



TITLE: Athletic Rules and Regulations

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ROUTING
 Local District Superintendents
 Administrators of Instruction
 Administrators of Operations
 Local District Directors
 Operations Coordinators
 Senior High School Administrators
 Personnel Commission
 Athletic Directors
 Athletic Coaches
 Senior High School Teachers

PURPOSE: The purpose of this Bulletin is to provide information on the rules and regulations governing Interscholastic Athletics for the Los Angeles Unified School District (LAUSD) schools.

MAJOR CHANGES: This Bulletin replaces BUL-6429.2, dated October 17, 2016, issued by the Division of District Operations. Dates have been updated and additional clarification has been added to pre-existing rules.

GUIDELINES: The following guidelines apply:

This Bulletin only includes rules and policies that govern LAUSD athletics. All California Interscholastic Federation (CIF)-Los Angeles City Section (LACS) rules can be found on the CIF website: www.cif-la.org. The Los Angeles Board of Education has adopted the principles of “Pursuing Victory With Honor.”

AUTHORITY: This is a policy of the Board of Education of the Los Angeles Unified School District.

I. GENERAL RULES

The purpose of this Bulletin is to provide guidance to administrators to ensure all athletic programs are in compliance with the Los Angeles Unified School District Interscholastic Athletic Department policies, State CIF and CIF-LACS Constitution and bylaws. The Los Angeles Unified School District is subject to all rules and policies of the CIF as well as those additional rules and policies approved by the CIF-LACS. Rules and regulations found in the State CIF and CIF-LACS Constitution and by-laws are not copied in this Bulletin. Schools are responsible for adhering to all policies and procedures.



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- A. Possible penalties for infractions of any rules could include, but are not limited to:
 - 1. Student-athlete loss of game participation.
 - 2. Sanctions on coaches could include loss of pay, practice and/or game time.
 - 3. Sanctions on teams or school programs such as probation or suspension.

- B. The LAUSD may implement penalties on employees or volunteers when the sole reason for a rule violation is the result of an error or violation committed by school athletic personnel. Violations by school personnel (principal, assistant principal, athletic director, or coach) will be considered administrative oversight, and penalties may include, but not be limited to:
 - 1. Recommendation to the principal to place a coach and/or athletic director on probation, restriction on coach's attendance at contests, and a mandated re-take of the Coaching Education Course or similar professional development.
 - 2. Recommendation to the principal to restrict supplemental assignment pay (based on pre-determined levels consistent with the violation); penalty may be applicable to both the coach and the athletic director.
 - 3. Recommendation to the principal to remove the employee or volunteer from the current position; penalty may be applicable to both the coach and the athletic director.

- C. Rules in this publication (with very few exceptions) apply only to the athletic school year. This is defined as the period of time from the beginning of the first day of in-season practice to the last day of CIF competition in the same season of sport. In some cases, rules are applicable for the duration of the academic school year. Rules applicable to LAUSD may be more restrictive than those of the CIF-Los Angeles City Section, but in no case may they be less restrictive.

- D. Professional Development Days

Schools must not schedule or approve athletic activities that occur during the 14 required 90-minute Professional Development Banked-Time Tuesdays; however, activities or practices can take place before or after the 90-minute professional development activities have been completed. This includes Alternate Professional Development Days as well. This applies, but is not limited to athletic practices or contests.



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E. Loss of Instructional Days

Generally, no student will be allowed to miss more than one instructional day for tournaments or contests not part of the regular CIF sanctioned athletic program. Prior approval for any activity requiring an overnight stay or loss of instructional time, must be approved by the principal and local district director.

F. Starting Times for Contests

Afternoon contests begin at 2:30 p.m. or 3:00 p.m. for most sports. Non-playoff contest, including league prelims and finals, may not begin before 1:00 p.m. without prior approval of the principals from both schools and the coordinator of the Interscholastic Athletic Department if an LAUSD school is involved in the contest.

G. Practice

There shall be no direct organized, supervised team meetings, or practice sessions on Sundays or during District shutdown days. Voluntary practice on Saturdays is allowed. All Saturdays and holiday practices are voluntary and must be approved by the principal. Student attendance at practice during winter/spring recess must be voluntary. The recommended length of any practice session should not exceed more than two hours and 30 minutes per day and 18 hours per week not including time during the instructional day.

