsibilities is a valuable life lesson for young people.

Recruitment & Selection of Coaches

Prior to each team's season a families will be notified of upcoming coaching opportunities. Interested parents must write a letter of request to be considered for a coach position. Please ask at the office for further details.

Practice Attendance

Coaches will be responsible for setting practice times with the athletic director and communicating those times with families. Often times Coaches will poll families to find the best day and time for the team to practice together. Good attendance at games and practices is directly related to personal growth in athletics and to team goals. Excused absences are acceptable in retaining team eligibility, but may result in lowered playing time. This is because players learn not just ball skills, but also specific plays to run during games. If the player has not learned the plays, whether because of excused or unexcused absences, then he or she won't know how to run the play during games. That would hurt other players by making it impossible for them to effectively run plays they have practiced, and that's not fair to those who attended every day. Please try to schedule medical appointments or other activities at times which do not conflict with practice.

League and Tournament Play

Trinidad School participates in competitive sports program leagues with other local elementary schools of similar size. This is not the same as a parks and recreation team where participation is everything. Though participation is very important, part of the purpose of competitive leagues for young people is to give them the opportunity to learn what it means to be on a competitive team, improve skills and earn playing time.

Trinidad School Teams often participate in Tournament games, which are generally shorter than league games, and often with disparities in age between teams because of spotty participation from local schools. These events happen on Saturdays and Sundays and are a big commitment for players and their families. As such these games are not required for team members. However whenever possible team members are encouraged to attend, participate, and further develop their skills and understanding of the game. Because of the shortness of these games, younger and less skilled players are not as likely to have substantial playing time, unless the coach has set up tournament entries specifically for those players.

Playing Time

Playing time is often an emotional issue for families, and we ask both students and families to try to understand playing time from a coach's perspective. In competitive leagues there are no promises to student athletes regarding playing time. Some athletes will play more than others, though the coach will make every effort to give all players game time. Playing time will likely vary from game to game based on skill development, opponent play, and practice, among others.

Coaches often play their strongest players during close games and developing players in games where young athletes have the greatest opportunity for success. Coaches are urged to give

each player playing time in all league games, but ultimately playing time decisions must be at the discretion of the coach. Due to shorter game length, playing time is not guaranteed in tournaments.

Playing time is based upon level of skill, work ethic during practices, cooperation, sportsmanship, and attendance. A student who is present at every practice, works hard, and unfailingly cooperates with the coach and teammates deserves and receives more playing time than a student who has missed practices, disrupts practice, or has a poor work ethic. Please help your child understand that team participation is important and that behavior and effort will pay off in the team experience.

Audience Behavior Expectations

Whether we are at a home game or an away game, Trinidad School's fans represent our community. People form impressions of what our school and community are like based on our actions. It is appropriate to cheer for your team and let our players know what a good job they are doing. It is not appropriate to boo or yell negative comments at opposing coaches, team members or referees.

Sportsmanship

Student athletes should come to each game and practice with a commitment to good sportsmanship just as they bring a commitment to athletic excellence. Please be respectful and considerate, play fair, and make an effort to find the positive in the play of both your own teammates and members of the opposing team.

Transportation

Transportation to after school events is provided by volunteer drivers. Drivers should register their license and proof of insurance with the school office, all drivers should have full coverage on their vehicle. Please do not stop to do errands or provide treats to the students on the way to or from games as this would jeopardize student safety and school liability insurance.

Parent Concerns

There may be times during the season when you or your student have questions or concerns. If so, please speak with the coach as soon as possible. Find a time when the coach is not engaged with players during practice or games, and/or speak by phone. If you need further assistance, speak with the athletic director.

Sports Program Survey

At the end of each team's season students and parents may have an opportunity to participate in a survey of the team experience. These surveys are used by the administration and coaches to improve team experience in the following seasons. We value your feedback, and hope that you will participate in this opportunity.

BOARD POLICIES

Approved: April 13, 2017

Instruction

BP 6145(a)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the school. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and cocurricular activities related to the educational program, including materials or equipment related to the activity.

Eligibility Requirements

In order to participate in extra/cocurricular activities, students in grades 4 through 8 must demonstrate satisfactory educational progress in meeting requirements for graduation. Participation is defined as including practices as well as games or performances.

