

ATHLETIC HANDBOOK

A guide and resource for all of your athletic needs here at Elk Grove High School.

Elk GROVE
HIGH SCHOOL

TABLE OF CONTENTS

Note from the Athletic Director and mission statement	page 3
Elk Grove Athletics Purpose Statement	page 4
Student Athlete Expectations and Conduct	page 5
Social Media	Page 9
Drugs and Supplements	page 11
Parents and Guardians	page 13
League Expectations	page 15
Student-Athlete Eligibility	page 16
People you should know	page 21
Season of Sport	page 23
Equipment	page 24
Transportation and Travel	page 26
Exit Interviews/Athletic Training	page 27
Medical Emergency Plan	page 28
Concussion Protocols	page 29
Other Medical Considerations	page 32
Sports Nutrition	page 35
Weight Room	page 36
Leaving a Team and Final Thoughts	page 37
Signature Page	page 39

Table of Contents

Expectations for Coaches	page 40
Legal Responsibilities of Coaches	page 41
Head Coach Job Description	page 42
JV Head Coach Job Description	page 43
Before the Start of the Season Procedures	page 45
Coaching Evaluations	page 47

Elk Grove High School Athletic Hand Book

A NOTE FROM ATHLETIC DIRECTOR, MR. HEFFERNAN

Dear Student-Athlete:

Welcome back! We are very excited about the prospect of another successful year for Elk Grove Athletics. My appreciation to the coaches, staff, student-body at large, and our leadership within the Administration for their positive influence in the area of team spirit, school-wide support, commitment to moral, mental, and physical success. We look forward to great achievements again this year, so let's continue with that HERD Pride.

As a student-athlete, you have a tremendous responsibility to the Elk Grove family to be successful both on and off the field of competition. Let's succeed on all fronts...in the classroom, on the field of play, around campus, being honorable, showing great effort, respecting those around us, being determined to strive for greatness, winning championships, and being great role models in our community. Student-Athletes are clearly under a higher level of pressure to meet a wide array of important team and personal goals, these come as part of your commitment to represent the HERD at the highest levels as you proudly wear the Blue & Gold.

What is contained in this handbook is important and not to be taken lightly, most especially the Code of Conduct. Being a member of an Elk Grove High School varsity, junior varsity or frosh sports team is a privilege that is earned. It takes a work ethic and understanding that wearing "HERD" on your uniform brings a level of expectation that you are trusted to make decisions that are necessary for the advancement of "the team". Do your part, do your job, do what is right, don't make excuses, and enjoy the rewards as we achieve our collective goals together.

EELK GROVE ATHLETIC DEPARTMENT MISSION

The Elk Grove High School Athletic Department provides and promotes physical excellence and exemplary programs for the CIF Sac-Joaquin Section that foster decisive leadership, teamwork, character, a passion for competing at the highest levels and a commitment to lifelong physical fitness. In doing so, we support equitable opportunities for all student-

athletes and staff, including women and minorities.

ELK GROVE ATHLETIC DEPARTMENT PURPOSE STATEMENT

The purpose of the Elk Grove High School Athletic Department is to develop our student-athletes morally, mentally and physically and to instill within them with the highest ideals of honor, effort, respect and determination in order to graduate leaders who are dedicated to servicing their community and have potential for future development in mind and character to assume the highest responsibilities of citizenship.

The purpose of Elk Grove High School is to provide the community with leaders of character who will serve and carry the HERD principles into their daily lives. Elk Grove High School has a deep and abiding commitment to the moral development of its students and to instilling Elk Grove High Schools core values of honor, effort, respect and determination.

Teamwork is the foundation all of our programs will be built upon, every Student-Athlete who is a member of the Herd Athletic Family will reinforce the value of total teamwork. "ALL IN". Immediately, student-athletes learn to pull together to achieve collective goals. Soon the bonds from one teammate to another are tight enough to last a lifetime. Within each of the athletic programs, those "family ties" - already unbreakable - are made even stronger. Members of Elk Grove High School teams often refer to themselves as the "Brotherhood" or the "Sisterhood". When asked what they value most from their playing days at Elk Grove High School, most - if not all - will speak of their relationships with teammates, coaches and other students. As teammates they will learn and exhibit:

- Goal Setting
- Taking Direction
- Leading/Following
- Example Setting
- Peer Motivation
- Overcoming Challenges
- Dealing in Adversity
- Lifelong Friendships
- Unified Pride
- Achieving Success
- Winning Mindset

The trademarks of all Elk Grove teams are pride and passion. We never quit and compete to the final whistle. Fueling each student-athlete and coach is the knowledge of the strong athletic tradition and the expectations of those who came before. We will build upon the accomplishments those before us attained as winners on and off the field. The realization that teamwork, extra effort and sacrifice are the only way we can continue to achieve the excellence that has been established.

ELK GROVE STUDENT-ATHLETE ATTRIBUTES

Becoming a student-athlete at Elk Grove High School is commitment that requires great sacrifice. Students will be required to do all of the duties of a student at Elk Grove High School along with what is required to compete at the highest level of interscholastic sports. Our student-athletes will have to make sacrifices that other students will not be asked to make. As individuals, through varsity competition, our student-athletes will learn and exhibit:

- Mental Toughness
- Passion
- Unselfish Commitment
- Competitiveness
- Inner Strength
- Physical Conditioning
- Confidence
- Honor
- Integrity
- Winning Attitude
- Sportsmanship
- Will to Win

We accomplish our mission and purpose by graduating student-athletes who are extremely competitive individuals ready to meet the challenges of an ever-changing world.

Our graduates are:

- Selfless leaders', who value diversity, put others before themselves and create acceptance through working with others to accomplish a common goal.
- Mentally resilient and physically fit student-athletes who inspire their teammates to overcome the most challenging

- obstacles and are prepared to lead.
- Technically and academically proficient students with a commitment to continual learning.
 - Critical thinkers and creative decision makers with a bias for action.
 - Effective communicators.
 - Adaptable individuals who understand and appreciate cross-cultural dynamics.
 - Role models dedicated to carrying on the traditions and lessons of Elk Grove High School.

RESPONSIBLE CONDUCT

As some of the most visible students at Elk Grove High School, and in our community, student-athletes' behavior and actions are judged continually. Rightly or wrongly, YOU set an example by your conduct and actions. Responsible conduct consists most specifically of two areas: general responsibilities and athletic conduct. Both are equally crucial towards your success as a student-athlete and member of the HERD FAMILY.

CODE OF ETHICS

In accordance with the traditions of Elk Grove High School, the CIF and the Delta League, everyone associated with Elk Grove Athletics is expected to conduct themselves in an ethical manner at all times. Elk Grove coaches and student-athletes should set the standard for sportsmanship. Unsportsmanlike conduct by coaches, student-athletes, parents, or spectators will not be tolerated and is subject to disciplinary action by Elk Grove High School and its administration, the Delta League, and the CIF. For example: leaving the bench area during a fight is a violation of CIF rules and will result in a suspension for the next game; a second instance will result in suspension for a longer period of time determined by the CIF and or school Administration. Public remarks regarding league policy or athletic matters, including officiating, which denigrate individuals or member institutions, are subject to disciplinary action by the administration of Elk Grove High School. *We expect all student-athletes to conduct themselves in a positive manner, on and off the field.*

SPORTSMANSHIP

Members of the Elk Grove High School community are committed to the principles of fairness, equality, and excellence in academics, as well as athletics. At Elk Grove High School, we support the core values of honor, effort, respect, determination and responsible conduct leading to good behavior of our student-athletes our parents and fans at all athletic events. Elk Grove High School expects the highest standards of game day conduct by all student-athletes, coaches, staff, students, fans, cheerleaders, spirit groups and parents. Good sportsmanship is paramount to our collective commitment to setting a positive standard of conduct at athletic events. The essential elements of character building and ethics in California Interscholastic Federation (CIF) sports are embodied in the concept of sportsmanship and six core principles:

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Good Citizenship

It's the duty of school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.” Participation in school sports programs is a ***privilege, not a right***. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

Suspension or termination of the participation privilege is within the sole discretion of the school administration. Note, this discretion does not exist in relation to violations of the District's policy and Training Rules regarding use or possession of tobacco, drugs, alcohol and performance enhancing drugs, addressed in this Handbook, for which there are minimum punishments for 2nd offenses that neither the coach, school or District staff has the discretion to reduce.

EXPECTED STUDENT-ATHLETE CONDUCT

Student-Athletes at Elk Grove High School are expected to conduct themselves in a manner that lives up to the four principles of the HERD creed: Honor, Effort, Respect and Determination. Student-athletes must comply with all rules and regulations as specified by California Education Code, California Penal Code, and Elk Grove Unified School

District Board Policy and Administrative Regulations.