1. Schools may not furnish school uniforms and student body owned equipment for out-of-season activities. Use of school facilities must be arranged in the same manner as expected of any outside agency. Coaches need permits and insurance for use of school property when not in season. Out-of-season activities are not sanctioned by the school or the District. Coaches of any out-of-season teams are acting as private citizens.
2. Practice sessions or contests for any interscholastic athletic activity may be curtailed or canceled during any declared air pollution alert or weather related emergency, including heat and humidity.
3. All teams must practice a minimum of three (3) hours per week not including the instructional day (athletic period) or competition to receive a coaching stipend.
4. All practices that extend beyond 6:00 PM must have approval from the school site principal, Local District Instructional Director, and IAD.

H. Tryouts

1. A free of charge tryout may be held for the purpose of identifying and evaluating athletes prior to the beginning of the official season of a sport.



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2. Tryouts are limited to Monday through Friday prior to 6:00 p.m. during the school year. All coaches must obtain a free of charge civic center permit to conduct tryouts. These screening evaluations shall not be associated with any outside program (i.e., American Youth Soccer Organization, Amateur Athletic Union, USA Volleyball, etc.), and pupil fees are prohibited.
3. Only those students who are currently enrolled at a given school may participate in that school's tryouts. Middle school students must matriculate before they can participate in any form of tryouts.
4. Tryouts must be conducted under conditions similar to those in physical education classes. Contact drills of any kind are not allowed. All coaches conducting tryouts must have an Emergency Card for each participant in their possession. These cards must be with the coach at all times. Students must have a current cleared physical examination with no restrictions on file with school nurse prior to participation in tryout activities.
5. Athletic footwear and other normal game equipment may be used.

I. Athletic Classes

Specialized, off-season, regularly scheduled physical education classes are permitted for all sports. These classes may not continue past the close of (or start before the beginning of) the class period and must be open to all students within the school. Any class held under these circumstances must be offered for credit, with the grade and credits entered on the student's official transcripts. Grading practices must be based on skills and standards associated with the sport and consistent with BUL-1353.1, *Marking Practices and Procedures*, dated January 20, 2006. During the athletic season, students will receive P.E. credit. Students are not able to take the same course for physical education credit in the off-season (winter sports are exempt since the season falls in both semesters). Athletic assistants must be supervised by the certificated teacher who is present at all times, and is responsible for maintaining class grades and attendance at all times. If the class meets off campus, a certificated employee must be present until the end of the school day. Failure to have a certificated employee present may result in a loss of Average Daily Attendance (ADA) funds.

J. Wearing of Eye Glasses

In all contact sports, it is mandatory for all students who wear glasses to wear a protective cage, have lenses of unbreakable material, or wear contact lenses.



K. Reporting of Injuries

All serious injuries where medical attention is recommended must be reported immediately by the school personnel in charge. An iSTAR report must be submitted within 24 hours by school site personnel with the “Athletic Competition/Practice” field checked. If the supervising employee does not have iSTAR access, a “Confidential Athletic Injury Tracking Form” must be completed and submitted to a school site administrator with iSTAR access immediately. A “Concussion Injury Report” must be completed for all student-athletes that have received head trauma. Please reference BUL-4948.2 titled, *Medical Clearance and Return to Play Guidelines for Students Participating in Interscholastic Athletics and Select Auxiliary Units*, dated January 4, 2016.

L. Return-to-Play Procedures

1. Students absent from athletic practice five (5) or more days due to illness or injury must be re-certified by a physician indicating the diagnosis and a recommendation for return to play.
2. The athlete will be referred to the school nurse, who will determine eligibility and notify the coach. This must be done for all injuries that require medical attention.
3. If a licensed health care provider determines the athlete sustained a concussion or head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) days in duration before he/she can return to practice with no restrictions. The student-athlete will be under the supervision of a “concussion monitor” (i.e., athletic trainer, coach, athletic director) as they progress through the graduated return-to-play protocol. At this time, a licensed health care provider must provide documentation indicating he/she is symptom free and eligible to return to unrestricted athletic participation. This notice must be approved by the school nurse who will then notify the coach.
4. The provisions of the insurance carrier, with respect to the return of injured players to practice or competition, must be complied with at all times.