The Superintendent/Principal or designee may exempt from eligibility requirements extra/cocurricular activities or programs which are offered primarily for the student's academic or educational achievement.

BP 6145(b)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

To encourage and support academic excellence, the Board requires students in grade 4 through 8 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/cocurricular activities.

Students with any "F" grades must also maintain minimum progress towards graduation in order to meet eligibility requirements.

The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. The grading period shall be based upon the school's report card/parent conference calendar, but shall also include maintaining academic responsibilities on a weekly basis.

Teachers shall notify coaches or other appropriate activity leaders each Friday of student eligibility for activities during the following week.

The Athletic Director shall develop and implement a process by which participating students from other schools are held to the eligibility requirements as Trinidad School students.

The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. In implementing this policy, the Superintendent/Principal or designee shall help ineligible students regain eligibility.

The Superintendent/Principal or designee may grant ineligible students a probation period of not more than one semester.

All students who participate in extracurricular or co-curricular activities must maintain good standards of citizenship. The Superintendent/Principal or designee may revoke a student's eligibility for participation in extra/cocurricular activities when a student's poor citizenship is serious enough to warrant loss of privilege.

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent/Principal or designee in accordance with Education Code 48850 and 49701.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent/Principal or designee shall notify local law enforcement.

AR 6145(a)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Definitions

For purposes of applying eligibility criteria for student participation, extracurricular and cocurricular activities shall be defined as follows: (Education Code 35160.5)

1. *Extracurricular activities* are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
 - a. The program is supervised or financed by the school district.
 - b. Students participating in the program represent the school district.
 - c. Students exercise some degree of freedom in the selection, planning, or control of the program.
 - d. The program includes both preparation for performance and performance before an audience or spectators.
2. *Cocurricular activities* are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average (GPA) used to determine eligibility for extracurricular and cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5)

AR 6145(b)

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when he/she is subject to probation, the Superintendent/Principal or designee shall provide written notice to the student and his/her parent/guardian.

Supervision

All extracurricular activities conducted under the name or auspices of the district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

Any noncertificated person working with students in a district-sponsored extracurricular student activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties, in accordance with BP 4127/4227/4327 - Temporary Athletic Team Coaches. (Education Code 49024)

BP 6145.2

Instruction

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for

males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

Student Eligibility

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

Date Reviewed: January 10, 2019

Date Adopted: January 10, 2019

AR 6145.2(a)

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

The Superintendent/Principal or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed

to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent/Principal or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments

b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies

3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices

4. Travel and per diem allowances

5. Opportunities to receive coaching and academic tutoring

6. Assignment and compensation of coaches and tutors

7. Provision of locker rooms, practice facilities, and competitive facilities

8. Provision of medical and training facilities and services

9. Provision of housing and dining facilities and services

10. Publicity

11. Provision of necessary funds

Beginning with the 2015-16 school year and every year thereafter, each school that offers competitive athletics shall post the following information on its school web site, or on the district web site if the school does not have a web site, at the end of the school year: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

Health and Safety

The Superintendent/Principal or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

The Superintendent/Principal or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

The Superintendent/Principal or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response.

Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent/Principal or designee shall send a notice to the student's parent/guardians which:

1. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
2. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare
3. Provides information about insurance protection pursuant to Education Code 32221.5
4. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions
5. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

THE ROLE OF COACH

Trinidad School wants to ensure that the sports experience for students and families is a fair, positive, and enjoyable experience for all involved. The designated coach of a school team shoulders leadership in assuring that this goal is met. They can have a significant impact on participating students.

The District is committed to providing high quality coaches for all teams, and has determined procedures and guidelines which will best assure that our sports teams reflect broader school goals as well as conveying a positive image to the public.

To clarify expectations of coach conduct in particular, Trinidad School joins other Northern Humboldt schools in establishing a code of conduct which conforms to important school goals and student character development. We ask that each coach remember that they are always – whether at practice or in games – a model for youngsters and a representative of the whole school. The coach can help young people grow not only in athletic skills but also in sportsmanship, character development, managing personal goals, and learning how to work positively in a collaborative setting.