Profanity, unsportsmanlike conduct, and disrespect to any person or institution will not be tolerated. Student-athletes accept responsibility for their actions both on and off the field. An athlete's language and behavior should not embarrass himself/herself, the team, the school, the district, or the community. Defiant behavior and back-talk toward any coach, school official, or game official will also not be tolerated. Specifically, profanity, throwing of equipment or any similar displays of immaturity will not be tolerated. Any disagreements should be handled in private.

- Student-athletes will follow and abide by all team rules set forth by the coaches of that program.
- Student-athletes are expected to be loyal to their school, their teammates and coaches. Any and all actions to the contrary will lead to the student-athletes removal.
- Student-athletes are expected to bring issues or concerns to their coach if the concerns involve the coach or members of the coaching staff contact the athletic director.
- Student-athletes need to understand that competing for Elk Grove High School is a privilege and not a right and those that can not live up to the standards of what is expected from an athlete at Elk Grove High School will be removed from the team.
- Violation of any of the above behavior guidelines could result in one or more of the following consequences: benching, suspension, or dismissal.

RIGHTS AND RESPONSIBILITIES OF A STUDENT-ATHLETE

By agreeing to be a member of an athletic team at Elk Grove High School, I possess certain rights:

- Right to be an INDIVIDUAL, unique in my beliefs and abilities that make me the person I am.
- Right to DIGNITY, free from behavior designed to humiliate and embarrass me.
- Right to EQUALITY, to be treated as fairly as other student-athletes are treated.
- Right to PRIVACY, secure in the knowledge that I retain time to myself and with the expectation that my personal possessions

- will be safeguarded.
- Right to RESPECT, for my culture and my beliefs, especially when they differ from the culture and beliefs of others.
 - Right to SUPPORT, from teammates, fellow student-athletes, coaches, the administration and the Elk Grove community.

While I acquire certain rights because of my membership on an athletic team, I also assume certain responsibilities:

- Responsibility for GROWTH, to the best of my ability in all that I set out to do, and to develop my body, mind and ^[T]_[SEP]spirit for both my well-being and that of my team.
- Responsibility for RESPONSIBLE CONDUCT, including positive deeds, not just refraining from negative endeavors, since my actions not only reflect on me, but on my family, friends, teammates, fellow student-athletes, coaches, and Elk Grove High School.
- Responsibility for RESPECT, for the individuality, dignity, equality, privacy, culture and beliefs of my teammates, fellow student-athletes, my coaches, the teachers and staff on campus as well as the Administration of Elk Grove High School.

HARASSMENT

At Elk Grove High School, student-athletes are part of a culturally and socially diverse community. As such, you are expected to respect the dignity and sensitivity of all members of the community regardless of their national, ethnic or cultural background, sexual orientation, gender, ability or creed. Actions that intentionally intimidate humiliate or demean individuals or groups are unacceptable and will not be tolerated. Student-athletes are expected to contribute to an environment that promotes community spirit and develops positive understanding and interactive relationships.

SOCIAL MEDIA POLICY

Elk Grove High School administration, athletic department staff and media representatives periodically monitor your social media sites for inappropriate language, photos and content reflecting poorly on yourself or the School.

Playing and competing for Elk Grove High School is a privilege not a right. Student-athletes are held in high regard and are seen as role

models, both on campus and in our community. As leaders, student-athletes have the responsibility to portray their team, Elk Grove High School and themselves in a positive manner at all times. In recent years, Facebook, Twitter, Instagram, Snapchat and other social networking sites have increased in popularity and are used by the majority of student-athletes.

Student-athletes should know and be made aware that third parties, including the media, faculty, future employees and NCAA institutions can and do access student-athlete profiles and view personal information. This includes pictures, videos, comments and posts. Inappropriate material found by third parties negatively impacts the perception of the student, the Athletic Department and Elk Grove High School. This can be detrimental to a student-athlete's current eligibility, opportunity for being recruited by an NCAA institution and future employment opportunities.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Posting photo, videos, comments or posts showing the personal use of alcohol (e.g. depictions of student-athletes and friends holding cups, cans, shot glasses and the like, which appear to contain alcohol). The use of tobacco is not a healthy practice, especially for student-athletes, and its use should not be posted as part of how a student-athlete depicts himself or herself.
- Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Posting photos, videos, and comments or posts that condone drug related activity. This includes, but is not limited to: images that portray the personal use of marijuana and drug paraphernalia.
- Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and comments that could be interpreted as harassing others.
- Tweets referencing fellow teammates, coach issues, injuries and other team dynamics.

If a student-athlete's profile and its contents are found to be inappropriate he/she may be subject to a reprimand or suspension from the team, depending on the seriousness of the behavior. For your own

safety and benefit, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, telephone number, current location or other personal information, as it could lead to unwanted attention, such as stalking or identity theft.
- Be careful about who you add as a “friend”- only grant friend status to people you know firsthand.
- Consider how your postings are perceived, perception is often assumed to be reality.
- Utilize your networks to positively impact the brand/reputation of who you are and everything you represent or stand for. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics, as well as those of the Athletic Department and Elk Grove High School. Remember always present a positive image and don't do anything to embarrass yourself, the team, your family or the school.

DRUGS AND SUPPLEMENTS

EGUSD has a strict policy on use of Tobacco, Alcohol and drugs. Consequences for drug and alcohol use will not only be applied at the Athletics level but may also be applied at the site level.

TOBACCO

The use of tobacco products, including smokeless tobacco, is prohibited by EGUSD and CIF rules in any athletics-related activity, including practice. These products are not to be used on the practice field, during competition or in the locker room. This rule applies to student-athletes, trainers, equipment room staff, administrators and coaches alike.

Any student-athlete who smokes, chews, or possesses tobacco in any form at any time during the season or at any off-season team activity will suffer the following consequences.

1st OFFENSE: The student-athlete will be ineligible to participate in any interscholastic contests for **two** weeks from the date of the infraction. He/she must agree to a parent, coach, student conference. With the

coach's permission, the student-athlete may continue to practice with the team.

2nd OFFENSE: The student-athlete will be ineligible to participate in any interscholastic contests for **four** weeks from the date of the infraction. In addition, he/she must successfully complete a tobacco abuse program that is approved by the athletic director.

3rd OFFENSE: The student-athlete is ineligible for **one** calendar year.

ALCOHOL

EGUSD has strict rules and policies regarding the consumption of alcoholic beverages. Elk Grove High School student-athletes must conform to EGUSD regulations regarding alcohol at all times. The consumption of alcoholic beverages is strictly prohibited. Student-athletes are expected to refrain from any involvement with alcohol. All student-athletes have a commitment to their teammates that ensures discipline, good judgment and always being prepared to successfully compete at the highest level. The Administration at Elk Grove High School may impose supplemental sanctions on any student-athlete who is found guilty of abusing alcohol at any time.

Irresponsible drinking can contribute to...

- Academic failure. Resulting from partying instead of studying.
- Acquaintance (or date) rape.
- Accidents. At least half, sometimes more, automobile, motorcycle and boating fatalities involve alcohol. A large percent of drowning victims and burn victims were using alcohol at the time of their accidents, and many who were hurt or killed in falls were impaired by alcohol use. Excessive use of alcohol may result in coma or death.
- Suicide. Since alcohol is a depressant, drinking may make a person feel worse.
- Fights. Alcohol lowers a person's inhibitions, allowing the person to behave with less restraint than when sober. This means he/she can be more easily frustrated or angered, reacting violently to situations that normally might be ignored. The user is also more likely to become verbally abusive, thereby inviting a violent reaction.
- Vandalism. People do not think clearly when they are intoxicated and will do things they normally would not, this included

destroying or defacing property.

- Unsafe sex. Use of adequate protection is likely to be forgotten when one's judgment is clouded by excessive alcohol. The same impairment of judgment can result in indiscriminate sexual activity.
- Physical effects. Drinking even small amounts of alcohol may affect one's athletic performance for several days.

SUPPLEMENTS

Nutritional supplements are not strictly regulated by the FDA and may contain substances that have not been tested by the FDA. All nutritional supplements should be checked with your Doctor **BEFORE YOU USE THEM**, to ensure they do not contain substances that could have a negative affect on your body. Remember, "natural" doesn't mean safe and "more" seldom means better. For questions regarding nutritional supplements, contact your Doctor.

DRUGS, ALCOHOL & PERFORMANCE ENHANCING DRUGS CONSEQUENCES

Any student-athlete who uses/possesses alcohol, drugs or performance enhancing drugs in any form at any time during the season or at any off-season team activity will suffer the following consequences:

1st OFFENSE: The student-athlete will be ineligible to participate in any interscholastic contests for **four** weeks from the date of the infraction. In addition, he/she must successfully complete a chemical abuse program that is approved by the athletic director.

2nd OFFENSE: The student-athlete will be ineligible for all practices and interscholastic contests for **one** calendar year. In addition, he/she must successfully complete a chemical abuse program that is approved by the athletic director.