II. RALLIES AND DEMONSTRATIONS

- A. At the discretion of the principal, two rallies are permitted during the practice and league season of the sport and there shall be no restriction in the number of rallies during playoffs. A rally is any mass meeting held indoors or outdoors with the intent of arousing group enthusiasm and takes place during a regular class period. Spirit activities taking place during lunch or nutrition shall not be considered rallies under this rule. The holding of an off-campus rally, night rally, demonstration, bonfire, or



- other activity associated with the Interscholastic Athletic Program is prohibited.
- B. There shall be no demonstration after any athletic contest. Visiting teams are prohibited from having post game rallies on opponents' campus.
 - C. Decorating of automobiles is prohibited with the exception of homecoming. The use of live animals or fowls as mascots is prohibited.
 - D. No artificial noise producers shall be used by students or spectators at any athletic contest. This shall include all horns, cowbells, whistles, amplifiers, megaphones, radios, etc. (Exception: Yell leaders may use megaphones and portable audio systems at outdoor sport contests only.) Organized pep clubs and bands may use cowbells, small megaphones and amplifiers during the pre-game and half-time intermission performances provided they are distributed and collected before and after games.
 - E. No balloons or streamers may be used or displayed at any athletic contest. Goal posts may not be decorated at football games. Both the visiting and home drill teams will be permitted to use these items while marching during the half-time intermission, provided the visiting team transports these items as a unit under the direct supervision of a faculty member, and further provided that none of these items appear in the bleachers. Paper and/or rubber bands, spirit towels or other similar items are prohibited at athletic contests where confinement or limited seating exists (i.e., gymnasiums, swim stadiums, etc.); however, when athletic contests are held outside, these items may be used in proper and prudent taste.
 - F. Any school in violation of any of the above rules related to the Interscholastic Athletic Program may be subject to probation or suspension from further interscholastic athletic competition.

III. STUDENTS AS SPECTATORS

- A. Principals are authorized to excuse members of the student body from school in conformity with the principles established by the LAUSD.
- B. The established time for excusal should permit students to arrive safely and in time for the beginning of the contest.
- C. Spectators of the visiting school should not be excused early to attend the contest. Should any students from the visiting school present themselves at the home school, they must pay the general admission fee. Adjustments in this rule may be made by mutual agreement of the schools involved when contests are scheduled at night.
- D. Home school students cannot be charged admission during instructional hours of school.



IV. ENROLLMENT

- A. Contact by individual coaches with potential Permit with Transportation (PWT), magnet and open enrollment students is limited to procedures established by the District's Integration Planning and Management Guidelines.
- B. Any student who transfers from one high school to another, must obtain a Student Transfer Form (MiSiS document) which indicates the next school of attendance.
- C. Any student who matriculates from a middle school in LAUSD must be listed in the high school's computer or, in the case of Open Enrollment or charter school, must show a letter of acceptance from the receiving school, or be listed for acceptance at the receiving school.
- D. City of Angels is the official LAUSD Independent Study Program. A student may attend the City of Angels and compete for his/her school of residence with the consent from the principal (CIF rule 306).

V. LAUSD STEROID STATEMENT AND POLICY

There has been a growing use of performance enhancing products or substances used by student-athletes. One in particular is the product known as ephedrine, which is a central nervous system stimulant and decongestant, often used for relieving bronchial asthma. The Federal Drug Administration claims that the misuse of ephedrine or ephedrine-containing products may result in serious adverse effects such as, heart attack, stroke, seizure, psychosis, and death. Because of misuse and adverse reactions, the International Olympic Committee and the National Collegiate Athletic Association elected to ban the use of ephedrine-containing products by amateur athletes. To protect the safety and health of student-athletes of the Los Angeles Unified School District, the use of any performance enhancing product or substance, including but not limited to, ephedrine, by its student-athletes for purposes of enhancing their athletic performances or to expedite physical development, is prohibited.