The coach can also take a leadership role with regard to audience sportsmanship. In particular, this means treating game officials with respect, showing an understanding of the pressure on them and the difficulty of keeping a game moving when young athletes are making frequent errors on the court. We expect our coaches to be the good model that influences audience members in a positive way, and help create an environment of enjoyment and cooperation.

We also ask that each parent/guardian understand the challenges of being a coach: Trying to simultaneously help players at multiple levels of skill development; taking on discipline challenges; handling responsibility for student safety; balancing winning and playing time; finding time for practices, games and tournaments amid all of life's other personal and family needs. If you have concerns, please bring them forward at an appropriate time, and also try to understand the coach's perspective.

At the end of each team's season students and parents may have an opportunity to participate in a survey of the team experience, and ultimately these surveys are to some extent a review of the quality of coaching. These surveys will be used by the administration and coaches to improve team experience in the following seasons.

We all hope that each coach lives up to the high goals and expectations of our school community, and that they will lead our sports teams in conveying to the public a positive image of Trinidad School.

**TRINIDAD SCHOOL
SPORTS PROGRAM COACH GUIDELINES**

1. Coaches will make every effort to follow District policies and rules of the governing sports league at all times.
2. The required number of officials for home games will be provided, with the coach and athletic director sharing responsibility for finding officials.
3. Eligibility for play and practice will be strictly adhered to: This includes age, sex, academic standing, and the student's school discipline record.
4. It will be the responsibility of the teacher or principal to inform the coaches of ineligibility due to discipline matters or academic standing.
5. Academic eligibility is determined on the Friday prior to the week of practice and games; players ineligible on Friday may not play or practice the next week even if work is completed over the weekend.
6. When a player is moved from ineligibility to eligibility due to a change in academic or discipline standing, the coach must confirm this directly with the teacher or in writing from the teacher.
7. Ineligible players may not practice with the team.
8. The coaching staff will make every effort to avoid running up the score; strategies for preventing this will be presented in practice.
9. The coach will strive to play each player during each game, unless playing time is reduced for reasons of team discipline or attendance. For younger or less skilled players, coaches will attempt to balance minimal playing time during close games with substantial playing time in other games over the course of the season.
10. Safe and timely transportation will be arranged by the coach; this includes wearing of seatbelts. Evidence of driver's license and insurance will be required from volunteer parent drivers.
11. At all times Trinidad School teams will present the best possible example of good sportsmanship toward one another and toward members of other teams.

Date _____

Date _____

North Coast Athletic League – check with updated NCAL handbook
Coaches Code of Conduct
(Adopted 3/3/2003; Updated on 8/30/2010)

The Administrators and Principals of the NCAL member schools are concerned about the conduct of all coaches, referees, and fans that participate and attend league events.

We want to ensure that games are fair, positive, and enjoyable experiences for all involved. NCAL events should be friendly and unifying – a spirited social and athletic occasion for all concerned.

To clarify expectations of coach conduct in particular, we jointly support and expect all coaches to conform to this code of conduct:

1. Be faithful to the educational and character development objectives of your school and see that such objectives are not compromised to achieve sport performance goals.
2. Place the academic, emotional, physical, and moral well-being of athletes above the desire to win. In league games, planning play time should include playing time to be distributed among all players on the team throughout the season; Tournament play time is at the discretion of the coach and school.
3. Treat all players, coaches, spectators, and officials with respect. You are a role model for the players and fans from your school. Realize that they may model your behavior. For these reasons, strive to be a positive role model. Refrain from using profane language.
4. Refrain from engaging in trash talking, taunting, boastful celebrations or other actions that demean any individual involved in the sporting event.
5. Treat all game officials with respect. Do not “whine” and complain about official calls during the game. If you have concern respectfully ask to speak with an official during a quarter breaks, or half-time break. If you have what you consider to be a major complaint, or than that an official has been unfair, biased, unfit, or incompetent, you should share your opinion with the league commissioner (Paula Wyant, 668-5674). In doing so, you are assured that your concerns will be taken seriously, if presented objectively and formally. Please let your A.D. or Principal know that you are lodging a complaint with league commissioner.
6. Avoid displays of anger and frustration that set a poor example to your team and which may incite team supporters to engage in inappropriate behavior.
7. Monitor and possibly address any negative behavior of parents and spectators supporting your team.
8. Foster a championship spirit by accepting the title, if win-loss record is the best in league or co-championship title, if there is a tie with the best win-loss record.