PARENTS/GUARDIANS

As a parent/guardian of a student-athlete at Elk Grove High School, your goals should include:

- Promote a healthy lifestyle that does not include the use of performance enhancing drugs or supplements.
- Realize that athletics is part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encourage our student-athletes to perform their best, just as we would urge them on with their class work.
- Participate in positive cheers that encourage our student-athletes; discourage any cheers that would redirect that focus – including those that taunt and intimidate opponents, their fans or officials.
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions.
- Respect the task that our coaches face as teachers; and support them as they strive to educate our student-athletes.
- Respect our opponents as student-athletes, and acknowledge them for striving to do their best.
- Develop a sense of dignity and civility under all circumstances.
- You can have a major influence on your student’s attitude about academics and athletics. The leadership role you take will help influence your child, and our community, for years to come.

Violation of the above code of conduct could result in one or more of the following consequences: a warning, removal from the venue, suspension, or further discipline to be determined by the administration (per P.C. 602.1, 653g, and P.C. 6476).

COMMUNICATION WITH COACHES AND ATHLETIC DEPARTMENT STAFF

In our continuing effort to establish and maintain clear lines of communication between the Athletic Department Staff and the parents/guardians of our student-athletes, the coaching staff will establish a process for communication. ***Do not attempt to confront a coach before or after a contest or practice.*** Those can be emotional times for both the parent and the coach. Meetings of that nature, and at those times, do not promote resolution. The following guidelines will help make the communication process a productive and positive experience. Parents can use this process to ask questions and obtain information.

- The coach will discuss what the student-athlete needs to work on in order to improve but **not playing time**.
- The coach will only talk to a parent/guardian about his/her own child.
- If the guidelines are not adhered to, the discussion will be terminated.
- If satisfaction is not obtained, the parent/guardian should then contact the head varsity level coach in that particular sport or the athletic director if the discussion already involves the head varsity coach.
- **Parents who verbally abuse a coach may be liable for harassment/slander/defamation of character.**

It is the intent of the Athletic Department to provide an avenue for meaningful dialogue and communication between coaches and parents. Working together we can and will accomplish great things.

LEAGUE EXPECTATIONS

The Delta League and the CIF expect the highest ethical conduct by all personnel and demands the highest commitment of integrity, ethical behavior and fair play in all athletic endeavors. In this regard, the following actions are considered to be inconsistent with the high standards we strive to represent and instill:

- Publicly criticizing or making derogatory statements of an official, league personnel or its policies, another member institution or any of its personnel, especially student-athletes. This includes comments with respect to their conduct, character, competence, integrity or appearance.
- Striking, attempting to strike or otherwise physically abusing an official, coach, student-athlete, cheerleader, mascot or other person in attendance at an athletic event. This includes throwing objects at an individual or onto the playing surface.
- Acts dangerous to others, unsafe behavior, inciting participants or spectators to violent or abusive action, obscene gestures, profanity or provocative language or action toward an official, student-athlete, coach, spectator, bench or score-table personnel.
- Defacing, destruction or theft of property associated with an athletic event, including property of the opposing team or contest official.

- Harassment by spectators or cheering sections directed at opposing players, officials or coaches.
- Harassment includes disrespectful cheers focusing on an opponent's race, religion, sexual orientation or physical characteristics, or any "cheer" which is vulgar or obscene.
- Displaying signs or banners that contain offensive language or pictures, particularly displays that may be vulgar or obscene.

ACADEMIC ELIGIBILITY

For Academic Eligibility, **Grades of Progress** and **Grades of Record** are defined as:

1. **Grades of Progress:** Data Processor generated grades assigned to a student but not officially recorded on a transcript; on a traditional semester calendar these are "quarter" grades issued after the first 9 weeks of each semester.
2. **Grades of Record:** Data Processor generated grades assigned to a student and officially recorded on a transcript.

Exception: Eligibility for the winter athletic season in schools on a traditional semester calendar, where "quarter grades" (grades of progress) are issued, will be determined by the first quarter grades.

Student-athletes who represent an EGUSD school in any athletic competition must meet the following requirements:

1. Earn a 2.0 GPA in 9-12 courses for **Grades of Record** prior to competition.*
2. Earn a 2.0 GPA with no more than one fail in 9-12 courses for **Grades of Progress** to be able to continue competing.
3. Maintain minimum progress toward meeting the high school graduation requirements.
 - At least 40 credits earned by the start of grade 10
 - At least 90 credits earned by the start of grade 11
 - At least 150 credits earned by the start of grade 12
4. Maintain standards of satisfactory citizenship.

5. Maintain satisfactory attendance record as defined by Board Policy.

CONTINUING ELIGIBILITY

Eligibility is determined by the following:

1. A student is eligible if on any **Grade of Record** the student has maintained a minimum 2.0 GPA.
2. If on any **Grade of Progress** the student has a 2.0 GPA but more than one fail, he/she is ineligible to compete in any contests beginning the Monday after grades are published. That student becomes eligible to compete as soon as he/she returns a grade clearance form or the Athletic Director receives electronic communication from the teacher, signifying that the student is earning a passing grade in one of the fails.
3. If on any **mid-quarter or mid-term Grade of Progress** the student has more than one fail, the student is ineligible to compete beginning the Monday after grades are published. That student becomes eligible to compete as soon as he/she returns a grade clearance form or the Athletic Director receives electronic communication from the teacher signifying that the student is earning a passing grade in one of the fails.

SUMMER SCHOOL TO AFFECT ATHLETIC ELIGIBILITY

Students who have demonstrated a satisfactory attendance record of ninety percent actual attendance, and have met standards of satisfactory citizenship in all courses and in the school generally or in its activities during the spring semester, have the option of having summer school course work affect their co-curricular eligibility.

In selecting summer school course work for this purpose, the student must repeat summer school course work in the same courses in which grades from the preceding grading period caused the ineligibility. In the event the identical courses are not available, the student may substitute other course work with the same or higher level of difficulty. All substitute course work must have the approval of the counselor, appropriate department chairperson, and final approval of the principal before the student enrolls in summer school. Any substitute course work that is not approved, will be averaged with the end of the school year grades to determine the G.P.A.

EGUSD HARDSHIP WAIVERS

A student-athlete may be granted academic eligibility by means of a hardship waiver. Hardship-waivers may be sought when a student-athlete has come upon situations or circumstances beyond their control that have affected the student's ability to obtain a 2.0 GPA. If you think you may qualify for a hardship waiver, consult your coach or the Athletic Directors Office. Students will only be granted one Academic Hardship Waiver for their four years at Elk Grove High School.

ATHLETIC PARTICIPATION/ELIGIBILITY

The CIF eligibility requirements are designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent the exploitation of student-athletes. Every student who wants to participate in a sport must complete and have signed by a parent/guardian the following forms:

1. Physical / Medical Insurance *(Mandatory)*
2. Confirmation page from Athletic-clearance.com *(Mandatory)*
3. Emergency Information *(Mandatory)*
4. Agreement for Team Participation *(Mandatory)*
5. Student Alternate Transportation Form *(Mandatory)*
6. Sudden Cardiac Arrest Form *(Mandatory)*
7. Concussion and Head Injury Information Sheet *(Mandatory)*
8. Student Personal Automobile Use Form *(Optional)*
9. Athletic Hand Book signatures *(Mandatory)*
*Athletes must have a yearly physical from a qualified physician who completes the medical examination report. In order to be accepted for athletics, the physical must be completed **after** May 1 of the school year in which the athlete plans to compete.*

TRY-OUT PROCEDURES

The following is an outline of some of the basic guidelines/timelines that the Athletic Department follows prior to and at the start of a sport season. There are three sport seasons: fall, winter and spring.

Because of the unique nature of each individual sport, this outline may include or exclude some items that the coaching staff does or does not use.

- 1) Pre-season sign-up meetings: 1 - 3 months prior to the start of the season. a Fall, winter, and spring seasons begin according to the C.I.F. calendar
- 2) Pre-season conditioning: 4 – 6 weeks prior to the start of the season.
- 3) Necessary forms and paperwork.
- 4) Eligibility-refer to Academic Eligibility.
- 5) Try-outs.
 - a) A minimum try-out period of 3 practices will be conducted for those sports that make cuts.
 - b) **Head Coaches** will make the decision in determining the final roster.

CIF TRANSFERS

Coaches will have to check with any and all new students on the team to see if they are new to Elk Grove High School. See the CIF Student-athlete/Parent handbook on transfers at CIFSJS.org.

CLASS ATTENDANCE

Attending all classes is a high priority for all student-athletes: many athletic events require students to miss classes during the week making it very important for all student-athletes to establish good attendance patterns and communicate with their teachers about assignments to be done.

- Students must attend 50% (minimum) of the school day, excluding lunch, in order to participate in practice or competition that day.
- Student-athletes in violation of this rule, as it relates to competitions, will be suspended for a minimum of one contest or game. (Subject to review with head coach and athletic director.)