VI. PHYSICALS

- A. Before a student may try out for an interscholastic athletic team, evidence of having a cleared physical examination with no restrictions, including examination of the teeth, must be on file at the school for each year of competition. BUL-4948.2, *Medical Clearance and return to Play Guidelines for Students Participating in Interscholastic Athletics and Select Auxiliary Units*. A physical examination is valid for one calendar year from the date it was given.
- B. This requirement may be satisfied by passing an annual examination completed and signed by a licensed physician or surgeon and stamped by the office where it was performed, or by a nurse practitioner, as long as it



is counter-signed by the physician, or with the physician's signature stamp. All examinations must be done by using Board of Education approved health examination forms. An examination by a chiropractor is not acceptable. The school health staff must review the form to insure that it is fully completed.

VII. ACADEMIC ELIGIBILITY

In order to be eligible, any student entering from the eighth grade into a CIF four-year high school, or a middle school under the provisions of Bylaw 303, must have achieved an unweighted 2.0 grade-point average, on a 4.0 scale, in enrolled courses at the conclusion of the previous grading period. Incoming freshmen are allowed a probationary period for eligibility during the first 10 weeks of the school year. Incoming freshmen must pass the equivalent of 20 semester credits on the most recent grading report to be eligible for the probationary period. At the 10-week grade report incoming freshmen must meet all eligibility requirements for athletic eligibility.

VIII. ELIGIBILITY ROSTERS

- A. All schools must, prior to the date set by the Interscholastic Athletic Department for each season, send to the Interscholastic Athletic Department, one copy of the Certificate of Eligibility (roster) for every sport fielded at a given school during that season. For the 2018-2019 school year, the dates for submission are August 13 (fall), November 2 (winter), and February 1 (spring). All rosters must be completed using MiSiS. Copies of Eligibility Rosters must also be sent to all schools in the league for that sport and must be time stamped prior to sending. Rosters must be signed by the coach, administrator in charge of athletics, and athletic director (or assistant athletic director) with no proxy signatures.
1. After rosters have been submitted, changes in eligibility status must be submitted to the Interscholastic Athletic Department prior to the student's participation. Rosters must include all students eligible to participate for the host school; this includes multi-school agreements, City of Angels (CIF Rule 302), students who have been assigned to a non-public school (CIF Rule 304), and schools divided into multiple school codes.
 2. In the event schools do not comply with Section VIII, the principal will be notified and forfeits will be implemented five (5) school days after the date eligibility rosters are due for the 2018-2019 school year. Failure to promptly fulfill this requirement shall result in all future



- contests to be postponed by that team until the proper eligibility rosters are received by the Interscholastic Athletic Department.
3. Students participating in interscholastic athletic events who are not listed on eligibility rosters after the deadline date for submission shall be ineligible, and will cause that team's contest(s) to be forfeited. In individual sports, all points earned by that individual shall be forfeited to the opponent. Omission of the name of a student who was otherwise eligible will be considered "lack of administrative oversight," and penalties may be invoked.
 4. All rosters must have the minimum required athletes for an official contest to be considered an "official team" according to the National Federation of State High School Associations (NFHS). Ten participants is the minimum for cheerleading, tennis, boys and girls cross country, boys and girls track and field, boys and girls wrestling, and boys and girls swimming. In the sport of golf, there is a five (5) participant minimum. The minimum number for Inclusive Sport (IS) track is six (6) participants. If the minimum number of athletes for these sports is not met, the coaching stipend will not be funded.
 5. When creating football rosters, student-athletes need to be separated by sport level. Schools should submit a varsity roster and a junior varsity roster. Separate football rosters are being requested due to the grade level restriction; seniors (or any student that is in his/her fourth year of high school) are restricted from participating on the JV football team. Any student not at least 15 years of age cannot play varsity, unless they have an approved 14-year-old waiver found at <https://achieve.lausd.net/Page/1402> and meet all the requirements. Individual athletes, excluding exceptions just cited, may change levels during the course of the season but may only compete in one contest in a week.
 6. Prior to the start of all football games, coaches must exchange a game day roster with their opponent that lists all players available to participate on game day. This roster should include the following details: name, grade, position, and uniform number.