A.D. or Administrator of each school keeps a signed copy for future records during current school year.

Coach _____ Date _____

Athletic Director _____ Date _____

SAMPLE "INVITATION TO COACH" LETTER TO PARENTS

May 9, 2019

Re: Volleyball coaching opportunity

Dear Parents:

Trinidad School's after school sports program is off and running for another year. It's always a busy season for our participating families, and the team's success is very dependent upon parent assistance.

In past years the school has rarely had more than one individual who stepped forward to say that they really had the time, skill, and desire to coach. Some years we have had to struggle to find a willing coach, sometimes not landing the right person until just before the season began. School policy now is to make it a more formal process, first offering the job to the parents of the participating students.

If you think you've got the skills, time and interest to coach our **Girls' Grade 6-8 Volleyball Team**, please contact us. The job involves coaching team practices four days per week initially, and then two practices and two games per week when the season starts. There's a tournament or two, a parent/coach meeting, regular communication with parents and the school, and a fair amount of transportation time to away games. The season is about eight weeks long, beginning early in September and going through mid-November. The coach's stipend is \$500 – not exactly professional sports pay scale, but enough to offset driving costs. Usually the head coach is able to find an assistant coach to share responsibilities and contribute a different skill set.

If you would like to contribute your coaching skills to our athletics program, please get in touch. To apply just write a brief letter describing why you want to coach and what experience you can bring to the team. If you're not sure and you'd like to ask a few questions, please drop by as soon as possible. We'd love to hear from you!

Give it a try. Coaching is a fun and rewarding experience, and we've got the nicest kids in the world.

Jeny Giraud, Athletic Director

Denise Dolan, After School Program Director

Katie Cavanagh, Principal/Superintendent

TRINIDAD UNION SCHOOL DISTRICT
Athletic Director
JOB DESCRIPTION

Hours: Flexible; as required during after school sports seasons.

Salary: Stipend: \$800; additional hours per Classified Salary Schedule.

Benefits: Employees working four regular contracted hours or less per day may purchase insurance through the district plan at the composite rate. BP: 4322

Definition:

Under the direct supervision of the After School Program and in collaboration with the Superintendent, organizes and maintains the after school sports program; performs a wide variety of duties and related work necessary to the participation of school teams in league play.

Examples of Duties:

1. Provide leadership in program design and implementation.
2. Provide a safe and nurturing environment for students participating in after school sports.
3. Understand and enforce safety rules; including all emergency procedures.
4. Attend league meetings and represent District needs and priorities in league planning.
5. Obtain qualified referees for home games.
6. Confer with athletic directors from other schools.
7. Interface with certificated staff on matters related to individual student academic performance and sports eligibility.
8. Communicate with families, school personnel, and others on progress of children.
9. Meet with parents to assist in resolving their questions and concerns.
10. Plan for and maintain team sports equipment including jerseys.
11. Select coaches together with the ASP Director and Superintendent.
12. Assist coaches in all aspects of team leadership.
13. Attend as many games as possible, especially home games.
14. Assist ASP Director and Superintendent in evaluation of coaches.
15. Manage team records including schedules, playing time, attendance, points scored, etc.
16. Provide general assistance to the ASP Director in administering the after school sports program.
17. Perform other duties as assigned by Superintendent.

Qualifications:

- High school diploma required; BA Degree in Child Development or Multiple Subjects Teaching Credential preferred.
- Pass the HCOE Paraprofessional exam or other equivalent of paraprofessional requirements under NCLB.

Qualifications continued:

- Documented experience working in elementary level childcare programs.
- Experience in competitive sports.

Ability to:

- Work without direct supervision.
- Relate well with children.
- Understand and respond to parent needs.
- Follow oral and written directions.
- Maintain organized records.
- Maintain open communication with all school personnel.
- Be punctual and dependable.

Athletic Director Signature _____
date

Superintendent. _____
date

North Coast Athletic League

LEAGUE BY-LAWS AND POLICIES revised 8/2010

1.0 Membership

1.0.1. Admission to the League Admission to North Coast Athletic League (NCAL) shall be by majority vote of the current member schools. Membership shall be updated each year by responding to 1.0.3 below.