MISSED CLASS TIME

In support of student-athlete achievement, progress and graduation, Elk Grove High School strives to preserve student-athlete's academic time. Practice and competition schedules in all sports are reviewed to ensure adherence to this policy. Regular season competition schedules are designed to avoid excessive missed class time.

ACADEMIC SUCCESS

Student-athletes should strive for excellence in the classroom and to

make the most of your academic experience at Elk Grove High School. At a minimum, you should meet the EGUSD eligibility standards, which state that you need these at each grading period a **2.00 GPA and no more than one F**.

Academically, you should also remember the following tips:

- You must acknowledge and accept full responsibility for your academic performance. To do well, you will need to participate in class discussions, take notes, stay awake and alert and turn in all assignments on time.
- Teachers are your primary means of assistance with teammates, coaches and your faculty and Administration providing additional support.
- You should schedule Extra Instruction (EI) whenever you need it. Be sure to go to EI prepared to ask questions about specific topics that you are struggling with. This can be a great use of your HERD time.
- Participation in interscholastic athletics will probably necessitate you missing a few classes for competition. Be sure to tell your teachers before you will miss their class and offer to make-up the work before you leave if possible.

If you are having trouble in a course, consider employing these suggestions IMMEDIATELY:

- Assess the time that you are devoting to the course. “More is better” for courses that you are having difficulty in. To do well in high school, you must do academic work for several hours each day AND each weekend too!
- Change your study location so that distractions are minimized. There is not much to do in an empty room but study!
- Talk to your teachers, academic advisor, other faculty, administration and teammates. These people are great resources for ideas relating to academic success.

LEARNING SKILLS

These areas can help student-athletes becoming more productive in the classroom environment.

- Time management

- Note-taking techniques
- Reading effectiveness
- Test-taking strategies
- Stress management

HINTS FOR ACADEMIC SUCCESS

- Get to know your teachers. Introduce yourself. Ask questions when things are not clear. Let them know your concerns. Most teachers are willing to help you in any way they can, provided you show a willingness to do your part.
- Don't back yourself into a corner. If you feel like you are falling behind in class, let someone know. Your teachers and faculty are here to help you.
- Practice good time management. This student-athlete handbook was created to assist you with the organization of your daily schedule. There are four important rules to follow when dealing with time management.
 - Establish a routine
 - Set deadlines
 - Limit outside distractions
 - Get started

PEOPLE YOU SHOULD KNOW

As a student-athlete, you will become acquainted with many people, but here are a few you should know well.

ADMINISTRATION

The principal of Elk Grove High School is Dr. Eugene Christmas. He is responsible for the running and overseeing of the operations of Elk Grove High School.

THE DIRECTOR OF ATHLETICS

Elk Grove High School Director of Athletics is Mr. John Heffernan. He has oversight for the physical mission of Elk Grove High Schools Athletic Department. Should you need assistance regarding any problem, he is available to meet with you. Please call (916)686-7741 ext. 41060 or email Jheffern@egusd.net to schedule an appointment.

ASSISTANT DIRECTOR OF ATHLETICS

The assistant Athletic Director for Elk Grove High School is Mr. Jeff Carlson. If Mr. Heffernan is not available, Mr. Carlson will be able to assist.

COUNSLING STAFF

- Kelly Teresi; email: kateresi@egusd.net, last names: A-De
- Deanna Sommers; email: MSommers@egusd.net, last names: Dh-He
- Amanda Wilson; email: acwilson@egusd.net, last names: Hi-Mi
- Kaitlin Kolb; email: kkolb@egusd.net, last names: Mo-Sa
- Jason Emperador; email: JEmperad@egusd.net, last names: Sc-Z
- Rosie Marchman, Counseling Secretary; rmarchma@egusd.net
- Melissa Hogge, Career Center Technician; mhogge@egusd.net
- Sherry Jankans, School Psychologist; sjankans@egusd.net

ATHLETIC TRAINER

The Athletic Trainer for Elk Grove High School is Janell Berg. Her office hours vary depending on the season of sport but can be reached at: jaberg@egusd.net

HEAD COACHES

Football: John J Heffernan; Jheffern@egusd.net or 916-686-7741, ext. 41060

Cross Country: NA

Tennis: Vincent Vincent Catanna; mrvcat@gmail.com

Golf: NA

Volleyball Girls': Irv Ladines; iladines@yahoo.com

Volleyball Boys': Anthony Garcia-Brockman; Anthony_b7@me.com

Basketball Boys': Dustin Monday; dmonday@egusd.net

Basketball Girls': Trisha Campbell; tecampbe@egusd.net

Baseball: Joseph Bellotti; JBellott@egusd.net

Softball: Amanda Buck; ABuck@egusd.net

Soccer Boys': Jason Emperador; JEmperad@egusd.net

Soccer Boys': Jason Larin; jlarin@egusd.net

Wrestling: Pat Coffing; pcoffing@egusd.net

SEASON OF SPORT

A student-athlete is limited to four years or 8 semesters of competition to be used from the date of enrollment as a freshman at any high school institution. The year is divided into three sport seasons, Fall, Winter and Spring. A student-athlete is able, and highly encouraged, to participate in more than one season of sport. Some students will take advantage of the three seasons and participate in three different sports activities. Three sport athletes are no longer the rule but the exception we believe in the development of the whole athlete not just one sport specialization. We highly encourage our student-athletes to be multi-sport athletes.

FALL SEASON SPORTS

Football

Girls' Golf

Cross Country

Girls' Tennis

Girls' Volleyball

WINTER SEASON OF SPORT

Boys' and Girls' Basketball

Boys and Girls' Wrestling

Boys' and Girls' Soccer

SPRING SPORTS

Baseball

Boys' Tennis

Softball

Boys' Volleyball

Track and Field

Swimming

Boys' Golf

OUT-OF-SEASON PRACTICE & COMPETITION

Out of season practice is prohibited unless you use an outside agency and complete the EGUSD out of season forms. Coaches and teams may set up a strength and conditioning program and times for students to participate in during the off season but these activities can not be used to exclude students from participation on a sports team during their season of sport. Please refer to the CIF Season of Sport Calendar for specific dates and times for out off-season, limited contact, dead periods and in season allotments.

VACATION & SUMMER PRACTICE AND COMPETITION

June 1st the section goes quiet, teams may conduct workouts and practice with limited equipment. Refer to the CIF summer workouts. During the dead period coaches may meet with students for strength and conditioning only no sports equipment may be used.

PRE-SEASON TEAM MEETING

Before you begin to practice in your sport each year, a pre-season team meeting is held for each team. At this time, rules and procedures are explained and any questions you or your parent may have concerning eligibility are answered. You may not participate in interscholastic athletics unless you have been cleared by the AD's Office for participation. This must be done prior to your first practice in each sport in which you participate.

EQUIPMENT ISSUE AND RETRIEVEL POLICY

Before any equipment or apparel is issued to a student-athlete they must be cleared by the Athletic Director's Office and officially placed on a team roster. The student-athlete is then cleared to receive practice equipment and apparel. The coach in charge of the sport will complete an equipment card listing the items received. The items are signed for or initialed by the student-athlete when picked up. There can and will be times when student-athletes are issued additional items of equipment and apparel during the school year. As these items are distributed, the student-athletes will sign or initial for the items that they receive. Game uniforms and warm ups are not signed for each time the student-athlete competes.

EQUIPMENT

Elk Grove High School provides a great deal of money to maintain and purchase proper equipment. Equipment is to be handled properly for financial reasons as well as to teach students responsibility.

- All equipment will be inventoried, and checked out by coaches.
- Student-athletes are responsible for the security of their equipment and uniforms. In some cases, particularly with game uniforms, the replacement fee may be higher than the original purchase price because special processing and printing may be required to duplicate the uniform.
- Student-athletes are expected to turn in the same piece(s) of equipment checked out to them.
- Equipment should be returned in the same condition as it was received. Equipment and uniforms should be cleaned before being returned. Student-athletes are expected to make arrangements to have torn or ripped clothing repaired prior to turning it in to the coach.
- All equipment must be returned within one week of the last contest.
- No awards (letters, trophies, etc.) or transcripts will be issued until all equipment is returned and/or paid for by the student-athlete.
- Student-athletes must return or pay for all equipment before they can practice or participate in another sport. In unusual circumstances when a significant amount of money is owed, arrangements for repayment can be made with the coach and the administrator in charge of athletics.
- Student-athletes who leave a team prior to the end of the season must turn in their equipment and uniform within one week.

EXCHANGE

On occasion, a student-athlete might need to return clothing or equipment for repair or exchange them for new items. The student-athlete is asked to return the old item in order to receive the new item.

EQUIPMENT STORAGE AND CONTROL

All equipment and apparel for each sport will be stored in one designated area, when possible. Equipment will be checked periodically to insure that it is in proper and safe working order. Clothing will be repaired or replaced when torn or worn. Uniforms and practice gear will be laundered as necessary (player responsibility).