IX. STUDENT BODY CARD

Schools using season tickets or student body cards must submit to the Student Body Finance Section:

- A. A specific statement itemizing the various activities included in the ticket and detailing the amounts charged for each item of admittance.
- B. A proposed budget showing the probable income and anticipated expenditures for each activity included in the student ticket.



X. MEDICAL ATTENDANT

A licensed physician should be present at every football scrimmage, non-league game, league game, and playoff game. Arrangements for such service shall be made by the home school. In the event a physician is not available, a school nurse, LAUSD nurse practitioner, certified athletic trainer, or emergency medical technician (EMT) paramedic must be at the game to assist until an ambulance or emergency help arrives to treat serious injuries. If more than one medical attendant is present at the contest and a medical decision regarding a student-athlete must be made at the contest, the decision of the physician will take precedence. It is recommended that each school have a medical attendant present at all away games, but the presence of a medical attendant is mandatory for ALL home games.

XI. GENERAL COACHING INFORMATION

- A. No pupil fees are permitted as a condition for enrollment or participation in any school sponsored athletic activity. Coaches are reminded that they must avoid conflicts of interest and improper outside income. Any activity where fees are assessed is outside of the scope of coaching duties and will not be sponsored by the Los Angeles Unified School District.
- B. Athletic coaches must adhere to the policies of the Los Angeles Unified School District, the rules of CIF, and the National Federation of High School Associations.
- C. All coaches of athletic teams, paid or volunteer, must meet the requirements to qualify for a coaching position by the first day of the start of the sport season.
- D. All coaches must be 21 years of age by the first day of the start of the season of sport (BUL-6373.0, *Selection and Supervision of Athletic Coaches*, dated September 3, 2014).
- E. All assignments are written to terminate at the end of a semester or school year (MEM-6744.0, *Guidelines for Supplemental Assignment Differentials*, dated November 10, 2016).
- F. All coaches must be cleared by the Interscholastic Athletic Department before they can have any involvement with athletes.
- G. Sideline passes are the responsibility of each school for all football contests. These are to be worn by all personnel on the sideline, except uniformed police officers, school administrators, and adults with press passes. All sideline passes are restricted to the team box. Paid and volunteer coaches must meet all coaching requirements. Any person, except those specifically exempt above, is restricted from the sidelines.
- H. Lower level teams must play at least 50 percent of the varsity schedule in order for that position to be funded. Only non-league games and league games will be calculated into this equation.



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- I. Forfeitures will result for schools that have not processed coaches. See Attachment A for forfeiture dates.
- J. Requirements for Paid Coaches
 - Fingerprinting (one time for active employees)
 - Negative TB test or chest x-ray (every five years)
 - Current CPR certification (including automatic external defibrillator, “AED” training)
 - Current First Aid Certificate (Must be renewed every two years)
 - Certificate of having passed the Coaching Education Class (one time)
 - Signed Code of Conduct (annually)
 - Pass Concussion Course (Must be renewed every two years)
 - Pass LAUSD online child abuse course
 - Pass LAUSD online suicide prevention course
 - Sudden Cardiac Arrest (Must be renewed every two years)
 - Water Safety (Aquatic coaches only)
 - American Association of Cheerleading Coaches and Administrators (AACCA) certification (safety course for cheer only)
 - Signed Liability Advisory (Attachment B)
- K. Requirements for Volunteer Coaches
 1. Student teachers, certificated school volunteers, and volunteers cleared through the District process, may function as assistants, always under the immediate supervision of the assigned coach.
 2. All volunteer coaches must have a current Volunteer Assistant Application on file at the school, be fingerprinted, and cleared prior to assisting at any LAUSD school. All schools are required to provide a list of all processed volunteer coaches on a seasonal basis.
 - Fingerprinting
 - Negative TB test or Chest x-ray
 - Certificate of having passed the Coaching Education Class
 - Current CPR certification (including AED training)
 - Current First Aid Certificate
 - Sudden Cardiac Arrest (Must be renewed every two years)
 - Concussion course (Must be renewed every two years)
 - Signed Code of Conduct

XII. BUS TRANSPORTATION

All reductions and changes implemented for athletic transportation due to the decrease in funding must be followed. Policies have been made within this Bulletin to reflect current policies for the 2018-2019 school year. These policies provide the maximum number of buses for athletic purposes with a minimum of interruption to school schedules and are necessary to regulate the



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travel of LAUSD teams. These regulations are intended to assist the Transportation Branch in providing buses to leave the schools on athletic trips as late as possible, consistent with school-to-home transportation requirements. LAUSD Field Trip Request can be found at <http://fieldtrip.lausd.net>.