1.0.2 Student Enrollment Criteria NCAL member schools shall have an enrollment of 300 or fewer students. This requirement may be adjusted on an annual basis by majority vote of the member school administrators.

1.0.3 League Annual Fee Each school shall pay a \$40 annual membership fee. This fee shall be applied towards costs associated with NCAL documents including but not limited to: schedules, rule book costs, printing, handbook preparation and updates, league trophies and banners, and clinics for officials.

2.0 Governing Board

2.0.1 Representation of Board The governing board shall consist of the administrator of each NCAL school.

2.0.2 Responsibility of the governing board the board shall set policies regarding the league and oversee those areas so designated in this document. The governing board shall be the final authority in league matters. The league board shall:

- a. Promote unity between the member schools
- b. Establish policies, rules and guidelines as needed
- c. Approve team sport schedules set by coaches
- D. Oversee if necessary any decisions made by the arbitration committee
- e. Convene to review any decisions made by the acting league director.

2.0.3 Management of League Finances

The League Commissioner shall also manage league finances. The league shall maintain a checking account under the name NCAL with two signatures required to issue checks. These may be provided by the host school. The league commissioner shall submit an annual statement of the status of the NCAL account to the administrator of each school. This shall be done in March.

2.0.4 Meeting of Governing Board The governing board shall meet at least once every two years and more often per request of any member school. The League Commissioner shall prepare any agenda, contact member schools and schedule a location for the proposed meeting. Two weeks advance notice shall be given regarding any proposed meeting date. This

rule may be waived if an emergency meeting is deemed necessary and the calling of such meeting is approved by a majority of league schools.

2.0.5 League **Commissioner/Election, Term of Office and Qualifications**

2.0.5.1 The League Commissioner shall be elected to a three year term of office. The Commissioner shall be elected by majority vote of member school administrators by voice, written or email vote. In the case where two individuals have expressed a desire to serve, a written ballot will be taken and the person receiving the highest number of votes shall be awarded the position. If both candidates receive the same number of votes, a random drawing shall be made by the outgoing League Commissioner or participating administrator. The league Commissioner shall be limited to two consecutive terms of office.

2.0.5.2 The League Commissioner shall be the administrator/principal or athletic director of a member school.

2.0.5.3 Current Commissioner information to be inserted and updated as they change:

| TERM | SCHOOL | COMMISSIONER | |
|------|--------|--------------|--|
| | | | |

3.0 League Rules/Guidelines

3.0.1 **League Sports** League team sport offerings shall be determined at the start of each sport season.

3.0.2 **Game Days** Game days shall be determined by majority vote of the coaches of each team sport.

3.0.3 **Cancellation of a game** In case of a cancellation the school wishing to cancel the game shall contact the scheduled opponent at least 24 hours in advance and no later than 9 a.m. the day of a game. Member schools are expected to notify referees when a game is cancelled.

3.0.4 **Game rules** Length of games and other game formats/rules shall adhere to C.I.F. rules. Exceptions to such rules shall be agreed upon by competing schools prior to any scheduled contest. A rule sheet is handed out to coaches at the scheduling meeting for some team sports. This rule sheet shall take precedence over any C.I.F. document. The failure to adhere to C.I.F. or agreed upon league rules may be sufficient cause for forfeiture.

3.0.5 **Referees** the home school is responsible for providing trained and competent referees/officials for team sporting events. Adults are preferred. If the league member schools vote to negotiate any all-league official's package, the League Commissioner shall represent the league in such negotiations to assure that any adopted fees are fair and equitable. The league

prefers to pay game officials at a rate not greater than \$25.00 per game. Each school is free to negotiate this rate as circumstances warrant.

3.0.6 Length of Season although specific dates may change the general guidelines for team sports are as follows:

Girls' Volleyball Practice may begin August 15. League plays the second week of September. The season shall run to approximately October 20th.

Girls' Basketball Practice may begin on October 2. League play from October 23 to December 15.

Boys' Basketball Practice may begin December 4. League play January 11 to February 24.

The above schedules may be adjusted by league schools by a majority vote of the administrators.