TRANSPORTATION AND TRAVEL

The district provides transportation to selected away contests.

- Bus departure times are often determined by the EGUSD Transportation Department.
- At the coach's discretion, student-athletes may be signed off the return bus by their *parents/guardians or approved adult drivers that have completed an auto usage form and have been fingerprinted.*
- All student-athletes will dress in an appropriate manner for bus trips. Coaches will establish requirements for proper attire.
- Student-athletes are expected to conduct themselves in a mature, responsible manner. Profanity and inappropriate behavior will not be tolerated.
- Student-athletes are expected to follow all rules set forth by the bus driver and/or coach, to be courteous, and respectful at all times.

For those contest that the school does not provide transportation for the coaches will be responsible for soliciting cleared EGUSD drives to help transport the team to and from each contest. Each coach will need to build up a list of cleared drivers that have been fingerprinted and have completed the EGUSD's Auto Use Form. Student-athletes my drive themselves to contest if they are in or around the local school district. They will also need to complete the proper paper work and obtain a sticker before they will be allowed to drive. Student-athletes may not take other Student-athletes in their car; they may only transport themselves to and from the contest.

Head coaches, with input from the Athletic Director and Administration, are responsible for setting standards and policies for team conduct during trips. Generally, all team members must travel to and from the away event with their teammates and must stay with the team at assigned lodgings. Programs that stay over night will need to have the appropriate number and gender of chaperons. Head coaches that coach a team of the opposite sex will be required to have cleared chaperons accompany the team on any over night trip. On any over night trips the programs will pay for the room. Any incidental expenditures/charges (ie: room service, phone calls, pay television and movies) must be paid directly by the student-athlete or parent of whom incurred the charge. These MAY NOT be billed to your room and should be settled prior to check out.

EXIT INTERVIEWS

Each year it is recommended that each varsity head coach conduct exit interviews with all senior student-athletes within their program. The process may consist of an online instrument that is emailed to you or an in-person interview conducted by either the head coach or an assistant coach of your sport. These interviews provide graduating student-athletes with an opportunity to make suggestions for improvements in all aspects of student-athlete welfare and team organization. Information from the interviews is shared with the Athletic Director in the coaches' end of the year synopsis.

POLICIES CONCERNING ATHLETIC TRAINING ROOM FACILITIES

1. ABSOLUTELY NO FOOD OR DRINKS in the athletic training rooms.
2. No cleats, turf shoes, muddy, or wet shoes in the athletic training room.
3. Please remove shoes prior to getting therapy on the treatment tables.
4. No athletic equipment (e.g., sticks or balls) shall be brought into the athletic training room.
5. Athletes must check in with the trainer prior to post-practice treatments or evaluations.
6. Do not put ice bags in trashcans; empty all bags into the sink or whirlpools then dispose of the plastic bag.
7. Ice is for treatments only.
8. Appropriate clothing must be worn at all times.
9. Office phones and computers are off limits to student-athletes.
10. Offices and storage areas are off limits to all student-athletes.
11. Tobacco use is not allowed in any Elk Grove High School facility; this is a school-wide and EGUSD policy and will be enforced.
12. Athletic Training Room equipment and supplies are not to be used without permission from the athletic trainers.
13. There will be no self-administered treatments.

14. Treatments are only given upon approval of the staff athletic trainers and physicians.

15. No use of whirlpools unless authorized by a staff athletic trainer.

16. Please respect the intern and student trainers; they are acting on the authority of the staff athletic trainer's requests.

17. No lounging or sleeping on treatment tables. Athletic training rooms are not a social club, lounge or study hall.

18. Inappropriate behavior or language will not be tolerated. Conduct yourselves professionally.

19. Report all injuries and illnesses to athletic trainers ASAP. In the event that an athlete becomes sick or injured when an athletic trainer is not available, report to your coach and parents.

MEDICAL EMERGENCY PLAN

The Athletic Training Department is committed to providing the best medical coverage for our athletic teams; however, emergency situations may arise when qualified medical personnel are not present. Expedient action must be taken in order to provide the best possible care to the injured participant. To expedite care when an injury occurs during practice, competition or travel and when an athletic trainer is not immediately available, coaches and staff need to be prepared to handle the situation.

General Responsibilities

- Each coach must learn the location of the nearest accessible telephone or carry a cell phone.
- Coaches shall have emergency phone numbers at all times.
- Each coach should know the location of the nearest AED in case of an emergency.
- Each coach should have a pre-arranged emergency plan. Determine who will give simple first aid, who will activate the emergency medical system, who will meet the ambulance, who will ride to the hospital and who will notify the student-athlete's parents, athletic trainer and the Athletic Director.

Emergency Protocol at EGHS

- Call 911. Do not wait; it is better to activate EMS services then to wait, every second counts.
- Follow the pre-arranged emergency plan.
- Notify the Athletic Trainer, parent and Athletic Director of the situation.

Emergency Protocol on the Road

- When not accompanied by an athletic trainer, determine the availability of medical coverage from the host institution.
- If an emergency arises, seek assistance from the host school's medical personnel.
- If no medical personnel are available, call 911.
- Follow pre-arranged emergency plan.
- Notify the Parents, Athletic Trainer and Athletic Director.
- Be sure to get all records (including medical tests performed as it relates to the injury/illness). Bring all information to the athletic training room upon return.
- Have the student-athlete see the Athletic Training staff upon return so that proper follow-up care can be arranged.

INJURIES

As an Elk Grove High School student-athlete, it's important for you to understand the urgency to have injuries and illnesses treated as soon as possible. It is your responsibility to enter the medical chain promptly to avoid losing valuable practice and competition time. Make sure that you let your coach know there is a problem and then make sure to see the schools Athletic Trainer. You may need to seek the help of your primary physician.

It's very important that you keep in mind your practice, academic, and competition obligations so that you do not schedule a doctor's appointment and/or procedure that will interfere with class, travel, or competition.

Communication is a MUST. Contact your coach and athletic trainer (by e-mail or phone) when you have a problem. Your athletic trainer can, in some cases, can help in avoiding problems.

CONCUSSION PRODIGALS

Elk Grove Unified School District is committed to protecting the health and safety of all student-athletes. Student-athletes who participate in athletic programs before and after school may be at risk for injury. Elk Grove Unified School District acknowledges that concussions and other mild traumatic brain injuries may occur in student-athletes.

This concussion policy is intended to provide consistency and promote student-athlete safety when practicing or competing in sanctioned athletics events, as well as provide guidance for classroom accommodations when recovering athletes return to the classroom.

This concussion policy is intended to provide preventative strategies that may limit or revise certain activities for sanctioned athletic practice and competition. Elk Grove Unified School District recognizes the need to adopt policy and protocols consistent with the state law (AB 2127) and to provide safety precautions in its programs for student-athletes participating in athletics.

EGUSD CONCUSSION MANAGEMENT POLICY FOR STUDENT ATHLETES

Concussion background

Sports Medicine Team

The members of the Sports Medicine team are the Certified Athletic Trainer (ATC), a Doctor of Medicine or Osteopath (MD/DO), and the Athletic Director. The role and responsibility of each team member, preferred method of Communication, pertinent state law, CIF policy, rule changes, and best practices are updated yearly. Yearly updates to the concussion policy are performed by the Sports Medicine Team and provided by the District. Approved Concussion Specialists MD/DO have been provided herein and will remain in effect until otherwise stated.

EDUCATION

The District will provide yearly education for parents, athletes, coaches, and athletic trainers.

Parents and student-athletes complete the Concussion and Head Information Sheet as well as completing a Sports Physical

Examination with specific questions #9-#14 aimed at Concussion History with a follow up Supplemental Questionnaire.

Coaches will complete the National Federation of High Schools (NFHS) concussion-training course, take the test, and become certified by the NFHS.

Coaches who are non-compliant will be reported to the Athletic Director.

Yearly education and training updates for the Certified Athletic Trainer (AT) is accomplished by attending in-services, conferences, and other continuing education programs required to maintain certification.

The professional relationship the ATC has with the Concussion Specialist MD/DO assists them in remaining current in concussion care.

CONCUSSION TESTING AND CARE

Pre-participation Exam: All student-athletes will be given a Sports Physical Evaluation and may undergo further screening for concussion history and may be referred if needed.

Baseline testing: All student-athletes will receive baseline testing. The Sway mobile medical software system will be used for baseline testing.

Sideline assessment: CIF guidelines and state law will be followed for a suspected concussion and the student-athletes will be removed for the remainder of practice or game if a concussion is suspected.

Diagnosis: Diagnosis is only accepted from an MD/DO and not accepted from Urgent care or Emergency departments

Treatment: The concussion specialist MD/DO or Family physician will direct concussion care and treatment.