A. Basic Policy

1. One bus will be furnished to transport visiting athletic teams to each athletic contest scheduled by the athletic director. No buses are provided for tournaments scheduled by school personnel. Schools are encouraged, and in some cases will be required, to send more than one team on the same bus if both sports teams are traveling to the same opponent's site, or to "shuttle" different teams when commute is less than 30 minutes. Spectators and/or non-participating athletes that are not members of the team are not authorized to ride the team bus.
2. Transportation will be restricted on "Professional Development Days".

B. Changes in Schedule

When a change in schedule is made, the proper online request at <http://fieldtrip.lausd.net> should be made to the Transportation Branch at least 15 days in advance of the contest. If less than 15 days notify the Interscholastic Athletic Department in order to ensure the availability of a bus.

C. Supervision

1. A District employee is to supervise all LAUSD athletic trips. All participants must be screened before being transported to a contest to ensure only approved members are allowed on the bus. A school site employee must remain on the bus and supervise participants during transport. Students must be supervised by a certificated employee at all times until the end of the instructional day. Failure to provide certificated supervision may result in the loss of ADA.
2. It is recommended that a certificated supervisor be present at all practices and contests. However, in emergency situations when a certificated supervisor is not available, principals may allow an appointed staff member, who will be identified as the "Contest Supervisor," to supervise the contest. A team is unauthorized to compete unless accompanied by a contest supervisor, who shall be responsible for the conduct of the team.
3. The responsibility for supervision is to be determined by the schools involved in the contest; however, it is required that an administrator/designee from each school is present at all contests that begin at 5:00 p.m. or later. The supervisor must maintain a visual on



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the contest at all times. The supervisor must remain until the contest is over and all athletes and spectators have departed.

4. For contests held off-campus, an administrator or contest supervisor representing each school must be present. If the home school administrator or designee is not present at an off-campus site, the game cannot start. If after 30-minutes from the established game time no home school administrator or designee is present, the home school shall forfeit the contest. Violations by the visiting school administration will be reported to the Interscholastic Athletic Department. Supervisors must remain on the premises until all athletes and spectators have departed.
5. Identify all first aid equipment and personnel (including AED machines). If a site is off campus, the home team is responsible for providing a portable AED machine.
6. Schools are required to develop and provide supervision staff Emergency Action plans for all on-campus and off-site home games.

D. Bus Allocation

1. Each school for the 2018-2019 school year will be able to request one bus for each league game (at home if necessary) and away game per sport, except golf or any teams with less than ten athletes. The Interscholastic Athletic Department also will provide two non-league game buses (except in football) that are not a tournament game or an invitational event.
2. Teams that do not have a roster on file in the Athletic Department will not be provided an athletic bus.

E. Athletes Must Ride Buses

1. Participants must travel to all contests in uniform. When a bus is furnished to transport athletic teams to contests, only those participants traveling by bus will be eligible to compete unless approved prior to the event by parents and school site administration. Students assigned to bus travel must return by bus. Travel by private car is not permitted unless specifically approved in writing by the principal/designee of the school and must be done prior to the event. This notification may need to be made available to the opposing school, if requested. If there are any students that have been approved to take private transportation, the team coach or other supervisory personnel from the sending school must arrive at the playing site at the same time or prior to, the student-athletes. If a student does not travel by the bus provided and has not received prior permission in writing from the principal/designee and/or completed the appropriate paperwork, and subsequently participates in the contest, the student shall be considered an ineligible athlete.



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Additional private auto documentation is required providing proof of license and insurance (LAUSD BUL-5310.0, *Guidelines on Use of Privately Owned Vehicles for Authorized School District Business and Activities*, dated October 20, 2010).