3.0.7 Scheduling of Games Prior to the start of each sport season there shall be a meeting of athletic directors/coaches/school designated representative to review particular sport rules and to approve a league schedule for the season. Game times shall be set at this meeting by majority vote. League teams shall play each league member a home and away game.

3.0.8 Length of Games the length of games shall be in accordance with C.I.F. rules appropriate for the age group participating in the sport and in accordance with established insurance guidelines. It is understood that game rules will change from time to time and be incorporated into league format.

3.0.9 Player Movement between School Teams

3.0.9.a Players may move to a higher team but not down.

3.0.9.b Once a player is moved to a higher level team he/she is considered to be a member of that particular team for the balance of the season.

3.0.9.c Team rosters shall be considered established as of the date of the first league game. An exception would be when a student is enrolled after the season has begins.

3.0.10.d If both coaches agree the above rule (3.0.9.c) may be waived on a game to game basis.

3.0.10 Sportsmanship/ Supervision at Games

3.0.10.a **Sportsmanship** Good sportsmanship is expected by players and spectators. The administrators of NCAL League schools may review inappropriate player, coach and spectator conduct and recommended specific corrective action prior to future game events.

3.0.10.b It is the responsibility of the team sport coach and school administrator to promote good sportsmanship.

3.0.10.c Each member school is expected to have a designated person of authority at each home game. This person should be available to deal with student/fan concerns.

3.0.10.d A Coaches Code of Conduct has been adopted by the league (3/3/03) and shall be provided each member school. It is the member school's responsibility to present this code of conduct to each team sport coach.

3.0.11 **Uniforms** Whenever possible the home team shall wear the lighter jersey. If there is a conflict in team colors home team shall be responsible to adjust their uniforms so that the sporting event can be officiated without confusion. The home team should contact the visiting school 24 hours prior to the game to discuss how to address the situation.

3.0.12 **Score Keepers and Operation of Game Clocks** Whenever possible, an adult shall keep the home score book and game clock. The home team book shall be the final authoritative document subject to approval by the referees stated authority.

3.0.13 **Publicity** The league director shall be responsible for all publicity associated with league matters. This provision excludes publicity associated with team pictures that each school may submit for publication.

3.0.14 **Reporting of Game Scores** The home team is responsible to emailing or telephoning game scores to the League Commissioner or his/her designee within 24 hours. The League Commissioner shall keep league standings and member schools advised of won-loss records.

3.0.15 **League Champions** The league champion shall be that team with the best won-loss record in league play. In the event two teams end the season with identical won-loss records the league shall declare both teams as Co-Champions.

3.0.16 **Perpetual Trophy** The league shall maintain a perpetual trophy for each league sport. This trophy shall be kept at the league champion's school until the start of the team sport for the following school year. When the name plate of a trophy is full that trophy shall become the property of the school that has captured the league title the greatest number of times.

3.0.17 **Admission Fees** No admission fee shall be charged by member schools for regular season league games.

3.0.17 ARBITRATION COMMITTEE

3.0.17.1 PURPOSE The main objective of the Arbitration Committee is:

A. Review in a fair and impartial manner any “official protest” brought to their attention by a member school administrator. A protest submitted by the administrator of a member school usually concerns one of the following areas:

- ☐ Violation of NCAL policies or guidelines
- ☐ Violation of game rules that unfairly influenced the outcome of the contest.

B. Render a binding decision on the matter with the authority to, if necessary, have the game replayed all or in part. The decision of the arbitration committee may not be appealed and is final.

C. Impartiality Provision: The League Commissioner and/or Arbitration Committee member shall not rule on a protest in which their school is involved. In such matters the League Commissioner shall appoint an administrator from a member school to stand in his/her place regarding the matter.

5.0.17.2 COMPOSITION OF COMMITTEE The Arbitration Committee shall be composed of the League commissioner and two administrators from member schools. The two administrators shall serve a one year term and member school administrators shall rotate in this position. Member schools may not have representatives serving as League Commissioner and Arbitration Committee members during the same year.