Return to Learn: The concussion specialist MD/DO or Family physician will direct the return to learn phase of treatment for the student-athletes. A letter from the MD/DO or Family physician will

be given to the parent/athlete detailing academic accommodations that may be needed during recovery. These academic accommodations will be communicated to the student-athlete's teachers

Return To Play: The return to play protocol will follow the CIF Concussion RTP protocol (see attached) and will begin only as directed by the concussion specialist MD/DO or Family physician.

Medical Clearance: Final medical clearance following the RTP is only accepted by the approved concussion specialist MD/DO or Family physician.

OTHER MEDICAL CONSIDERATIONS

High-risk athletes: A student-athlete who is considered "high risk" from a previous diagnosis of concussion, and flagged during the PPE process may require additional screening, care or referral to an MD/DO prior to participation.

Medical disqualification: There may be a medical condition discovered during athletic participation that places the student-athlete at an unusually high level of risk for participation in sports. The Athletic Department may request a meeting with EGUSD officials, parents, ATC and Concussion Specialist MD/DO to discuss conditions, which may be cause for medical disqualification.

Responsibility: The responsibility for implementation of the concussion management policy specific to student-athlete's rests with the Athletic Director or designees. This includes activity limitations. Immediate responsibility for concussion management, health and safety rests with each student-athlete and Certified Athletic Trainer (ATC). ATC's are responsible for following the established procedures and safety guidelines.

This will be sent home with your student-athlete if the athletic trainer suspects a concussion:

EGHS ATHLETICS: Concussion

Explanation: (Students Name) _____ a mild traumatic brain injury (MTBI) commonly called a concussion. This is a disturbance in the neurons in the brain caused by trauma. Normal symptoms you may experience are: headache,

irritability, foggy memory, sleep disturbance, loss of balance, vomiting, dizziness, sensitivity to light, change in behavior and trouble concentrating

DO NOT:

- Drink Alcohol
- Exercise or engage in physical activity
- Watch TV, Use your phone/tablet/play video games- NO ELECTRONICS
- Take Aspirin/Ibuprofen
- Drive a Vehicle

DO:

- Rest and get as much sleep as possible
- Stay hydrated with water
- Eat Nutritious meals
- Follow up with family physician

GO TO THE HOSPITAL IMMEDIATELY AND SEEK MEDICAL ATTENTION IF:

- Your symptoms become progressively worse
- Persistent or repeated vomiting
- You lose consciousness
- Experience a loss in vision
- Have unequal pupil response and dilation
- Increase in headache
- Feel faint or dizzy
- Have discharge from your ears or nose
- Seizure, difficulty walking or slurred speech

I understand my care instructions. I also understand that I need to be cleared by my primary physician to start my return to play, SO that the Athletic Trainer can start the return to participation of sports that follows the California State Laws.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ATC Signature: _____

Date: _____

FIVE FUNDAMENTALS OF SPORTS NUTRITION

1. Fuel Your Tank & Keep it Filled; Failing to meet calorie/energy needs will decrease performance and could result in significant physiological changes. Ensure you're consuming enough calories every day for the energy to maximize each practice, lifting or conditioning session. Doing so will result in getting faster, stronger, and gaining an edge over your opponent.
2. Hydration; Dehydration will hinder your performance; leaving you feeling fatigued and can limit your recovery from training. Signs include fatigue, dry/cotton mouth, increased rate of perceived exertion, dizziness, nauseous, shaking, inability to focus, and overall decrease in performance and skills. Daily: drink 1/2 roughly your bodyweight in ounces of fluids. Drink enough so that your urine is light lemonade color. Training: Drink 20-oz of fluids for every 1-lb lost during training.
3. Nutrient Timing and Consistency; Proper nutrient timing is essential for restoring the fuel stores in your muscles and starting the recovery process. Plan meals and snacks around your workout and practice times; try to eat something 1-2 hours before training and within 45 minutes after exercise. Consistency is also key to recovery and maintaining energy levels through the day. Avoid going long periods of time without eating. Eating smaller amounts more frequently will aid muscle recovery, replenish carbohydrate stores and improve body composition and strength gains. Be prepared-always carry a snack with you; bar, fruit, jerky, nuts or trail mix.
4. Quality is Key-keeping it Balanced & Varied; Build your meals & snacks around the Four Steps. This balance is key to ensure you are getting the nutrients your body needs to maximize your performance. Choosing foods with *quality* calories fight inflammation and promote cellular adaptations from training. Step 1: Fruits, vegetables, nuts and seeds, which provide key vitamins, minerals, antioxidants, and healthy fats. Step 2: Carbohydrates-breads, grains, cereals, pasta and starch vegetables provide key carbs needed during training, practice and competition. Step 3: Lean meats, dairy products and beans provide the protein and amino acids needed by muscles for recovery and rebuilding. Step 4: Healthy fats-essential for proper functioning of body. Provides energy, keeps body insulated, needed for cell functioning and

necessary for body to absorb vitamins A, D, E and K.

5. Food First, then Supplementation; There are thousands of supplements available on the market; however, there are very few high-quality products. Please check with your Doctor prior to taking any type of supplement. Remember food is the foundation.

WEIGHT ROOM POLICIES

The head coach or a designee for each varsity sports will create and implement a strength and conditioning program for their team. The head coach and or staff members are always present, supervising and administering the program for the respective teams. No student-athlete will train unsupervised.

Student-athletes should work out on their assigned days and at the assigned times. If a team or individual is unable to keep its commitment, then coaches are expected to work together and try and accommodate each other. We only have one weight room and at times must be shared among our teams.

WEIGHT ROOM RULES OF CONDUCT

Varsity weight room rules have been developed to ensure the safety of all student-athletes and the proper care of all equipment. They also have been developed to promote a productive training environment and to instill great pride as a Herd student-athlete. Please adhere to the following rules when in the weight room:

- Proper attire is required at all times.
- No hats are to be worn while training.
- All training apparel is to be that of Elk Grove High School (or blank/no logo). No other High School logos are to be worn while training.
- No horseplay will be tolerated.
- Food, drink and all tobacco products are prohibited.
- Only Coaching staff members are permitted to adjust the stereo system.
- The facilities are to be kept clean and orderly at all times. All equipment must be returned to its rightful place and weigh bars stripped of plates.
- Each student-athlete shall be responsible for wiping down conditioning equipment after use.

- Student-athletes should give their maximum effort during a workout.
- Spotters and training partners are required for all exercises.

Disciplinary measures are handled jointly by the Head Coach and the Athletic Director and may result from inappropriate behavior, endangerment of fellow student-athletes, or repeated failure to comply with the rules and regulations of the coaching staff.

LEAVING A TEAM

Students are encouraged to try a variety of sports and student-athletes may leave a team prior to the first contest, excluding scrimmages, without penalty, by personally notifying the coach that they no longer wish to participate. After this “try-out” period, student-athletes may leave a team under the following conditions:

- It is the student-athlete’s responsibility to notify the coach that he/she no longer wishes to participate. The coach may request that the student-athlete explain the reason(s) for leaving the team. If the coach and student-athlete agree that the student-athlete can leave the team, the student-athlete may leave without penalty. If there is no agreement, the student-athlete may not begin practicing another sport until the season (including play-offs if applicable) has ended. This includes any off-season programs.
- If a student-athlete is dismissed from a team, the student-athlete may not begin practicing another sport until the season (including play-offs if applicable) has ended. This includes any off-season programs.
- If a student-athlete communicates with a coach, but no agreement can be reached, the student may appeal to the Athletic Director. If the student-athlete feels the decision is still unfair, he/she may appeal the Athletic Director’s decision to the principal.

FINAL THOUGHTS

- Strive to be leaders and make special efforts to participate fully in the Academic, Campus and Physical areas.
- When possible, use free periods to make up missed course work with your teachers.
- Conduct yourself as a representative of EGHS on away athletic trips, both on and off the playing fields.

- Demonstrate good sportsmanship at all times.
- Manage outstanding performance and poor performance without excessive emotion.
- Treat all players, officials, spectators and coaches with respect and courtesy. No physical, verbal or gesturing abuse.
- Have a never quit mentality; no matter the situation push your self to continue, “Never give up, never give in”.
- Don’t become a distraction the Team comes first, TEAM WINS.
- Don’t use performance-enhancing or illegal supplements/drugs, including steroids.
- Don’t use tobacco products in practice or competition.
- Turn in ALL work ON TIME- papers, homework, lab reports, etc., should NEVER be late.
- All problems should be discussed immediately with your teachers and coach. DO NOT LET THE PROBLEM FESTER!
- Turn in make up work or work you will miss because of competition IN ADVANCE if possible when you will miss class.

Receipt of Information on Parents Legal Rights

As required by law, this handbook is to notify you of your legal rights and responsibilities.

“I hereby acknowledge that I have received information from Elk Grove High School about the legal rights of parents and guardians with children in California public schools in regards to Athletics.”