2. The rule above may be waived during the season, as well as in city playoffs and championships, if the need for private transportation is the result of involvement in the college entrance tests, or when used to decrease the number of buses used at the school. When triple-header games are scheduled in the sport of basketball, varsity players are allowed to travel to and from the contest in private cars if prior approval has been granted by the principal and all required paperwork has been filed at the school as per current LAUSD transportation guidelines.
3. Effective on all school buses operated by or for the Los Angeles Unified School District, no pupil shall be permitted to leave a bus between home and school except for a nonrecurring emergency. This regulation also applies for the transportation between school and the practice/competition site. Such activities as regular Scout meetings, music lessons, etc., are not sufficient reasons for exceptions to this rule. Any exceptions shall be approved in writing by the individual school principal.
4. Rooter buses for non-participants to travel to athletic events must follow all of the rules and procedures outline in REF-2111.1, *Field Trips Handbook and Revised Procedures*, dated December 14, 2015. The ordering and funding of these buses is the responsibility of the school.

F. Buses for Football

1. The Transportation Branch will attempt, wherever needed, to furnish a higher capacity bus. It will be the policy, except in unusual circumstances, to furnish one team bus for any school for the football teams on any one day. All requests exceeding the one bus rule must be referred to the Interscholastic Athletic Department, with justification for the exception. This request must be received by the Interscholastic Athletic Department five (5) days prior to the event, when possible. Schools are encouraged, and in some cases will be required, to utilize one bus to shuttle both the junior varsity (JV) team and the varsity team when a double-header is played, and when geographically possible. The JV team will be required to board the bus for the return to the home school no later than the start of half-time of the varsity football game.
2. Each school will choose three dates during the football season for which they will be provided one auxiliary bus to transport their band, drill and cheer groups to away games. This bus can be shuttled to



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transport multiple groups to the same event if the destination is within a 30-minute drive time. The school site will be responsible for funding any additional transportation for auxiliary groups for these selected games and all additional dates requested.

G. Practice Buses

Consideration will be given only in exceptional cases for bus transportation to move teams for practice purposes to distant, non-school recreational grounds. Requests must be a minimum of two (2) miles and submitted to the coordinator of the Interscholastic Athletic Department a minimum of 15 days in advance. These buses are not available for preview screening or on Professional Development Days. No buses will be provided between 2:00 p.m. and 4:30 p.m.

H. Transportation for Interscholastic Athletic Teams

Transportation of interscholastic athletic teams to contests shall be by LAUSD school bus, contract bus, or approved LAUSD charter bus companies, in accordance with rules and regulations of the Los Angeles Unified School District, except as otherwise approved by the Interscholastic Athletic Department. In some situations, such as during playoffs, the use of a bus may not be required or requested. Schools must follow all District procedures regarding transporting students to/from a school activity.

1. A minimum of ten team members plus coaches are required for scheduling a bus for an athletic team.
2. Schools are encouraged, and in some cases will be required, to send more than one team on the same bus if both sports teams are traveling to the same opponent's site.
3. Bus transportation for games scheduled on Saturdays will not be paid through the District's transportation budget without prior approval from the Interscholastic Athletic Department.
4. If a trip is longer than 75 miles one way, a charter bus may be required. All charter bus companies must be on the approved LAUSD list and paid for by the requesting school.

I. Delayed Bus

In case of a delayed bus, a team will have a 20-minute warm-up after arrival when playing another LAUSD opponent.



J. Travel Requiring Pre-Approval

1. Local Sanctioned Tournaments or Field Trips – Principal’s Approval Only. Kept on file at school site (15 days in advance).
 - Single day tournament (no overnight stay)
 - A trip to a local multi-day tournament less than 75 miles each way
2. Overnight Sanctioned Tournament or Field Trip in or out-of-State (45 days in advance)
 - Approval of school principal
 - Approval from the Interscholastic Athletic Department
 - Approval of Local District Administrator of Operations
 - Final approval from Risk Finance – Letter of Self Insurance and all approvals
3. Out of the Country – (45 days in advance)
 - Approval of school principal
 - Approval from the Interscholastic Athletic Department
 - Approval of Local District Administrator of Operations
 - Approval of the Board of Education
 - Final Approval from Risk Management – Letter of Self Insurance and all approvals
4. Non-Sponsored Tournaments and Trips – LAUSD assumes no liability and requires a Non-Sponsored Trip Letter to Parents be given to each student going on the trip (LAUSD Reference Guide REF-2111.1, *Field Trips Handbook and Revised Procedures*, dated December 14, 2015) for additional information.