August 30, 2010 updated by Ron Wunner - Includes adopted changes made at League Administrator Meeting held on Thursday, August 26, 2010



1. Matches are the best three out of five games. All games shall be rally scoring to 25 points. If 5th game is needed, play is to 15. All games must be won by two points.
2. A legal hit is contact with the ball by a player's body above and including the waist which does not allow the ball to visibly come to rest even momentarily.
3. The Bump – any ball that comes below the waist must be hit by two hands locked together or by the back of one hand. Any ball that comes above the waist can be hit with a cupped hand or fist.
4. Any ball that touches the ceiling fixtures or rafters is fair only if the ball remains on the same side from which it was last played. Any ball “directed” over the net will be ruled a dead ball.
5. If the ball hits the boundary line, it is legal.
6. A ball is dead when it has touched anything outside the boundaries of the volleyball court.
7. A player may cross the center line with her foot/feet (but no other part of the body or uniform) as long as part of the foot/feet remain(s) on or above the center line and the player does not interfere with the play of the opponent.
8. “Let Serves” which are those serves that touch the net and pass over the other side are allowed.
9. Substitution – A player is limited to three entries during a game. Starting the game counts as an entry. All players must re-enter in the same service order.
10. Libero
 - A team is allowed one designated libero player per game.
 - A libero player must wear a different colored jersey than the rest of the team.
 - Libero players are allowed to go in and out of the game as often as they like as a back row player without being called for substitution or counting as a substitution.
 - A libero player may only play in the back row but may go in for multiple back row players.
11. A team must have six players for the first game. A team may play with five members if that is all they have present. Should this present a problem, the two coaches will mutually agree to play and if it will be counted for league play. The home team coach will be responsible for alerting the NCAL commissioner.
12. Players can hit the ball with two hands connected over the head. Not advised.
13. The home team is the top team listed on the bracket. Each home team will provide a line judge.
14. When receiving the serve, the receiving player must bump the ball or do a one arm dig or set.

15. Absolutely no gum or jewelry allowed.
16. Teams will change sides, including players on the bench, after each game.
17. Each team is allowed two, one minute, time-outs per game. Injuries are not a charged time out.
18. Under hand serve and holding ball in palm when serving is allowed.
19. To allow play, coaches will mutually determine "specialty considerations" prior to the game and alert the referee what those are. For example, with younger players or "B" teams, the server may move in front of the line.
20. The home team is to provide the official score book. Should the visiting team want to keep a book, they may do so from their bench. The official score book takes precedence. Only the coaches or scorekeepers on the benches may halt the game or play to investigate the score.
21. Each team should provide one "adult" line judge.

Updated 9/9/2011

Trinidad School Dragons



STUDENT SPORTS PROGRAM SURVEY

Your school wants to know what you think about your experiences in our after school sports program. This is so that we can continue to make improvements and make this a great experience for students year after year. Please answer the following questions as best you can. Thank you!

Your name here only if you want to give it _____

Date of this survey _____

What grade are you now? _____

On which team did you play?

Girls volleyball

Girls basketball (grade 5,6)

Girls basketball (grade 7,8)

Boys basketball (grade 5,6)

Boys basketball (grade 7,8)

Cross Country or Track (Girls and boys grades K-8)

Is this the first time you've played on an organized team in this sport?

Please circle: Yes or No

Please rate each of the following using the following 1-4 scale:

1 – Low 2 – Okay 3 – Good 4 – Highest

1. Did you enjoy being a member of this team?

1 2 3 4

2. How much improvement do you think you had this year in your understanding of offensive and defensive plays?

1 2 3 4

3. Are you a better player now that you've had this team experience?

1 2 3 4

4. Did you receive a fair amount of playing time?

1 2 3 4

5. Did the coach or coaches give you encouragement?

1 2 3 4

6. Do you feel that your team emphasized sportsmanship?

1 2 3 4

7. Were the practices well-organized?

1 2 3 4

8. Were the practices very hard physically?

1 2 3 4

9. Were you given clear instructions about practice, game and tournament schedules?

1 2 3 4

10. After games, did you receive useful feedback from the coach?

1 2 3 4

11. Did you think awards given to team players were correctly and fairly given?

1 2 3 4

12. Which did you like best? Please circle one:

Practices League Games Tournaments

13. Overall, please rate your experience (1 = lowest; 4 = highest)

1 2 3 4

14. Will you join Trinidad School's team in this same sport next year?

Please circle: Yes or No

15. What was the best thing about being on this team?

16. What do you wish you could change?

17. Are there any other comments you would like to make?

THANK YOU !