Name of Student School Elk Grove High School

Signature of student: _____

Date: _____

Signature of parent or guardian: _____

Date: _____

Please sign and return this form to your school’s Athletic Director

COACHES' PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS FOR COACHES

There is a definite need for precise criteria to measure coaching accomplishments within the framework of the athletic program. Each member of the coaching staff should make every effort to conduct a program that emphasizes excellence as a goal, and develop a winning attitude amongst the players, no coach should be made to feel that their job depends strictly upon their won-lost records. Rather, competency will be evaluated on the basis of ability to teach the skills and knowledge that relate to a sport, the ability to develop student-athletes under the school guiding principles, and the ability to properly manage or assist in the management of a sports program.

The following are major performance areas:

Rapport: A coach must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the school staff, the community as a whole, spectators, officials, fellow coaches in the league, media representatives, and the parents.

Cooperation: The athletic department and school expect a maximum of give and take between all individuals associated in any degree with the athletic program. Coaches must work hand-in-hand with their athletic director, principal and other members of their staff toward the goals of the athletic department.

Leadership: Commitment, enthusiasm, honesty, and love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, communication, should be exemplary and done in a professional manner at all times. Developing a team philosophy and style of play, creating a hand-book for your team, developing practice plans that do not waste valuable time, and building student-athletes that reflect the goals of the athletic department and school are very important.

Discipline: Every facet of discipline is the coach's responsibility. Individually, the coach needs to be the model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away and hold those within your program accountable for their actions coaches, players and parents. The creation of a team handbook is vital to helping with establishing the discipline you

as the coach want to see within your program and lay the foundation of your expectations and goals.

Improvement: A coach needs to take advantage of opportunities presented for self-improvement. Attendance at rules clinics, special workshops, clinics in specific fields, and similar in-service training programs are important. Coaches are expected to continue to learn and be creative, if your not getting better then your getting worse.

LEGAL RESPONSIBILITIES OF THE COACH

- All coaches must meet EGUSD Human Resources requirements and be cleared by the district before the start of each season.
- The authority of the coach extends to only what is just, proper and necessary for the welfare of the students.
- Prudence is the measure of negligence.
- All discipline (punishment) must be warranted, reasonable, not physically damaging and administered in a timely manner.
- Any discipline that results in a practice/game suspension must be documented and communicated to the student-athlete and his/her parent or guardian.
- The coach cannot give treatment for any injury or disease except bona fide emergency first aid. The coach cannot administer any medication. Every coach must make sure medical supplies are readily available.
- The coach must be present at all gatherings of team members, which he/she has established.
- Coaches are not liable for accidents to students engaged in normal school activities, unless negligence on the part of the coach is the proximate cause of the injury or death. Common areas of negligence are:
 - Faulty equipment.
 - Inadequate supervision (on the field and in the locker room).
 - Failure to take protective measures.
 - Hazardous conditions of buildings and grounds.
 - Poor selection of workout activities.
 - Lack of medical care immediately available.
 - No written release by a physician after a student-athlete is injured.

HEAD VARSITY COACH JOB DESCRIPTION

- Serve as liaison between his/her staff and the Athletic Director.
- Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Elk Grove Unified School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
- Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
- Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Design conferences, clinics and staff meetings to ensure staff awareness of the overall program.
- Trains and informs staff and encourages professional growth by promoting clinic attendance.
- Delegates specific duties, not to include co-head coach designation, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
- Maintains discipline, mediate grievances, and works to increase morale and cooperation.
- Assists/provides the Athletic Director in scheduling, providing transportation needs and requirements for tournaments and special sports events.
- Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
- Coordinates facility needs/repairs with the athletic director and other important school employees.
- Provides proper safeguards for maintenance and protection of assigned equipment.
- Recommends policy, method, or procedural changes to the Athletic Director.
- Enforces training rules, implement the unrest (fight) plan, and publishes any other unique regulations of the sport for each athlete.
- Monitors the grades and conduct of his/her athletes.
- Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
- Complete paperwork on all disabling athletic injuries on proper forms and submits to the Trainer or Athletic Director by the next school day.
- Directs student managers, assistants and statisticians.

- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
- Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
- Recommends/selects equipment and uniforms within budget appropriations.
- Is accountable for all equipment in his/her program (Varsity, Frosh/Soph, and Frosh) and submits notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.
- Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
- Properly marks and identifies all equipment before issuing or storing. 24. Secures all doors, lights, windows, and locks and stores all equipment before leaving a building or area. Supervises locker room area before and after practice.
- Instills in each player a respect for equipment and school property, its care and proper use.
- Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
- Responsible for reporting scores and information after every home contest to the designated content provider. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
- Head Coaches in football are responsible for having written contracts for non-league games with opposing schools.
- Responsible for arranging for substitutes because of athletic events with the Principal's secretary or the Athletic Director as soon as possible. 30. Understands that all drivers must meet District requirements to transport student-athletes and must be at least 23 years of age.
- Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
- Performs other duties, which may be assigned by the Athletic Director or Principal.

HEAD FROSH/SOPH AND ASSISTANT COACHES' JOB DESCRIPTION

- Serve as liaison between his/her staff and the Head Varsity Coach.

- Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Elk Grove Unified School District as they pertain to his/her sport.
- Understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels.
- Is aware of all public/staff/departmental meetings that require attendance.
- Maintains discipline and works to increase morale and cooperation within the school sports program.
- Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
- Coordinates facility needs/repairs with maintenance and school employees.
- Provides proper safeguards for maintenance and protection of assigned equipment.
- Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
- Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach an annual inventory.
- Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
- Secures all doors, lights, windows, and locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
- Instills in each player a respect for equipment and school property, its care and proper use.
- Assists the Head Varsity Coach in carrying out his/her responsibilities.
- Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
- Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
- Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
- Never criticizes, admonishes, or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.

- Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
- Responsible for arranging for substitutes because of athletic events with the Principal's secretary. The Athletic Director may be contacted in an emergency.
- Understands that drivers must meet District requirements to transport student-athletes and must be at least 23 years of age.
- Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
- Performs other duties that are consistent with the nature of the position and that may be requested by the Head Varsity Coach.

PROCEDURES BEFORE THE SEASON

Procedure Prior to First Practice Coaches must ensure that before practice begins:

- Every student-athlete has completed the following forms as verified by the Athletic Director: The athlete online forms from Athletic-clearance.com along with the confirmation page from Athletic-clearance.com and their alternative transportation form.
- Every student-athlete is scholastically eligible as verified by the Athletic Director.
- Practice times and location(s) are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office.
- A transportation request has been submitted to the Athletic Director.

Procedure Prior to First Contest Things to do: Issue uniforms and equipment and keep records of all assigned equipment.

- Submit a preliminary and final roster prior to the first contest.
- Read through Field Trip Basic Rules, and make sure all emergency forms are in your possession.
- The Employee and Volunteer Auto Usage Declaration Form and fingerprints must be on file for any adult (23 years or older) transporting students to a school sponsored activity or to their home.

Procedure After Season is Over Things to do; All Head Varsity Coaches are accountable for all equipment inventories, including Frosh/Soph equipment.

- Evaluation of all Head Varsity Coaches will be done by the Athletic Director and or Assistant Athletic Director.
- Begin scheduling contests for next year if possible.
 - All Head Varsity Coaches are responsible for scheduling of their practice games and scrimmages. The Athletic Directors and Principals approve league schedules. The complete schedule (including scrimmages) must be approved by the Athletic Director before it is final. The schedule should indicate date, time, opponent, location and bus time departure.
 - Schedules must be completed on dates indicated by the Athletic Director.
 - The Section designates practice games and scrimmage dates. Consideration should be given to the amount of time students will be out of class, and to the distance of the practice games, meets, etc. The coach when possible should consider transportation costs.
 - Any scrimmage requiring a paid official will be defined as a game. There must be volunteer help for scrimmages to conform to section and league rules concerning scrimmages.

ELK GROVE UNIFIED SCHOOL DISTRICT NON-VARSITY HEAD AND ASSISTANT COACH EVALUATION FORM

Coach: _____ Date: _____

Sport: _____ Level: _____

Effective, Needs Improvement, Unsatisfactory

1. Supportive of head coach _____
2. Cares for equipment _____
3. Exhibits knowledge of sport _____
4. Uses sound coaching methods/teaching ability _____
5. Motivates players through positive coaching and instruction _____
6. Develops rapport between coach and players _____
7. Displays enthusiasm in coaching _____
8. Maintains team discipline and provides proper instruction _____
9. Develops rapport with coaching staff _____
10. Accepts duties assigned by head coach _____
11. Uses good judgment, proper language, and behavior at all times _____
12. Dependable _____
13. Follows wishes of head coach as to how program is to be run: teaching, drills, offenses, defenses, etc. _____
14. Stresses appropriate conditioning, fitness and injury avoidance _____
15. Maintains acceptable ethical standards for coach and students _____
16. Keep things in perspective:
 - a. Promotes all sports in the athletic program _____
 - b. Is cooperative in sharing facilities _____
 - c. Recognizes the role of athletics in the development of lifelong values _____
 - d. Students' physical and emotional well-being comes before winning _____

The signature of the coach below does not necessarily indicate agreement with the above evaluation, but indicates he/she has read it. The coach may attach a memo within 5 days explaining his/her disagreement regarding any aspect of the evaluation.