XIII.REPORTING INCIDENTS

- A. Incidents at contests such as fights or other disruptive acts on the field, court, in the gymnasium, stands, locker room, bus, or other areas in or nearby the school, before, during or after the contest, which would cause concern in the community, continued problems between the schools involved, or problems with students or spectators at either school, must be reported to the Interscholastic Athletic Department immediately. For after hour emergencies, contact School Police at (213) 625-6631. In addition, each school involved in the incident must call their corresponding Local District Operations Coordinator. All incidents that require on-site emergency medical attention must be reported immediately.
- B. When such incidents occur, communication between the principals or designees must take place before the submission of a written Incident Report to the Interscholastic Athletic Department and submission of an iSTAR Report.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

1. The written report must be exchanged between schools involved. This form can be found on the Interscholastic Athletic Department's website at <https://achieve.lausd.net/Page/1361>.
 2. Home school staff must complete an iSTAR with written reports including statements uploaded within 24 hours after the incident indicating all actions taken and must be signed by principals of schools involved.
 3. It is very important that this document be submitted with clear, concise, and complete information. Gather written statements from witnesses, participants, and staff. Please be as specific as possible in regard to the actions taken at the school and use additional pages if necessary. The above information will assist in determining whether further action is necessary.
- C. Required Actions:
1. Call the Interscholastic Athletic Department and the Local District Operations Coordinator.
 2. Complete a Confidential Athletic Injury Tracking Form.
 3. Administrator completes iSTAR report and uploads the Confidential Athletic Injury Tracking Form.
 4. Include additional documents and statements.
 5. Submit reports to the operations coordinator, the Interscholastic Athletic Department, and the opposing school administration.

In the event of an emergency, please contact 911 or School Police at (213) 625-6631.

XIV. FINANCES

- A. League rules and school site administration determine if tickets are to be sold for athletic events (not including CIF-LA City Section playoffs). Schools have the option of paying working staff for events where tickets are sold. Working staff includes, but is not limited to, site director, announcer, school supervision, security, timers, scorer, ticket seller, and ticket taker. The recommended fee for these positions is \$35 per event. The maximum that may be allocated for preparation in the sports of football, track and field, and soccer is \$150.
- B. Financial managers are responsible for issuing checks for all game day officials. Requests must be made at least 48 hours in advance.
- C. All schools hosting in-season tournaments must have all revenue processed by their school site financial manager after tournament host has provided a detailed proposed budget for the tournament.



XV. OUT-OF-SEASON ACTIVITIES

Per the California Interscholastic Federation (CIF) rules, fundraising or expenditures related to out-of-season competitions/events are not allowed. Out-of-season fundraising other than competitions/events are allowed, along with expenditures for supplies and equipment, as long as they are not used for an out-of-season competition/event. See Bulletin BUL-6264.0, "School Athletics", dated March 31, 2014, full details and Attachment B, "Liability Waiver".

**RELATED
RESOURCES:**

- BUL-767.1, *Participation in Extracurricular and Cocurricular Activities*, dated July 20, 2007
BUL-3732.0, *Procedures for Collections of Funds at Secondary Schools*, dated June 12, 2007
BUL-6264.0, *School Athletics*, dated March 31, 2014
BUL-6373.0, *Selection and Supervision of Athletic Coaches*, dated September 3, 2014
MEM-6744.0, *Guidelines for Supplemental Assignment Differentials*, dated November 10, 2016
REF-4236.13, *Dates for Required Reports of Marks in Secondary Schools 2017-2018*, dated May 3, 2017

ASSISTANCE: For further assistance related to the athletic programs, please contact the District's Interscholastic Athletic Department at (213) 241-5847.

ATTACHMENTS: Attachment A: Important LAUSD Athletic Dates
Attachment B: Liability Advisory