Trinidad School Dragons



PARENT SPORTS PROGRAM SURVEY

We want to know what you think about your child's experiences in our after school sports program. This is so that we can continue to make improvements and make this a great experience for students year after year. Please answer the following questions as best you can. Thank you!

Your name here only if you want to give it _____

Date of this survey _____

In what grade is your son or daughter enrolled? _____

On which team did he/she play? Please circle one:

Girls volleyball

Girls basketball (grade 5,6)

Girls basketball (grade 7,8)

Boys basketball (grade 5,6)

Boys basketball (grade 7,8)

Cross Country or Track (Girls and boys grades K-8)

Cross Country or Track (Girls and boys grades 3-8)

Is this your child's first experience on a sports team?

Please circle: Yes or No

Were you able to attend a parents meeting prior to the season?

Please circle: Yes or No

Do you feel you were given clear information about team guidelines at that meeting?

Please circle: Yes or No

If not, what wasn't clear? _____

Did your schedule prevent your child from attending some tournaments?

Please circle: Yes or No

Please rate each of the following using the following 1-4 scale:

1 – Low 2 – Okay 3 – Good 4 – Highest

1. Did your son or daughter appear to enjoy being a member of this team?

1 2 3 4

2. Did being on this team teach your child a lot about this sport?

1 2 3 4

3. Was your child given ample encouragement to succeed?

1 2 3 4

4. Did the coach(es) seem to emphasize teamwork and sportsmanship?

1 2 3 4

5. Did your child get adequate playing time in games?

1 2 3 4

6. Were you given clear instructions about practice, game and tournament schedules?

1 2 3 4

7. Did you receive regular email or other communications?

1 2 3 4

8. Do you think awards given to team players were correctly and fairly given?

1 2 3 4

9. Overall, please rate your child's experience (1 = lowest; 4 = highest).

1 2 3 4

10. Will you sign up your child for Trinidad School's team in this same sport next year?

Please circle: Yes or No

11. What was the best thing about your child's experience on this team?

12. What do you wish you could change?

13. Are there any other comments you would like to make?

THANK YOU !

**AFTER SCHOOL SPORTS PROGRAM
EXPENDITURE PROJECTIONS
2019/2020**

Some of the costs shown (such as coaches and A.D.) are pre-determined; others (such as replacement uniforms, equipment, and lighting) are estimates. Coaching stipends are set by the district; referee fees are set by the league. Together these projections form a good picture of what it costs to run a small-scale After School Sports Program. Note that there are two teams each for boys and girls, meeting the federal requirement that the school is equally serving boys and girls.

| | |
|--|---------|
| Athletic Director | \$1000 |
| Coach – Girls’ Volleyball | \$625 |
| Coach – Girls’ Basketball | \$625 |
| Coach – Boy’s Grade 5/6 Basketball | \$625 |
| Coach – Boy’s Grade 7/8 Basketball | \$625 |
| Coach – Cross Country | \$625 |
| Coach – Track | \$625 |
| Total Coaches and A.D. | \$4,750 |
| Referees – Volleyball – Teacher serves as ref / no cost | 0 |
| Referees – G’s Basketball – 7 home games @ \$70 (2 refs) | \$490 |
| Referees – B’s Grade 5/6 - 7 home games @ \$70 (2 refs) | \$490 |
| Referees – B’s Grade 7/8 – 7 home games @ \$70 (2 refs) | \$490 |
| Total Referee Fees | \$1,470 |
| Volleyball Tournaments (2/season) | \$85 |
| G’s Basketball Tournaments (2/season) | \$200 |
| B’s 5/6 Basketball Tournaments (2/season) | \$200 |
| B’s 7/8 Basketball Tournaments (2/season) | \$200 |
| Total Tournament Fees | \$ 685 |
| (PTO funds one tournament per team; students the other) | |
| Replace Worn Uniforms (minimum) | \$300 |
| Trophies | \$320 |
| Equipment (Balls) | \$200 |
| Lighting (estimate for 4 team seasons - practices and games) | \$100 |
| Total Miscellaneous | \$920 |

Total After School Sports Program Expenditures

\$7,825