Non-Varsity Head/Assistant Coach

Signature: _____

Date: _____

Varsity Head Coach

Signature: _____

Date: _____

Athletic Director

Signature: _____

Date: _____

EGUSD HEAD COACH PROFESSIONAL PERFORMANCE ASSESSMENT

DOMAIN 1:

COMMUNICATION 5 4 3 2 1

Standard 1.1: Maintains communications with school administration and staff. 5 4 3 2 1

Standard 1.2: Organizes an effective pre-season parent meeting that communicates program philosophy. 5 4 3 2 1

Standard 1.3: Communicates to all parties an understanding of the education values and importance of character, ethics, and sportsmanship that are developed from athletic participation. 5 4 3 2 1

Standard 1.4: Submits paperwork in a timely manner to all required parties (e.g., rosters, budgets, fundraising request, etc.). 5 4 3 2 1

Standard 1.5: Reports pre-game and post-game details to required sports media and school personnel. 5 4 3 2 1

Standard 1.6: Maintains clear and open lines of communication with athletes. 5 4 3 2 1

Standard 1.7: Communicates with parents regarding academic, athletic, and personal development concerns as necessary. Level of Performance: _____ Meets Expectations _____ Needs Improvement _____ Unsatisfactory Comments:

DOMAIN 2:

ADMINISTRATIVE/SUPERVISORY RESPONSIBILITIES 5 4 3 2 1

Standard 2.1: Notifies administration of any safety concerns regarding equipment and facilities. 5 4 3 2 1

Standard 2.2: Provides proper supervision prior to, during, and following practices, contest, and travel. 5 4 3 2 1

Standard 2.3: Prepares for injuries by keeping medical supplies and emergency forms on hand at practices and games as well as

implementing procedures for appropriate medical care. Works with athletic trainer to manage injuries of athletes. 5 4 3 2 1

Standard 2.4 Maintains adequate records, statistics, etc., on current team and individual athletes. 5 4 3 2 1

Standard 2.5: Attends mandatory district, league, school, and CIF meetings. 5 4 3 2 1

Standard 2.6: Coordinates with athletic director and school staff for event management, scheduling, travel, etc. 5 4 3 2 1

Standard 2.7: Makes responsible budgetary decisions based upon program needs and fund availability. 5 4 3 2 1

Standard 2.8: Provides an accurate, effective system for handling supplies and distributing and collecting equipment. 5 4 3 2 1

Level of Performance: _____ Meets Expectations _____ Needs Improvement _____ Unsatisfactory Comments:

EGUSD HEAD COACH PROFESSIONAL PERFORMANCE ASSESSMENT

DOMAIN 3: COACHING EXPERTISE 5 4 3 2 1

Standard 3.1: Demonstrates expertise in skills, strategies, and overall knowledge of the sport. 5 4 3 2 1

Standard 3.2: Maintains consistent team discipline. 5 4 3 2 1

Standard 3.3: Applies understanding of sport-specific principles and technical skills to improve individual and team performance. 5 4 3 2 1

Standard 3.4: Designs training and conditioning programs that properly and safely prepare athletes for peak performance in the sport. 5 4 3 2 1

Standard 3.5: Employs effective instructional methods for the introduction and refinement of sport-specific skills. 5 4 3 2 1

Standard 3.6: Organizes practices effectively to achieve team goals. 5 4 3 2 1

Standard 3.7: Prepares and modifies competitive strategies as needed. 5 4 3 2 1

Standard 3.8: Organizes and implements materials for scouting, planning of practices, and analysis of games. 5 4 3 2 1

Standard 3.9: Strives to build upon successes and improve shortfalls of the program. 5 4 3 2 1

Standard 3.10: Seeks opportunities for professional development to enhance coaching expertise. 5 4 3 2 1

Level of Performance: _____ Meets Expectations _____ Needs Improvement _____ Unsatisfactory Comments:

**DOMAIN 4:
PLAYER MANAGEMENT/DEVELOPMENT 5 4 3 2 1**

Standard 4.1: Demonstrates ability to motivate student-athletes to achieve their performance potential at practices and competitions. 5 4 3 2 1

Standard 4.2: Demonstrates knowledge of physiological and psychological capabilities and limitations of the age group. 5 4 3 2 1

Standard 4.3: Develops the skills of individual athletes for the benefit of the team. 5 4 3 2 1

Standard 4.4: Provides meaningful feedback to individual athletes to help them improve. 5 4 3 2 1

Standard 4.5: Helps each athlete to value his/her role in the achievement of team goals. 5 4 3 2 1

Standard 4.6: Displays sincere interest in the academic, athletic, and personal development of athletes in and out of season. 5 4 3 2 1

Standard 4.7: Demonstrates knowledge of techniques and methods of teaching and reinforcing sportsmanship and good character. 5 4 3 2 1

Standard 4.8: Encourages a broad spectrum of school sports experiences to foster positive personal growth. 5 4 3 2 1

Level of Performance: _____ Meets Expectations _____ Needs Improvement _____ Unsatisfactory Comments:

EGUSD HEAD COACH PROFESSIONAL PERFORMANCE

ASSESSMENT DOMAIN 5: PROGRAM LEADERSHIP 5 4 3 2 1

Standard 5.1: Works with the Athletic Director and Principal to hire qualified coaching staff when needed. 5 4 3 2 1

Standard 5.2: Develops an effective vision for the entire program and communicates that vision to all. 5 4 3 2 1

Standard 5.3: Develops reasonable benchmarks of sport knowledge and skills for coaches to address at each level of the program. 5 4 3 2 1

Standard 5.4: Works with coaches at all levels of the program to help them develop strategies to improve individual athletes and teams. 5 4 3 2 1

Standard 5.5: Advances the sport program through efforts that result in greatest possible participation and performance. 5 4 3 2 1

Standard 5.6: Provides objective input to the Athletic Director on the performance of coaches in the program. 5 4 3 2 1

Standard 5.7: Works with the other head coaches on campus to enhance and support the entire sport program. 5 4 3 2 1

Level of Performance: _____ Meets Expectations _____ Needs Improvement _____ Unsatisfactory Comments:

**DOMAIN 6:
PURSUING VICTORY WITH HONOR 5 4 3 2 1**

Standard 6.1: Program reflects the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. 5 4 3 2 1

Standard 6.2: Teaches, enforces, advocates, and models the Six Pillars of Character. 5 4 3 2 1 Standard

6.3: Enhances the academic, emotional, social, physical, and ethical development of student-athletes and teaches them life skills. 5 4 3 2 1

Standard 6.4: Stresses to the student-athlete that participation is a privilege not a right and the student-athlete must abide by rules and conduct themselves on and off the field as positive role models. 5 4 3 2 1

Standard 6.5: Demonstrates and demands integrity and observes and enforces the spirit and the letter of the rules. 5 4 3 2 1

Standard 6.6: All communication with student-athletes and parents emphasizes the importance of character, ethics, and sportsmanship. 5 4 3 2 1

Standard 6.7: Emphasizes the first priority is a serious commitment to getting an education and developing the academic skills and character to succeed. 5 4 3 2 1

Standard 6.8: Ensures that academic, social, emotional, physical, and ethical wellbeing of student-athlete is always placed above desires and pressures to win. 5 4 3 2 1

Standard 6.9: Models respectful behavior and demands that student-athletes refrain from disrespectful conduct, i.e., trash talking, taunting, and inappropriate celebrations. 5 4 3 2 1

Standard 6.10: Understands and exemplifies that the profession of coaching is the profession of teaching and strives to build the character of their athletes. 5 4 3 2 1

Standard 6.11: Understands, signed and is committed to the principals of the EGUSD Code of Conduct. Level of Performance: _____ Meets Expectations _____ Needs Improvement _____
Unsatisfactory Comments:

EGUSD HEAD COACH PROFESSIONAL PERFORMANCE ASSESSMENT SUMMATIVE EVALUATION THIS COACH:

MEETS SCHOOL EXPECTATION: _____

The coach is performing at or above the school standards. Standards listed below indicate a need for improvement and should be addressed in goal setting during the next evaluation cycle.

NEEDS IMPROVEMENT: _____

The coach is performing at or below school standards in some areas. Standards listed below indicate a need for improvement and must be addressed before the next season. A Performance Improvement Plan will be created to address the areas that need improvement.

UNSATISFACTORY: _____

The coach does not meet school standards for satisfactory performance. Continuation is not recommended.

Signature of Coach: _____

Date: _____

Signature of Athletic Director: _____

Date _____